

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-BL-R2 PAGE 1 OF 20 DATE EFFECTIVE: 5/7/14			
	NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No.	2

BY-LAWS

 OF THE

 HAHNVILLE VOLUNTEER FIRE

 DEPARTMENT, INC

 OF

 ST. CHARLES PARISH

Hahnville Volunteer Fire
Department, Inc
 "PROTECTION OF LIFE AND PROPERTY"

Document Number: HVFD-BL-R2

PAGE 2 OF 20
 DATE EFFECTIVE: 5/7/14

NAME: By-Laws

SUPERSEDES: N/A

Membership
Approval Date

5/7/14

Revision
No.

2

REV	Description of Change	By	Date
0	Membership acceptance	Matt Allshouse	5/7/2014
1	Addition of Officers-Safety, Medical and Fire Prevention	Matt Allshouse	7/6/2016
2	Adjustments per Chouest Law Firm Recommendations	Matt Allshouse	6/7/2017

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-BL-R2 PAGE 3 OF 20 DATE EFFECTIVE: 5/7/14			
	NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No.	2

ARTICLE I NAME AND OFFICAL MOTTO

The corporate name is **HAHNVILLE VOLUNTEER FIRE DEPARTMENT, INC.** (herein the "Corporation" or (the "Department"), and its official motto is **"PROTECTION OF LIFE AND PROPERTY"**.

ARTICLE II OBJECTS

In addition to the purposes specified in the articles of incorporation, the objects of the organization shall include the preservation and protection of life and property from, and during, such fires or emergencies as may occur in the community and vicinity; the extension of benevolence to its members, and fostering the cultivation of fraternism among the firefighters.

ARTICLE III MEMBERSHIP

The members of the corporation shall be divided into four (4) classes:

The members of the Corporation shall be divided into the following four (4) classes:

A. Active Member

After being voted into the Department and paying all required dues, a member shall be classified as an "Active Member" who is entitled to vote in all elections and participate in all Department benefits to which Active Members are entitled. To maintain Active Member status, a member shall miss no more than five (5) consecutive meetings, whether business or training, and shall pay all required dues. Members who do not meet the required attendance requirements will be classified as an "inactive members". Inactive members shall serve a 90 day probation period before being eligible to be reinstated as an Active Member.

B. Honorary Member

A member who has paid all required membership dues, who is no longer willing or able to participate as an Active Member of the Department, and who does not seek reinstatement from an inactive status may be classified as an Honorary Member. Honorary Members shall have no vote and are not be eligible for benefits of the Department's Active Members, but they shall be eligible to attend the yearly installation of officer's ceremony and to attend membership meetings.

C. Lifetime Member

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: HVFD-BL-R2 PAGE 4 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws		SUPERSEDES: N/A		
		Membership Approval Date	5/7/14	Revision No.
				2

Any member with 25 years of collective or continuous service with the Hahnville Volunteer Fire Department may be granted a Lifetime Membership at the January Annual Membership Meeting following their anniversary date. Lifetime Members over the age of 60 may be exempted from fire & training requirements if they choose not to respond to dispatched calls. To be entitled to vote in all elections and participate in all Department benefits to which Active Members are entitled, Lifetime Members under the age of 60 may not be absent from more than five (5) consecutive meetings, whether business or training. If deemed “inactive”, such members shall serve a 90 day probation period before being eligible to be reinstated as an Active Member.

D. Support Member

Although Support Members are not eligible to hold a position on the firefighting side of the Department, they provide meaningful and necessary support and assistance in connection with all the Department’s activities, other than participation in actual fire fighting. To be entitled to vote in all elections and participate in all Department benefits to which Active Members are entitled, Support Members may not be absent from more than five (5) consecutive meetings, whether business or training. If deemed “inactive”, such members shall serve a 90 day probation period before being eligible to be reinstated as an Active Member.

