

# **TERRYVILLE FIRE DEPARTMENT, INC.**

## **BYLAWS**

**January 2017**

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## **Preamble**

The membership of the Terryville Fire Department, in order to establish discipline, define duties, and for the preservation and protection of life and property from and during such fires and other emergencies as may occur in the district, adopts the following code of laws and rules for the Terryville Fire Department.

Throughout these bylaws, the words “member”, “they”, “their”, “themselves” and “them” are used as a matter of convenience to reflect the member regardless of gender.

Any rules that are not governed by Terryville Fire Department bylaws will revert to *Robert’s Rules of Order*.

## **Definitions**

Majority, as defined in *Robert’s Rules of Order*, means more than half the votes cast.

A member in good standing is defined as one who meets the required training and alarm response as described in the Chief’s Policies and/or bylaws, and demonstrates professional and positive behavior when representing the Terryville Fire Department.

## **Article One - Name**

The name of this department shall be the Terryville Fire Department, Inc. (the "Department"). It shall be made up of Companies 1, 2, 3, 4, 5, and 6 and any other such companies as may be formed and duly organized and admitted to the department from time to time. There shall also be a Ladies Service Company and Junior Fire Company, which shall exist as adjuncts to the department.

## **Article Two - Membership**

### **Section 1**

There shall be the following types of membership: Active, Honorary, and Lifetime Inactive.

### **Section 2**

Any citizen who is a legal resident of territorial limits of this district, or in close proximity thereto, may, upon proper application and acceptance pursuant to the bylaws (Article Three, Section 1), become a member of this department.

### **Section 3**

Active Membership - An Active firefighter must successfully complete a probationary period. In addition, they will be required to make a certain number of alarms, drills, and other department functions as set forth in the Chief's Policies. They shall continue to demonstrate their desire to work with the offices of both company and department, as well as with other members. Their major concern shall be the preservation of life and property as stated in the Preamble of these bylaws.

Should an Active firefighter sustain an injury while in the performance of this duty to such an extent that they can no longer serve actively, they may be eligible for Lifetime Inactive status as set forth under Article Two, Section 6.

A new Active member will serve a probationary period upon being accepted by the Board of Fire Commissioners which includes, but is not limited to, orientation to operating procedures and best practices, and attending standardized training for his/her defined role.

During this probationary period they shall be required to:

- A. Attend seventy-five (75) percent of all regularly called department meetings and seventy-five (75) percent of all regularly called meetings of their assigned company.
- B. Meet all other requirements of an Active member.

#### **Section 4**

Lifetime Active Status - Any Active firefighter, upon completion of twenty (20) years of active service time, shall automatically be given Lifetime Active status in the Terryville Fire Department. Each ex-chief of the Terryville Fire Department shall become a Lifetime Active member in the Terryville Fire Department upon faithfully completing their elected term in office.

Lifetime Active status means that members must attend at least forty (40) percent of company and department drills. If this member attends the above mentioned drills they may respond to alarms as an Active firefighter. This member must also make five (5) percent of all fire alarms.

Lifetime Active status allows a member to remain on active duty unless the chief and company officers decide that this member, because of a physical problem, must be placed on the Lifetime Inactive roster at which time their name shall be taken off the Active roster.

If a member with Lifetime Active status does not comply with the required attendance at drills and fire alarms, which will be computed semi-annually, they will be taken off the Active duty roster at the request of the company officers and the chief, and their name shall be placed on the Lifetime Inactive roster.

A member with Lifetime Active status may vote for company officers and department officers only if they maintain attendance at drills and fire alarms as outlined in this section.

#### **Section 5**

Honorary Membership - An Active firefighter who has served the department faithfully for five (5) years and who suffers an accident or is stricken by an illness not connected with the performance of his/her duties as a firefighter, so as to prevent him/her from giving service actively as a firefighter, or any person who has distinguished themselves by service to the department, may be placed on the Honorary list. An application for Honorary membership must be submitted to the department chairman in writing. Thereafter, the application must be presented to the membership of the department within sixty (60) days. A two-thirds (2/3) affirmative vote of all those present at the department meeting is necessary to grant Honorary membership. An Honorary member shall not respond to alarms or actively participate in drills nor have voting privileges.

