

**COUNTY OF LOS ANGELES FIREFIGHTERS' ASSOCIATION
BYLAWS**

ARTICLE I – NAME

This Association shall be known as the County of Los Angeles Firefighters' Association, Inc., (the "Association" herein), a non-profit corporation formed under applicable federal and state law.

ARTICLE II – OBJECT

Section 1. Object.

The object of this Association is: to operate as a Registered Employee Organization with the County of Los Angeles Employee Relations Commission; to represent its active members in their employment relations with the County of Los Angeles (except where it conflicts with the certified bargaining unit); to promote and protect the best interests of its members; to promote and encourage training and legislation beneficial to the Fire Service and the public, to improve public relationships, and to encourage fraternal cooperation with similar organizations.

Section 2. Donations.

The Firefighters' Association was not established for the purpose of making donations. Requests for donations shall be denied.

ARTICLE III – MEMBERS

Section 1. Membership

- A. Active Members – Active members shall be persons duly or regularly appointed to the County of Los Angeles Fire Department (Consolidated Fire Protection District of Los Angeles County), hereafter known as the "Department", whose dues are current.
- B. Members whose dues are delinquent according to policies adopted by the board of directors, shall be removed from active membership and may be placed in a different category of membership as determined by the board of directors. The board shall provide a copy of such policies to any member upon written request to the secretary.
- C. The board of directors may establish nonvoting categories of membership as deemed necessary to further the objectives of the Association.
- D. The board of directors shall establish policies and programs for recruiting and retaining members. The Association has no restriction on membership based on race, color, creed, sex, national origin, age or disability.
- E. A member may resign by sending a written request to the secretary for approval by the board of directors. The board need not approve a request for resignation if the member has outstanding obligations to the Association, and acceptance of such resignation shall not be construed as release from any financial or other obligations to the Association unless expressly stated by the board of directors.
- F. After consultation with Association counsel, a member may be expelled in accordance to policies adopted by the board of directors, following a hearing at which the member is entitled to be present and to speak in his or her defense. A two-thirds vote of the entire board of directors shall be required for expulsion.

Section 2. Dues

- A. The dues shall be established by the board of directors, provided that they are set at no

- more than 1/5 of 1% of the top step firefighter's monthly salary.
- B. Dues from active members shall be paid semi-monthly through payroll deduction.
 - C. The board of directors may also establish policies for the collection of dues for affiliated organizations.

ARTICLE IV – OFFICERS

Section 1. Officers

The officers of this Association shall be a president, vice president, secretary, and treasurer, who shall be elected by and from the board of directors. An organizational meeting of the board of directors shall be held thirty to sixty days prior to the start of the new term of office for the purpose of electing officers and the members of the leadership development committee. The term of office for officers and members of the leadership development committee shall be from July 1 to June 30 of the succeeding year.

Section 2. Duties

- A. **President** – The president shall preside at all meetings, appoint and be an ex-officio member of all committees except the leadership development committee, and perform such other duties as may be necessary to carry out the provisions of these bylaws and the directives of the board of directors. The president shall be an authorized signatory on all checking and other financial accounts.
- B. **Vice President** – The vice president shall preside over meetings of the board of directors in the absence of the president, and shall succeed to the office of president in the event of the president's incapacity or resignation. In the absence of both the President and Vice President, the presiding officer shall be determined by a majority vote of the directors present.
- C. **Secretary** – The secretary shall prepare and keep a correct record of the minutes of all meetings of the board of directors, attend to all correspondence of the Association, keep a record of all transactions pertaining to the business of this Association, prepare an agenda for all meetings, notify members of the board of directors of all regular and special meetings, and perform such other duties as may be prescribed by the board of directors and the governing documents of the Association.
- D. **Treasurer** - The Treasurer shall receive and record all monies belonging to this Association and, promptly deposit same to the credit of the County of Los Angeles Firefighters' Association in financial institutions approved by the board of directors. The treasurer shall also be custodian of such funds, issue and sign checks, and report in writing at the regular meeting each month the amount of cash on hand, amount of cash received, the amount of cash disbursed, to who paid and for what purpose, and produce current bank statements at each meeting upon request, and perform such other duties as may be prescribed by the board of directors and the governing documents of the Association. The treasurer shall be required to furnish bond when deemed necessary and in the amount deemed necessary by the board of directors, the premium to be paid by the Association. Disbursement of funds shall be made only upon approval of the board of directors.