Notwithstanding the foregoing, any member of any classification who sustains an injury while in the service of the Department, or who is granted an approved leave of absence by the board due to illness or disability, shall be entitled to all the benefits provided and allowed for such members under the law and the Department’s established rules and procedures. Nothing contained herein shall be construed to diminish or take away any benefits related to such condition to which any injured or disabled member would otherwise have been entitled prior to the effect date hereof.

ARTICLE IV MEMBERSHIP MEETINGS AND BOARD MEETINGS

A. Notice of Meetings.

1. Regularly Scheduled Meetings. The Corporation shall give written notice of its regularly scheduled membership and board meetings at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.

2. Regular, Special, or Rescheduled Meetings. The Corporation shall give written notice of any regular, special, or rescheduled membership or board meeting no later than twenty-four hours before the meeting. Such notice shall include the agenda, date, time, and place of the

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”	Document Number: HVFD-BL-R2		
	PAGE 5 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			2

meeting. The following information regarding any threatened or pending litigation to be considered at the meeting shall also be attached to or included in the written notice of the meeting, regardless of whether or not they will be discussed during an executive session:

- (a) A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting; or
- (b) A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

3. Furnishing of Notice. Written notice of the Corporation's Meetings shall be provided by:

- (a) posting a copy of the notice at the Corporation's principal office not less than twenty-four hours before the meeting;
- (b) If the Corporation has a managed website, notice via the Internet may be posted on the website of the public body for no less than twenty-four hours immediately preceding the meeting;
- (c) providing a copy of the notice to any member of the news media who specifically requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the Corporation; and
- (d) Notifications for all special meetings of the membership shall be given at least 24 hours prior to the meeting, via the paging system.

4. Emergencies. In cases of extraordinary emergency, such notice shall not be required; however, the Corporation shall give such notice of the meeting as it deems appropriate and as the circumstances permit.

B. Meeting Agenda.

1. Preparation. The President or his designee shall prepare an agenda prior to meetings of the membership or the board. The establishment of the agenda is a matter of internal procedure to be determined by the Corporation, and the public shall have no right to directly interact with the Membership or Board or to add or include any new items to an agenda.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: HVFD-BL-R2 PAGE 6 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 2

2. Itemization. Each item on the agenda shall be listed separately and described with reasonable specificity. Any agenda matter intended to be discussed in an executive session should be so identified.

C. Action on Agenda Items.

1. Reading of Agenda Items. Before the membership or board may take any action on an item, the presiding officer or his designee shall read aloud the description of the agenda item.

2. Public Comment Period. Before a final vote is taken at a meeting, a limited public comment period (the “**Public Comment Period**”) shall be allowed regarding the agenda matters to be voted on at the meeting. Reasonable rules and restrictions shall be established to govern and limit the Public Comment Period. The Public Comment Period shall only apply matters that are properly placed on the agenda and brought up for consideration at the meeting.

3. Open Deliberation. Discussion, votes, and action taken on agenda items at the meeting shall be taken in public and no secret ballot may be used regarding business matters to be considered at the meeting. Electronic devices, such as mobile phones or tablets, shall not be used to communicate or text recommended voting positions to others attending the meeting with the intention of influencing their position or vote.

4. Consideration of Matters not on the Agenda. The agenda may not be changed less than twenty-four hours prior to the meeting. The Department may not use its authority to take up a matter that is not on the agenda as a subterfuge to defeat the purposes of the published agenda. A matter not on the agenda may be taken up and considered upon the unanimous approval of the voting members present at a meeting, provided that the new matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and the information shall be entered into the minutes of the meeting. Prior to any vote on the motion to take up a matter not on the agenda, there shall be a limited opportunity for public comment on any such motion.