#### **Section 6**

Lifetime Inactive Status - A Lifetime Inactive member shall not respond to alarms nor vote for company or department officers. They shall retain voting privileges only for administrative offices within the department. Any member on Active duty who is permanently disabled in the line of firematic duty in the Terryville Fire Department shall be placed on Lifetime Inactive duty upon the member's application with an evaluation from the department physician.

## **Section 7**

Ladies Service Company - Membership will be governed by their own bylaws as approved by the chief and Board of Fire Commissioners.

## **Section 8**

Junior Firefighters – Junior firefighters will be governed by the bylaws of the Terryville Fire Department with these additional requirements:

1. No Junior firefighter will respond to the fire ground or the firehouse when the alarm rings. They will respond only when the chief so directs.
2. All Junior firefighter activities shall be under the direction of the Chief's Office.
3. No Junior firefighter shall practice with any equipment unless supervised by a qualified firefighter, with the permission of the chief.
4. Each Junior firefighter will have sole responsibility for the upkeep of gear and equipment issued to them.

## **Section 9**

Leave of Absence

1. Personal Leave of Absence - A leave of absence may be granted to a member by their company captain for a maximum of six (6) months. If further leave is required, it may be granted by the chief of the department.
2. Military/College Leave of Absence – Any firefighter in the armed forces, or who is away at college, shall retain their status as a member for up to five (5) years. After five (5) years, the member shall be dropped from the Terryville Fire Department and will have to re-enter the Terryville Fire Department as a new member, but will have priority over new members applying. The above rule may be suspended for members in the armed forces in time of war.
3. A member of the department who has started a leave of absence shall be allowed to vote during the first month of said leave. Anytime thereafter, the member who is on leave will forego all voting privileges. Any member returning from an extended leave of absence (over six (6) months), who is required to serve a reorientation period, will not be eligible to vote until reorientation is completed.

## **Article Three - Election to Membership**

### **Section 1**

Applicants for membership in the department shall be elected and appointed as provided in this section.

An applicant for membership shall submit a completed application to the Chief's Office. The chief shall conduct an investigation and report the findings to the department. At a regular meeting of the fire department, the members may elect eligible persons, including fire district officers, as volunteer members. The election shall be by a majority vote of the members present and voting at the meeting. The membership of any person so elected shall become effective when approved by resolution of the Board of Fire Commissioners. Membership shall be deemed to have been approved in the event that no action has been taken by the Board of Fire Commissioners, either approving or disapproving, within forty (40) days after service of written notice of election to membership shall have been made by the department upon the secretary of the Board of Fire Commissioners, either personally or by mail.

In the event that the Board of Fire Commissioners does not approve an applicant for membership, then the applicant shall not become a member.

### **Section 2**

Each new member will be given a copy of the Chief's Policies and the Terryville Fire Department Bylaws upon entrance as a new probationary firefighter. If, at the end of one (1) year, the new member meets all the probationary requirements set by the bylaws and the Chief's Policies, their probationary period ends.

### **Section 3**

There will be a one (1) year waiting period for reinstatement to this department for a member who leaves this department voluntarily. To rejoin, they must meet all the requirements of the bylaws (as stated in Article Three, Section 1).

#### **Section 4**

Termination - Any member on probationary status who does not meet the minimum requirement as set by the bylaws and the Chief's Policies shall be referred to the Chief's Office for possible extension of the probationary period or termination.