Section 3. Vacancy and Removal

- A. An officer may be removed by the board of directors with or without cause by a two thirds vote.
- B. If the office of president becomes vacant, the vice president shall assume the presidency for the remainder of the term.
- C. Vacancies in all other offices shall be filled by the board of directors for the remainder of the term.

ARTICLE V – MEETINGS

Section 1. Membership meetings.

There shall be at least one membership meeting per year, known as the annual meeting. Other membership meetings shall be held as scheduled by the board of directors.

Section 2. Notice

Notice shall be given to all members at least twenty days in advance of a membership meeting. Notice may be delivered by mail or electronic transmission.

Section 3. Quorum

The presence of 25 members in good standing shall constitute a quorum for the conduct of business at a membership meeting.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Composition

- A. The board of directors shall be composed of seven directors elected by the membership. Four directors shall be elected in even numbered years, and three directors shall be elected in odd numbered years.
- B. There may be up to two additional nonvoting special directors, who shall be elected by the board of directors. Such special directors may be reelected by the next board at its organizational meeting or any time during the year; however, the terms of all special directors shall expire on June 30.

Section 2. Term of Office

The term of office for a director shall be two years, commencing on July 1 and ending June 30 two years hence.

Section 3. Authority

- A. The board of directors shall have the authority and responsibility to carry out the objectives, aims, and purposes of the Association and to afford all reasonable protection, aid, and assistance to its active members, provided, however, that no personal financial assistance shall be given to any individual from Association funds.
- B. The board of directors shall establish policies regarding representation at conferences and meetings at which representation is entitled or extended.

Section 4. Nomination and Election

- A. A leadership development committee of five shall be elected by the board of directors. The purpose of the leadership development committee shall be to find and develop the future leaders of the Association, to provide opportunities for leadership training, and to prepare a slate of candidates for the board of directors. Such committee shall consist of two currently serving directors and three active members. The committee shall elect its own chair.
- B. The leadership development committee shall actively solicit candidates for election as directors, and shall nominate at least as many candidates as there are positions to be filled. This report shall be due annually on March 15.
- C. Additional candidates shall be placed on the ballot upon submission of a petition containing the signatures of fifty active members. Such petition must be presented no later than March 31.

- D. Any active member may vote in the director election, provided he or she has registered by March 31 of that year. An announcement shall be placed both in a publication that goes to all members and on the Association web site, giving information regarding the process for registration
- E. The election shall be conducted in accordance with policies adopted by the board of directors. Such policies shall include the time line for conducting the election, the method of voting, which may include electronic and online voting, the method of voter registration for the election, and the method for submitting a petition to be placed on the ballot. The full calendar and process must be announced prior February 15 of each year. Voting shall be conducted during the period of April 20-30, and the winners shall be announced by May 15.
- F. A plurality shall be required to elect. In case of a tie, the winner shall be chosen by lot.
- G. If there are only as many candidates as positions to be filled, the board of directors may declare those candidates elected.

Section 5. Board Meetings.

The board of directors shall meet at least quarterly, except during times of a Department-declared emergency, at a time and place approved by the board of directors and in accordance to a schedule adopted by the board. Special meetings may be called by the president or any three board members. Notice shall be given to all board members at least three days before the meeting; however, notice may be waived in writing before, during or after the meeting. Such waivers shall be filed with the minutes of the meeting.

Section 6. Quorum and Voting

A quorum at all meetings shall consist of a majority of the members of the board of directors. No proxy or absentee voting shall be allowed on the board of directors.

Section 7. Removal and Vacancy

In accordance with Association policy and procedure, any director may be removed with or without cause by the affirmative vote of two thirds of all of the board of directors.

ARTICLE VII – COMMITTEES

Section 1. Membership Secretary

The President shall appoint a membership secretary, who may be a director or a member. The membership secretary shall maintain the membership records of this Association and notify the board of directors of any changes, manage the voter registration process, and coordinate membership activities with affiliated organizations as required by the board.

Section 2. Other Committees

The board may create special committees as necessary.

Section 3. Ex-officio Members

The president shall be an ex-officio member of all standing and special committees except the leadership development committee.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX – AMENDMENT

These bylaws may be amended by a two-thirds vote of the board of directors, provided that all of the following requirements are met:

- A. Proposed amendments shall be submitted to the board of directors for review and debate.
- B. The exact text of the proposed amendment shall then be submitted to the entire membership at least 30 days prior to the meeting at which the vote will be taken.
- C. Members shall have the right to attend the board meeting and speak to the board on the merits of the proposed amendment.