D. Executive Sessions.

1. Procedure. The Corporation may hold an executive session upon an affirmative vote of two-thirds of its constituent members present, taken at a meeting for which notice has been given, however, no final or binding action shall be taken during an executive session. The vote of each member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-BL-R2		
	PAGE 7 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			2

2. Purposes. The executive session shall be limited to discussion of any matter allowed to be discussed during executive session at the time of the meeting, including the following matters:

- (a) Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude, or
- (b) Discussion of the character, professional competence, or physical or mental health of a person (provided that such person is notified in writing at least twenty-four hours before the meeting and that such person may require that such discussion be held at an open meeting). In cases of extraordinary emergency, written notice to such person shall not be required; however, the Corporation shall give such notice as it deems appropriate and circumstances permit, or
- (c) Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices, or
- (d) Investigative proceedings regarding allegations of misconduct.

E. Membership Meetings.

Section 1. A regular business meeting of the membership shall be held every first Wednesday of each month. Training meetings will be held as scheduled.

Section 2. No official action may be taken at any meeting unless a quorum is present. One Officer and seven (7) Active Members who are entitled to vote shall constitute a quorum of the membership. If a quorum has not been established within 30 minutes of the noticed meeting time, those present, after notifying the presiding officer or the secretary of their presence for recording purposes, may depart or adjourn.

Section 3. At special business meetings, no other business shall be transacted except for the agenda item(s) for which it was called, and the procedure for consideration of matters not on the agenda shall not apply.

Section 4. The annual business meeting shall be held in January on the first Wednesday after January 1st of the new year.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: HVFD-BL-R2 PAGE 8 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 2

F. Meetings of the Board of Directors

Section 1. Regular and special meetings of the board shall be held at any time upon prior notification from the President in accordance with the provisions of Article IV. A 3 hereof.

Section 2. No official action may be taken at any board meeting unless a quorum is present. A majority of the active board members who are entitled to vote shall constitute a quorum of the board. If a quorum has not been established within 30 minutes of the noticed meeting time, those present, after notifying the presiding officer or the secretary of their presence for recording purposes, may depart or adjourn.

Section 3. At special business meetings, of the board no other business shall be transacted except for the agenda item(s) for which it was called, and the procedure for consideration of matters not on the agenda shall not apply, except in the case of an extraordinary emergency.

ARTICLE V Officers

Section 1. The elected officers of this Corporation (the “**Officers**”) shall consist of the President, Vice President, Recording Secretary, Treasurer and Fire Chief.

Section 2. The Officers shall be elected and approved by the Corporation’s voting membership at the December business meeting. In order to avoid disharmony within the membership, the election and approval of Officers shall be by secret ballot (unless prohibited by law).

A. Assistants. The newly selected Fire Chief will nominate and submit a list of proposed assistants, to be approved on an individual basis at the annual business meeting the following January. Other than the Fire Chief’s residency requirement, all assistants must meet all the criteria for Fire Chief as stated in the current Rules Governing the Election of Officers. Each proposed assistant must receive a majority vote of the members as specified by the Rules Governing the Election of Officers (Article 16 of these By-Laws). The Membership’s vote on approval or disapproval of the appointed assistants shall be by secret ballot (unless prohibited by law).

B. Fire Line Officers. The newly selected Fire Chief will appoint the fire line officers from active membership; Safety Officer, Training Officer, Medical Officer and Fire Prevention Officer. The fire line officers will report to the Fire Chief or assistant. Duties, responsibilities, and authority of fire line officers shall be stated in the HVFD SOG’s.

Hahnville Volunteer Fire		Document Number: HVFD-BL-R2	
Department, Inc "PROTECTION OF LIFE AND PROPERTY"		PAGE 9 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 2

C. The newly selected Fire Chief will assign the chain of command and associated duties to his approved assistants. When duties of the Fire Chief have been delegated to an assistant, that assistant must assume full responsibility for the completion of those duties.

All Officers, fire line officers and assistants of the Department shall serve for a period of twelve (12) months from the date of the installation ceremony, or until replaced by their successor. In the event of a resignation by the Fire Chief, the membership shall elect a replacement as soon as possible with the remaining assistants continuing in their appointed positions. If current assistant is elected to the position of Fire Chief, he or she shall appoint a replacement for the vacated assistant, subject to approval of the President.