Any Active member that fails to meet the ongoing requirements of role performance, as set forth by the bylaws and Chief's Policies, will receive a warning to improve and be evaluated for improvement after an agreed upon time frame, typically one quarter. If there is no improvement, the member will be placed on a provisional period and will be ineligible to run for office. Members on provisional status will be subject to additional sanctions including loss of privileges such as voting, attendance at social events, the inability to request or use the hall, and the inability to bring guests. Continued failure to improve will be reviewed on a case by case basis and may result in dismissal. Provisionary members may be returned to Active good standing status if improvements are made and sustained according to the Chief's Policies.

#### **Section 5**

Any member terminated from the department will not be eligible to reapply for membership for five (5) years. The exception to this bylaw is for members terminated due to college/military leave extending beyond 5 years. Those members may reapply at any time.

## **Article Four - Meetings and Order of Business**

### **Section 1**

The department, and each company in the department, will hold a monthly meeting. Meetings will be arranged so as not to conflict with department meetings.

### **Section 2**

The annual meeting for the election of department offices shall be called by the Board of Fire Commissioners, at a time and place designated by them, on the first Tuesday in the month of December of each year and as prescribed by New York State law governing such elections.

### **Section 3**

The annual election of company officers shall be held in November with the exception of the Junior Fire Company, which will be held in May.

### **Section 4**

The order of business of any department or company meeting shall be:

1. Call to order by the presiding officer with salute to the flag.
2. The reading and/or posting of the minutes of the previous meeting.
3. The reading and/or posting of the treasurer's report.
4. The presentation of any correspondence deemed pertinent.
5. The reports of any committees.
6. Chief or company officers reports.
7. Review of alarms.
8. Items of old business.
9. Items of new business, including the good and welfare of the department or company.
10. Adjournment.

All business transacted shall be governed by *Robert's Rules of Order*.

## **Article Five - Nomination and Election for Department and Company Officers**

### **Section 1**

Each company, at its regular September meeting, shall select a member with a minimum of three (3) years active service to represent the company on the department Election Committee at the October meeting and will select one to act as chairman of the committee.

### **Section 2**

The department chairman shall, at the October department meeting, advise the membership that, if they wish to be considered for an elective office, they must submit their names in writing, and specify the particular post they are seeking, to the Election Committee for the purpose of being evaluated for the nomination for an office as listed in Article Six of these bylaws.

### **Section 3**

The Election Committee, upon its appointment, shall accept the submission of any active member's name for the purpose of evaluating their qualifications for the offices listed in Article Six of these bylaws. Said names must be submitted to the Election Committee within fourteen (14) days of the October department meeting.

### **Section 4**

The Election Committee shall, upon completion of investigation of names submitted, post the names of all persons eligible to accept nomination for each department office. The list shall be completed and posted on each fire station's bulletin board no later than seventeen (17) days after the October meeting. Copies of the list will be furnished to the Chief's Office and department chairman.

### **Section 5**

At the November department meeting the Election Committee will place into nomination all those names submitted and found to be qualified. There shall be no nominations from the floor. If, at the end of the November meeting, there is a position (office) for which not a single person has been nominated, the Election Committee shall notify the chief and department chairman that a vacancy exists. The department chairman will, after a meeting with the chiefs and Election Committee, call a special department meeting prior to the December department election day. The meeting will be for the purpose of securing a nomination for a qualified candidate. If no qualified candidate is nominated, the position shall remain open.

## **Section 6**

Election for department line and administrative offices shall take place in December of each year on the first Thursday following the first Tuesday. Polling will take place in the following manner: department voting hours will be from 1100 hours to 1300 hours and from 1700 hours to 2100 hours at which time the voting will be closed and the Election Committee will tally the votes. Voting will take place at Station 1 only.

## **Section 7**

Absentee ballots for department elections will be issued to eligible voting members for bona fide absences. Members requiring an absentee ballot shall notify the Election Committee prior to the election date.

## **Section 8**

The Election Committee shall provide two (2) ballots at the annual elections; one for line officers and one for administrative officers. The Election Committee will maintain the security of the ballots at all times.

## **Section 9**

The Election Committee shall accept official markings on ballots for department voting purposes as follows: either a check or an X in the appropriate boxes provided on the ballots, or a written name for a write-in vote. The Election Committee's judgement will determine if an X or check has been made.

## **Section 10**

The company captain will appoint an election committee, consisting of three (3) members who have been active members of the company for the last three (3) years, at the September company meeting.

The election committee will then evaluate the members in the company and post the names of all members who are eligible to run for the position of line and administrative offices of the company. The list will be posted at all fire stations two (2) weeks prior to the company's October meeting. The election committee shall provide the Chief's Office and the department chairman with a copy of the list.

At the October meeting, the captain shall have the election committee open the nominations for each company office. If, at the end of nominations, there is a position (office) for which not a single person has been nominated, the election committee shall declare a vacancy and consult with the company officers and the Chief's Office as to filling the post due to be vacated. If necessary, a special company meeting will be called by the company captain for the purpose of conducting nominations for a qualified candidate.

### **Section 10 (cont'd)**

At the November company meeting, the company captain will instruct the election committee to conduct company elections for the offices described in Article Seven of these bylaws.

Absentee ballots may be issued on an individual basis by contacting the members of the election committee for the absentee ballots prior to the election date.

In any company where there are two (2) lieutenants of equal rank running, there will be two (2) spots on the ballot: an "A" spot and a "B" spot for election purposes only. Persons running for a lieutenant office must choose the A or B spot.

### **Section 11**

Any member who is found to be ineligible by the election committee has the right to question this decision. They must do so in writing within seven (7) days from the posting of the eligible candidate list. The election committee will advise the member as to whether they will be added to the posted list by the committee prior to nominations. This procedure will be used by both the company and department election committees.

### **Section 12**

No line officer of the department, or of a company, shall be eligible to serve more than two (2) consecutive years in the same office, except for the lieutenants who can serve no more than four (4) consecutive years. Further, it shall be understood that all department and company elected candidates shall take office on January 1.

### **Section 13**

Any firefighter running for a line office shall not be eligible to run for any line office other than the one to which they are nominated. They must make a choice of the line office for which they want to run and, having made that choice, abide by the decision of the department or company. Furthermore, no member of the Terryville Fire Department may hold the office of Chief or Assistant Chief and an elected office of the Terryville Fire District at the same time.

### **Section 14**

Members who are on suspension, either company or department, are not eligible to vote. Members serving a probationary period are not eligible to vote.

## **Section 15**

In the event of three (3) or more members running for office, the winner must receive at least fifty-one (51) percent of the total votes cast, including void ballots. In the event no candidate receives fifty-one (51) percent of the total votes cast, there shall be a runoff of the top two (2) candidates one week after said election.

## **Section 16**

For the purpose of filling a vacancy during any part of an elected term, the following format will be used for department level:

1. The Chief's Office will notify the department membership by calling a special meeting. At this meeting, the chiefs will have the company captains appoint a member who is qualified to serve on the Election Committee. The Election Committee shall, immediately after the special meeting, meet with the chief and department chairman and set up a schedule to fill the department level vacancy.
2. The schedule shall follow this set pattern:
  - a. For one (1) week after the department special meeting, the Election Committee will accept names for the purpose of evaluation.
  - b. Post the names of members who are eligible in all fire stations as soon as possible.
  - c. Allow at least seven (7) days after posting for members to protest their ineligibility.
  - d. The following Sunday after the seventh (7<sup>th</sup>) day of posting the names, conduct a special meeting for the purpose of conducting nominations.
  - e. The Sunday following nominations, conduct election by means of:
    - (1) Distribute absentee ballots on an individual need basis during the week between nominations and elections.
    - (2) Polling shall take place at the Terryville Fire Department Station 1 building. The hours for which to vote shall be from 1000 hours to 1400 hours. At 1400 hours, the polls shall close and the Election Committee shall then follow the standard procedure of counting and reporting the election results.