Section 3. Should a vacancy occur among the Officers for any reason, the Corporation shall elect an Active Member or Lifetime Member a business meeting to fill the unexpired term. This vacancy should be announced during the regular announcements for the business meeting. A majority vote of those present shall be required. To be elected to office to fill a vacancy, the candidate must meet all requirements for that office.

Section 4. To be eligible for office, a volunteer must have been an Active Member of this Corporation for one year.

Section 5. Any Officer, fire line officers or Assistant to the Chief not performing his/her duties, with proper justification, may be removed by a majority vote of the membership at a regular business meeting. If an Officer or Assistant to the Chief becomes inactive, they will be automatically removed and an election shall be held to replace that position.

ARTICLE VI DUTIES OF THE PRESIDENT

Section 1. The President should preside at all business meetings, decide all points of order, cast the deciding vote in event of a tie, appoint all committees, and serve as the "Director" of the organization. He shall call meetings as often as he deems necessary.

Section 2. The President shall have discretionary power to call special business meetings and must call a special business meeting at the request of five Active Members as defined in Article IV Section 3.

Section 3. The President or his designee shall represent the Department at meetings of the St. Charles Firemen's Association.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: HVFD-BL-R2 PAGE 10 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws		SUPERSEDES: N/A		
		Membership Approval Date	5/7/14	Revision No.
				2

ARTICLE VII DUTIES OF THE PRESIDENT

Section 1. The Vice-President shall perform the duties of the President, in his absence, or when called upon to occupy the chair.

ARTICLE VIII DUTIES OF THE RECORDING SECRETARY

Section 1. The Recording Secretary ("**Secretary**") shall maintain accurate and current records regarding the Corporation's membership, and shall assure that each member's name, address, date elected to membership, contact information, and other pertinent information relating to each member's status is appropriately documented and recorded. At any meeting of membership, a list of members entitled to vote, arranged alphabetically and certified by the Secretary, showing the class of membership held by each member, on the record date for the meeting, shall be produced on the request of any member. This list shall be prima facie evidence of its contents, and of the right of the members listed therein to vote.

Section 2. The Secretary shall record those present at all business meetings, record the minutes of all regular and special business meetings, and shall keep such books of record that may be required for the Corporation's operations

Section 3. The Secretary shall be furnished with all necessary equipment to perform his duties. The books of record shall be open to inspection.

Section 4. The Secretary shall be subject to call by the President to attend and take minutes at special meetings or any function that the President may deem essential.

Section 5. The Secretary shall notify each new member "of his" election to the department, detailing obligations and shall furnish him with a copy of the by-laws.

Section 6. The Secretary shall record the names of any member appointed to various committees.

Section 7. The Secretary shall be the custodian of all books of record and other documents that may be entrusted to his care. He shall also post all meeting agendas 24 hours prior to any meeting in the meeting room.

Section 8. The Secretary shall, if unable to attend a meeting, arrange for a substitute and convey the necessary books and documents to that member.

Hahnville Volunteer Fire		Document Number: HVFD-BL-R2	
Department, Inc "PROTECTION OF LIFE AND PROPERTY"		PAGE 11 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 2

Section 9. When official action is taken, either by the Board of Directors or membership concerning the status of a member, the Secretary will advise such member in writing of the action taken.

ARTICLE IX DUTIES OF THE TREASURER

Section 1. The Treasurer shall record all financial receipts and deposit all funds into a bank account approved by the Membership.

Section 2. After compliance with all Corporate purchasing procedures has been verified; the Treasurer shall print checks for approved invoices and maintain suitable records of such payments and disbursements. Checks must be signed by 2 of the agents approved by the Membership. (Treasurer shall not be an agent)

Section 3. The Treasurer shall keep the books of the account up to date, so that he can supply the Board of Directors or the Membership with a record of receipts and disbursements, dues delinquencies, and any other financial matters when requested.

Section 4. The Treasurer shall be available and subject to call for any committee meetings when finances are of importance.

Section 5. If unable to attend a meeting, the Treasurer shall arrange for a substitute and convey the necessary records to that member.