## **Section 17**

For the purpose of filling a company level vacancy, the following format will be used:

1. The company captain shall notify the Chief's Office of the vacancy.
2. The company captain will call a special meeting for the purpose of advising the company that a vacancy exists and to form a three (3) person election committee.
3. The committee will, on that day, evaluate all company members and post, on the following day, all eligible members' names. Any protest should then be dealt with expeditiously, i.e. within a seven (7) day period in the following manner:
  - a. Ten (10) days after the special meeting, the committee will call a meeting through the company captain for the purpose of conducting nominations and, immediately thereafter, hold a vote of confidence election.
  - b. The result will be forwarded to the Chief's Office for confirmation.
  - c. The candidate winning the vote of confidence will be appointed by the Chief's Office and then take office and complete the term that was vacated.

## **Article Six - Department Officers: Qualifications and Duties**

### **Section 1**

The officers of the department shall be a chief, first assistant chief, second assistant chief, and third assistant chief. These shall be considered department line officers. There shall also be a chairman, a recording secretary, a corresponding secretary, and a treasurer who shall be considered administrative officers.

### **Section 2**

A firefighter, to be elected chief or assistant chief of this department, must be an Active firefighter of this department for the previous five (5) years. They must have served as a captain, whether elected or appointed, and must complete a minimum of one (1) year prior to ascending to the rank of chief or assistant chief. They must have a Suffolk County Vocational Fire School certificate (or Terryville Fire School certificate dated prior to 1980) and must have successfully completed the Incident Command Course prior to January 1, 2010. As of January 1, 2010, the Introduction to Fire Officer Course must be successfully completed. They must possess a minimum of a current Standard First Aid certification (or the equivalent), a current full CPR certification, and a complete in-house Emergency Medical Training as required in the Chief's Policies. These qualifications must be maintained throughout their term of office, prior to September 1 of the year in which they seek election.

### **Section 3**

The chief shall maintain a written policy of procedure. Said policy shall be updated annually. This policy shall neither conflict with nor supersede these bylaws.

### **Section 4**

The chief shall, under the direction of the Board of Fire Commissioners, have exclusive control of the members of the fire department of the fire district at all fires, inspections, review, and other occasions when the fire department is on duty or parade. They shall also have supervision of the engines, fire trucks, pumpers, hose wagons, and other apparatus, and the equipment and other property used for the prevention of, or extinguishment of, fire and of all officers and employees of the fire department. They shall see that the rules and regulations of the Board of Fire Commissioners are observed and that the orders of the Board of Fire Commissioners are duly executed. They shall, whenever required by the Board of Fire Commissioners, report to said board the condition of the property of said fire district and such other information as may be required of them.

#### **Section 4 (cont'd)**

They shall hold the members, officers, and employees of the fire department strictly to account for neglect of duty and may suspend them for improper conduct, subject to the action of the Board of Fire Commissioners at its next meeting. In case of disability or absence of the chief, the first assistant chief, and other assistant chiefs in numerical order, shall perform the duties and exercise the powers of the chief. When the fire department or any company is on duty, no member of the Board of Fire Commissioners shall interfere with the duties of the chief or assistant chief.

#### **Section 5**

Chain of Command

- Chief
- First Assistant Chief
- Second Assistant Chief
- Third Assistant Chief
- Captains
- Lieutenants
- Ex-Chiefs
- Ex-Captains
- Firefighter

The senior officer arriving at the scene will be in command until an officer of higher rank arrives. A progress report will be given verbally from the officers in charge to the one to take over the operation. Ambulance company officers shall relinquish command to a line officer at fire related incidents. If no officer is on the scene, an ex-chief or firefighter is in charge and the same procedure shall take place. In the event of two (2) officers of the same rank on scene, the first to arrive shall remain in command. All fire logs must be filled out completely.