Section 6. The Treasurer shall coordinate quarterly reports and yearly audits.

Section 7. Prepare and submit the Corporation's proposed budget to the Membership for approval.

ARTICLE X DUTIES OF THE FIRE CHIEF

Section 1. Other than conducting the membership business meetings, attending board meetings as requested, and such administrative business as may be assigned, assumed and undertaken by the board or membership, the Fire Chief shall be in control of the Corporation's day to day and routine activities, as well as the particular matters specified below.

Hahnville Volunteer Fire		Document Number: HVFD-BL-R2	
Department, Inc "PROTECTION OF LIFE AND PROPERTY"		PAGE 12 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 2

Section 2. The Chief shall designate and delegate the chain of command for fires, public functions and Department operations.

Section 3. The Chief is responsible for the accountability and safety of members present at fires, emergencies, or other Department functions.

Section 4. The Chief is responsible to assure that Department's property is located in the proper vehicle and ready for use.

Section 5. The Chief is responsible to assure that all fire fighting equipment, Department property, facilities and premises are in good order, and that all necessary repairs or replacements are timely procured in accordance with the Department's established purchasing procedures.

Section 6. The Chief is responsible for scheduling and implementing the Department's fire and emergency response training and practice.

Section 7. Nothing in this Article X shall prevent the Chief from delegating any of these duties to his qualified assistants.

Section 8. The Chief or his designee shall represent the Department at all meetings of the St. Charles Firemen's Association.

Section 9. If hired and paid by the Department, the Chief shall perform all the above duties, plus all additional duties associated with his employment agreement.

ARTICLE XI COMMITTEES

Section 1. The President shall appoint all committees. The President may designate the committee chairperson. If the President does not designate the chairperson, the committee members shall select a committee chairperson by majority vote.

Section 2. Each committee chairperson shall be responsible for scheduling and holding meetings of his or her committee as frequently as reasonably necessary to accomplish its purpose, or at the specific request of the President or the Board.

Section 3. Each committee chairperson shall be prepared to submit a report of the committee's activities whenever requested by the President or the Board.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”	Document Number: HVFD-CBL-R0		
	PAGE 13 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			1

Section 4. Each committee chairperson shall assure that every general meeting of the membership is attended by at least one committee member, and any meeting of the Board of Directors, as may be requested by the President.

Section 5. The President shall be an *ex-officio* member of all committees.

ARTICLE XII MEMBERSHIP

Section 1. An applicant for membership must not be less than 18 years of age and of good moral character and not have been convicted by any court for any felony involving a willful act.

Section 2. The applications for membership will be submitted to the President, whom will assign an Investigation Committee to research the applicant and submit their finding to the membership. The applicant must attend a minimum of three (3) business meetings prior to being considered for membership. 90% of voting members present at any regular business meeting are required to elect the applicant to membership.

Voting shall be by secret ballot (unless prohibited by law). The outcome of the vote and the count will be announced to the membership at the time of the vote. (Yeas, Nays & Abstentions). Results of the vote will not be revealed to applicant at the time of the vote. Applicant will be notified after the meeting by a designated member.

Section 3. A newly elected member shall pay his annual dues within 30 days of his notification of election. Dues for members elected after October will be waived until the following year.

Section 4. No member that has resigned from the Department may be reinstated without complying with the provisions of this Section 4. Not sooner than 6 months following his or her resignation, the former member may reapply for membership. Any former member who has reapplied must serve a 90 day probation period prior to being eligible for membership. Following the probation period, the former member may be approved for re-admission by a majority vote the membership at a duly scheduled meeting. Any member in good standing who requested and received an approved leave of absence during a membership meeting may be reinstated at a later date with all the rights and privileges of membership upon a majority vote the membership at a duly scheduled meeting.

Section 5. Each member who will participate in fire fighting should, on an alarm, respond according to Department standard operating guidelines (“**S.O.G.**”) and then perform such duties as may be requested by the officer in charge. After the fire has been terminated, each member is required to stand by until he is dismissed by the officer in charge.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: HVFD-CBL-R0		
		PAGE 14 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws		SUPERSEDES: N/A		
		Membership Approval Date	5/7/14	Revision No. 1

Section 6. At the termination of a response, each member will assist in seeing that all Corporation equipment is placed upon the proper vehicle. Section 7. Every member, in order to remain an Active Member, shall pay all annual dues and meet the requirements of Active member as specified in Article III.

Section 8. The first member arriving at the scene of a fire shall have full command. The individual may relinquish command to a more qualified individual. Once the Fire Chief or an assistant arrives at the scene, the officer may assume command.

Section 9. Any member who is convicted by any court of justice for any felony involving a willful act shall be expelled from the Department.

Section 10. The voting membership shall establish the amount of the annual dues for the following year not later than June 30th of the previous year. If the membership does not change the amount of the annual dues by June 30th, the annual dues amount payable for the current year shall continue for following year. Membership dues shall be accessed and due on the 1st day of January annually and must be paid in full by March 1 for a member to remain active and in good standing with any voting privileges.

ARTICLE XIII BOARD OF DIRECTORS

Section 1. Meetings. The Board of Directors (the "**Board**") may meet at any time upon prior notification from the President.

Section 2. Duties. The Board of Directors shall: (a) provide direction to the Chief and Officers regarding the Department's operations, (b) recommend disciplinary actions, programs, and activities to the membership, (c) propose expenditures requiring membership approval to the membership pursuant to Section 3 below, and (d) inform the membership or recommend action to the membership regarding matters which have been considered at meeting of the board.

Section 3. Expenditures. The Board of Directors may authorize expenditures not to exceed \$500.00. The Board may not authorize the purchase or payment for any item or expense in excess of \$500.00 without approval by a majority vote of members present at a regular business meeting or at a special business meeting called for such approval.

Section 4. Quorum. A majority of the current members of the Board of Directors shall constitute a quorum for conducting the business of the board.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-CBL-R0		
	PAGE 15 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			1

Section 5. Composition. The Board of Directors shall consist of seven (7) persons, or such greater number of persons as may be established by the Membership. The current President shall serve as a member of the board. The immediate past president (the "**President Emeritus**") shall be offered a position on the board. Additional board positions may be added after a motion has been made, discussed at 3 consecutive business meetings, and passed by 2/3 vote of the members present at a regular business meeting. Additional board positions should be filled at the annual meeting in January.

ARTICLE XIV RULES OF ORDER

Section 1. The President will set the official agenda for any general business meeting or meeting of the Board of Directors.

Section 2. Any member desiring to be heard in any business meeting must be recognized by the chair.

Section 3. No official action may be taken by the Corporation at any meeting unless a quorum is present. A quorum shall consist of one officer and seven additional active members as defined in Article 3, Active Member.

Section 4. When there is a motion on the floor, no-business unrelated to the motion shall be discussed.

Section 5. Any motion may be withdrawn at any time with the consent of the persons who originally made and seconded the motion.

Section 6. Prior notice of any proposed amendment, change, or addition to these By-Laws must be given to the membership at two (2) consecutive business meetings, and any such changes may not be considered for a vote by the membership until the third consecutive business meeting held following the date of the initial notice. Any amendment must specify a specific date for the amendment to become effective and it must be approved by a majority of the voting members present.

Section 7. Robert's Rules of Order shall be used to govern all meeting, to the extent that they do not conflict with the Corporation's Articles of Incorporation, these By-Laws, or applicable law.

ARTICLE XV RULES GOVERNING ELECTIONS

Nominations for officers shall be held in months of October, November and December. The election shall be held in December and the installation of officers shall be held in January. Dates relative to

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-CBL-R0		
	PAGE 16 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			1

qualifying or voting for all officers and Board of Directors will be from the January 1st to the December business meeting. Nominations will be held at the January meeting. At any meeting of Members, a list of members entitled to vote, arranged alphabetically and certified by the Secretary, showing the class of membership held by each other Member, on the record date for the meeting, shall be produced on the request of any Member. This list shall be prima facie evidence of its contents, and of the right of the Members listed therein to vote.