#### **Section 6**

The recording secretary of the department shall be required to keep a record of all department meetings, property, members' accounts, etc. in a book suitable for such purposes. The corresponding secretary shall notify all members of all meetings and other functions, and answer all correspondence as directed by the chief or ordered at a department meeting. Each secretary shall assume all regular or special functions usually required of a secretary.

## **Section 7**

For the faithful performance and discharge of duties as secretary, each secretary shall receive an annual salary to be set by the membership of the department on the recommendation of the Finance Committee. This shall be set at the January meeting of the department and one quarter (1/4) of said salary shall be payable at the end of each quarter-year thereafter. The year begins on January 1<sup>st</sup>.

## **Section 8**

The department chairman will preside over the monthly department meeting and all non-firematic committees except Election, Parade, and Funeral. The department chairman will appoint an assistant chairman to help with the execution of the duties and to preside over the monthly department meetings in the chairman's absence.

## **Section 9**

The treasurer of the department shall have charge of all funds and shall pay all bills under \$500.00, for which there is a line item in the department budget, within five (5) days.

## **Section 10**

For faithful performance and discharge of duties as treasurer of the department, they shall receive an annual salary to be set by the membership of the department on the recommendation of the Finance Committee. This shall be set at the January meeting of the department, and one-quarter (1/4) of said salary shall be payable at the end of each quarter-year thereafter. The year begins on January 1<sup>st</sup>.

## **Section 11**

The treasurer shall be required to post bond for the performance of their duties, with such bond to be set at the expense of the department.

## **Section 12**

The treasurer shall be required to submit a regular report at each meeting of the department, which shall include a report of all receipts and disbursements, and the balance remaining in each and every fund under their control.

## **Section 13**

The treasurer shall also submit their records to an accredited CPA, designated by the department, for audit no later than September 30<sup>th</sup>. The cost of this audit shall be borne by the department.

## **Article Seven - Company Officers: Qualifications and Duties**

### **Section 1**

The officers of each company shall be one (1) captain and one (1) lieutenant. However, any company with fifteen (15) or more active members six (6) months prior to company elections may have two (2) lieutenants. These are line officers.

There shall also be a secretary and treasurer for each company who are to be administrative officers and whose authority shall be confined to the duties required of them in their respective offices.

### **Section 2**

In order to be elected captain of a company, a member must have served as a lieutenant for a minimum of one (1) year in the Terryville Fire Department. The candidate must be qualified on all apparatus and equipment in the company for which he/she is a candidate. The fire company candidate must have a Suffolk County Vocational Basic Fire School certificate (or a Terryville Fire School certificate dated prior to 1980). All candidates must have successfully completed the Incident Command Course dated prior to January 1, 2010. As of January 1, 2010, the Introduction to Fire Officer Course must be successfully completed prior to September 1<sup>st</sup> of the year in which they seek election.

### **Section 3**

It shall be the duty of the captain to see that the apparatus of the company, and every article pertaining thereto, be kept in good order and repair; to take command of the company at every fire, alarm of fire, or when otherwise detailed to duty; to see that every member performs their duty, and for the disobedience of order, or contempt of rules on the part of any member, report the case, and the persons so infringing, to the chief. They shall call a special meeting of the company at the written request of five (5) members, or whenever they may deem it necessary. They shall preside at all meetings of the company, impose all penalties pertaining to the regulations of the meeting, and decide all questions of order subject, however, to appeal. They shall have a vote only when it is necessary to break a tie vote, or when voting is by ballot.

#### **Section 4**

In order to be elected lieutenant of a company, a member must meet the following qualifications prior to September 1<sup>st</sup> of the year in which they seek election:

1. Active member for two consecutive years.
2. Qualified on all company apparatus.
3. Successfully completed Firefighter 1, have a Suffolk County Vocational Basic Fire School certificate, or have a Terryville Fire Department School certificate dated prior to 1980.
4. Successfully completed Suffolk County Officers training, Incident Command Course prior to January 1, 2010, or Volunteer Emergency Service Management. As of January 1, 2010, the Introduction to Fire Officer Course must be successfully completed.

No more than four (4) consecutive one-year (1) terms shall be served.

#### **Section 5**

Any active member may drive any apparatus, for which they have been qualified by a qualification board appointed by the chief, to a fire and shall assume the duties of driver. It shall be the duty of each qualified driver to know the location of the alarm before leaving the firehouse, obey state traffic laws, stay with the apparatus at the fire and return to the firehouse when ordered, have full knowledge of the truck's equipment, and ensure that the apparatus is in the proper working order for further service when returned. A member's driving certification may be revoked or suspended by the chief for cause.

#### **Section 6**

The secretary of the company shall be required to keep a record of all company meetings, property, members' accounts, etc. in a book suitable for such purposes. They shall notify all members of all meetings and other functions, answer all correspondence as directed by the captain or ordered at a company meeting, assuming all regular or special functions usually required of a secretary.

#### **Section 7**

The treasurer of the company shall have charge of all funds and shall pay all bills approved by the membership at the company meeting.

## **Article Eight - Committees: Structure and Functions**

### **Section 1**

The standing committees of the department shall be:

1. Election
2. Funeral
3. Bylaw
4. Fund Drive
5. House and Grounds
6. Sports and Recreation
7. Lounge
8. Kitchen

### **Section 2**

The powers, duties, and makeup of the Election Committee shall be as set forth in Article Five herein.

### **Section 3**

The Funeral Committee shall consist of a minimum of six (6) members (two (2) from each company), appointed by the captains of each company, whose function will be to oversee the procedures set forth in the bylaws.

### **Section 4**

The Finance Committee shall consist of the department treasurer and the treasurers of each company. It shall be their duty to draw up a proposed department budget to be submitted at the October meeting of the department. A final budget shall be adopted by a majority vote of the body. In order for any item to be included in the department budget, a request for appropriations must be submitted to the Finance Committee.

After the budget has been adopted, it shall be the duty of the Finance Committee to authorize, or reject, any motion to spend monies in excess of \$250.00 for items not included in the budget. Any motion rejected by the Finance Committee may be passed by a two-thirds (2/3) majority vote of the members present at the next department meeting.

## **Section 5**

The Bylaw Committee shall consist of two (2) members from each company. Such member shall have five (5) or more years in the department and be appointed by the captain. No active chief or commissioner can be a voting member of the Bylaw Committee.

The Bylaw Committee will interpret the bylaws upon request in writing from any of the following offices: chief, department chairman, company captain.

The interpretation will be only for the specific request at the time and will not be binding for any future request regarding the same bylaw.

This interpretation will be presented at the next department meeting.

This interpretation in NO WAY becomes part of the bylaws. However, the interpretation will be recorded in the department minutes.

## **Article Nine - Quorum**

The quorum necessary for the transaction of business at any department or company meeting, or elections, shall be one-third (1/3) of the voting membership of the department or company at the time of the meeting. The quorum for any committee shall be two-thirds (2/3) of the membership of said committee.

## **Article Ten - Amending Procedures**

To amend these bylaws, the proposal shall be submitted, in writing, on the Bylaw Amendment Proposal/Ballot form. This form can be obtained from a Bylaw Committee member. The proposed bylaw will be submitted to the Bylaw Committee and then presented and distributed at the company meetings where it will be read and discussed. At the next month's regular department meeting, the proposed bylaw will be read and opened for discussion. Members that did not receive their ballot at the company meeting will have the opportunity to obtain the proposal/ballot at this time. Members will have the opportunity to review and submit their votes from the close of the company discussion until the vote is called at the next month's regular department meeting. The Bylaw Committee will review and tally votes to present at this meeting. In order to pass, the proposal requires a two-thirds (2/3) majority of all votes cast.