Due to the size and circumstances of the Department, including the need for harmony and a functional, cooperative environment, votes regarding elections and membership approvals may be specified to be taken by secret ballot. In the event that a secret ballot shall be deemed unlawful for any reason under any circumstance, then and only in such an event shall the vote be taken by open ballot.

Section 1. Eligibility Requirements to Nominate, Vote and to Hold an Office as a Volunteer Chief, Assistant to the Chief.

- A.** To nominate or vote for Volunteer Fire Chief or an Assistant to the chief, an individual must first be an Active Member of the Department for at least one (1) year prior to nomination or election, have attended at least six (6) business meetings, twelve (12) training meetings, and fifteen (15) fire calls in the election year.
- B.** To hold the office of Fire Chief, or to serve as an assistant to the Chief, in addition to being an Active Member, the following requirements are necessary as specified below:

(1). Volunteer Fire Chief:

- a. A minimum of 50% of scheduled department training meetings (a scheduled department training meeting counts as two (2) hours) as certified by the chief or training officer.
- b. A minimum of 30% fire calls.
- c. A minimum of 8 business meetings. (Including special business meeting)
- d. Resides in the fire district (NO EXCEPTION-non waivable)
- e. Minimum of 5 years of continuous active firefighting experience with the Department.
- f. None of these requirements may be suspended or waived.

The newly selected Fire Chief will assign the chain of command and associated duties to his assistants. When duties of the Fire Chief have been delegated to an assistant, that assistant will assume full responsibility for the completion of those duties.

In the event of a resignation by the Fire Chief, the membership shall elect a replacement as soon as possible with remaining assistants continuing in their appointed position. If an existing assistant is

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: HVFD-CBL-R0 PAGE 17 OF 20 DATE EFFECTIVE: 5/7/14	
NAME: By-Laws		SUPERSEDES: N/A	
	Membership Approval Date	5/7/14	Revision No. 1

elected to Fire Chief, then he shall appoint a replacement for the vacated assistant, subject to approval of the Membership.

(2). Assistant to the Chief:

The newly selected Fire Chief will submit a slate of appointed assistants to be approved on an individual basis by secret ballot at the annual business meeting in January.

All assistants must meet the following criteria:

- a. Minimum of 40% of scheduled department training meetings (a schedule department training meeting counts as two (2) hours) as certified by the chief or training officer.
- b. A minimum of 20% fire calls.
- c. A minimum of 6 business meetings in the election year.
- d. Minimum of 4 years of continuous active firefighting experience with Hahnville VFD. (support personnel are not eligible).
- e. None of these requirements may be suspended or waived.

Each assistant must receive a majority vote by the members as specified by the Rules Governing the Election of Officers (Article XV of these By-Laws).

C. Eligibility Requirement to Nominate, Vote and Hold a Business Office.

- 1. To nominate or vote for a Business Office a member must be an Active Member (per Article III hereof).
- 2. To hold a Business Office the member must have attend at least 8 business meetings during the year preceding the election. Additionally, the office of President must reside in the fire district, NO EXCEPTIONS ALLOWED.

Section 2. Eligibility Requirement to Nominate, Vote, and to Hold a Position on the Board of Directors.

- A. Must be an Active Member (per Article III hereof) and have a working knowledge of the mechanics of the Department.
- B. Availability to attend meetings.
- C. A requirement for eligibility of a non-member may be waived by majority 2/3 vote in favor of, by the membership present at a regular business meeting. Voting is to be by secret ballot.
- D. It is permitted for a member to hold one business office and one fire line office position at the same time, except that the offices of President, Fire Chief and Treasurer cannot be held together by the one individual.