## **Article Eleven - Funeral Rules**

### **Section 1**

Full firematic honors and funeral services are due to the following personnel:

1. Firefighter
2. Member of the Ladies Service Company
3. Honorary/Lifetime members of the department
4. Members of the Junior Company

The service shall be explained by the chief, or their designee, to the deceased's family and shall be conducted in full, or in part, as approved by the family. At the discretion of the chief, the Funeral Committee will handle the arrangements.

Dress shall be Class A uniform with gloves. Badges will be banded in black.

There shall be an honor guard at the bier during the department services on the day of the funeral. This can be expanded depending on available personnel.

An American flag shall be placed on the casket according to military protocol if the member served honorably in the Armed Forces of the U.S.A.

Department services shall consist of a calling of the roll of the deceased's company with the deceased's name read last. The bell shall be rung five (5) times slowly after each of the three (3) times that the deceased's name is called. A eulogy may be given by the chief, or their representative, followed by the reading of a non-denominational prayer. All members shall file by the bier for the last salute. The chief and the company captain shall extend condolences to the bereaved.

The fire stations shall be draped in black crepe and the flag flown at half-mast for thirty (30) days. The stations' information signs shall carry the deceased's name, with an appropriate memoriam, until the date after the interment.

As part of the funeral services, an honor guard and/or pallbearers shall be available. Fire apparatus shall be available for the casket, flowers, etc. as approved by the chief. All apparatus shall be draped in black crepe. The procession shall stop in front of Headquarters where an honor guard shall lower the flag to half-mast, play taps (if available), and salute while the siren is sounded for fifteen (15) seconds, symbolic of the deceased's last alarm.

The large American flag will be flown for every member of the Terryville Fire Department.

## **Section 1 (cont'd)**

At the cemetery, all members present shall fall into rank as an honor guard during the service, followed by the last salute. The flag, if appropriate, shall be folded by the members of the honor guard and presented to the most senior officer present who shall, in turn, present it to the most closely related survivor.

The department may spend up to \$500.00 for refreshments after the funeral, if the meal is served at a Terryville fire station. On the event of line of duty death, the Funeral Committee may recommend a monetary amount to exceed the above figure.

## **Section 2**

Firematic honors and a funeral service shall be due to a Commissioner who is not a member of the department with the following exceptions:

1. There shall be no roll calling or bell ringing.
2. The eulogy shall be conducted by a commissioner.
3. Condolences shall be extended by a commissioner.
4. The siren shall not be sounded.
5. The flag, if appropriate, shall be presented by a commissioner.

Services and honors for a commissioner who is also a department member shall be similar to Section 1.

The department shall pay its respects to the mother, father, guardian, wife, husband, or children of a member, also the brother or sister if living in the member's household. We shall also pay our respects to a Terryville Fire District employee who is not an active or honorary member, their spouse or children living at home. If the employee is a member of another fire department, we shall attend as coordinated with that organization.

Dress shall be Class A uniform with white gloves.

Members shall file past the bier to pay respects. They shall salute only if the deceased is a member of any fire department, or other uniformed service, at the time of the member's death. The senior officer present shall extend condolences to the bereaved.

Honor guards shall be scheduled by company officers. The guard shall consist of two (2) personnel at a time.

The honor guard shall stand at attention throughout the service. They will not remove their hats for prayer.

## **Section 2 (cont'd)**

During the service for the following personnel, the honor guard shall consist of the designated people:

1. Commissioner (commissioner, past-commissioner)
2. Chief (chief, ex-chiefs)
3. Captain (captains, ex-captains)

\*Priority shall be given to members of the deceased's company.

For deceased in any of the categories described in Section 1 and 2, the department shall send flowers, a basket of wine or fruit, or a donation in accordance with the guidelines set by the department. This shall be arranged by the Chief's Office or Funeral Committee.

Chartered transportation may be arranged at the chief's discretion for members to attend services only if the deceased is a member of the department as listed in Section 1.