Section 3. The Election Committee

- A. The election committee shall oversee all aspects of the election.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-CBL-R0		
	PAGE 18 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			1

B. The Secretary shall serve as a member of the election committee. All election correspondence should be addressed to the Secretary in writing at the following address:

Secretary, Hahnville Volunteer Fire Dept.
169 Lincoln Street
Hahnville, LA 70057

C. The election committee shall have at least three members. The President shall appoint at least two members to the committee, preferably from volunteers.

Section 4. Procedure for Nomination

- A. Nominations for office will be made at the October, November and December meetings.
- B. The Member nominated must be at the meeting to accept a nomination or notify the Secretary that he or she will accept nominations. The secretary in under no obligation to contact the nominee. The nominee will not be placed on the list of candidate until the acceptance is received.
- C. There is no limit to the number of offices a member may be nominated for.
- D. There is no limit on the number of nominations for a given office.
- E. Nominations will be posted on the bulletin board within 3 days following the October meeting by the Secretary. The list will be updated 3 days following November meeting. The list will be read during the November and December meetings prior to reopening the business of accepting nominations.
- F. A member must be at the December meeting to be nominated from the floor or must have notified the Secretary prior to the meeting that a nomination to a specific office would be accepted if made, or the person placing the name in nomination must present the signed written acceptance or consent of the nominee to the Secretary at the meeting.

Section 5. Procedure for Voting on Department Personnel

- A. If more than 1 person has been nominated for an office, all voting will be done by secret ballot.
- B. Absentee voting will be permitted. A member will indicate on his ballot his first, second and third choice from the nominations for each office. The election committee must be able to interpret the ballot; otherwise the ballot will be voided. (No write-ins will be allowed on absentee ballots. All candidates must be nominated prior to the submission of the absentee ballot).
- C. A majority of valid votes cast is required for election to office.
- D. If there is not a majority vote for one nominee on the first ballot, a runoff election will be held between the two nominees with the most votes. Voting will continue until one nominee receives a majority vote on one ballot.
- E. Should a deadlock occur on three consecutive ballots, to halt the progress of an election, that is -- after three ballots, the deadlock will be resolved by the election committee (the flip of a coin.)

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-CBL-R0		
	PAGE 19 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No.
			1

F. The sequence of the elections shall be held in the following order: (1) Chief, (2) President, (3) Vice-President, (4) Treasurer and (5) Secretary.

G. The Fire Chief will submit a slate of proposed appointed assistants, to be approved by the membership on an individual basis by secret ballot, at the annual meeting in January.

Section 6. Method of Counting Votes

A. All vote counts will be announced.

B. No member shall function as an election officer for any office for which he is nominated.

Section 7. Election of Board of Directors

A. Any Active Member may be nominated to serve on the Board of Directors. Dates relative to qualifying or voting for the Board of Directors will be from January 1st to the December business meeting. Nominations will be held at the January meeting.

B. Election will take place at the annual meeting in January after the assistants to the Fire Chief have been approved.

C. Election to Board of Directors will follow Article XV Rules Governing Elections of these By-Laws unless otherwise provided herein.

D. Election procedure shall be determined by the election committee.

E. The votes shall be by secret ballot and shall be counted by the President and Fire Chief.

ARTICLE XVI. EFFECTIVE DATE/SEVERABILITY

A. This amendment and complete restatement of the Corporation's By-Laws shall become on the ___ day of _____, 201__ at 12 p.m.

B. Should any section or provision of these By-Laws be deemed illegal or unenforceable, such section or provision shall not affect the validity or enforceability of any of the other section or provision hereof.

President's Acknowledgment

Date: _____

SECRETARY'S CERTIFICATE

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: HVFD-CBL-R0 PAGE 20 OF 20 DATE EFFECTIVE: 5/7/14		
NAME: By-Laws	SUPERSEDES: N/A		
	Membership Approval Date	5/7/14	Revision No. 1

I, the undersigned Secretary of the Hahnville Volunteer Fire Department, Inc., hereby certify that the foregoing accurately constitute the duly authorized By-Laws of the Corporation as of this ____ day of _____, 201__.

 Corporate Secretary