

LOUISIANA STATE FIREMEN'S ASSOCIATION CONSTITUTION

ARTICLE I

Name of Organization

The name of this organization shall be LOUISIANA STATE FIREMEN'S ASSOCIATION

ARTICLE II

Purpose

The purpose of this organization shall be to establish harmony and action in the cultivation of fraternal fellowship among, to secure protection for, and to promote the best interest of the firemen in Louisiana, and to establish and conduct an organized training program for the firemen of Louisiana.

ARTICLE III

Seal and Emblem



Section 1

The Seal of this Association shall be a circular stamp of copper and steel, with the center showing a shield with the principle implements of the firefighters trade, the Hook, the Ladder, and the Fire Hydrant, surmounted by a watchful pelican, the official bird of the State of Louisiana, and which shall carry on either side of the initials "F" and "D" for Fire Department and in the center, the inscription "Louisiana State Firemen's Association". The outer edge of the Seal shall have the following circular inscription: "Louisiana State Firemen's Association, Organized November 30, 1906".

Section 2

The Emblem or Badge of this Association shall be as above, except for an outer edge.

ARTICLE IV

Membership

Section 1

The membership of this Association shall consist of:

- (1) Active
- (2) Active Life
- (3) Associate
- (4) Honorary Life
- (5) Sustaining
- (6) Allied
- (7) Legislative

Section 2

1) Active Membership: Active and pensioned members of each Paid and Volunteer Fire Company in active service, at least eighteen (18) years of age, Industrial Fire Brigades, Fire Service Organizations, State and Deputy Fire Marshals, Administrative Personnel, Dispatchers and Maintenance Personnel of Municipal Fire Alarm Systems, Rating Bureau, Fire Prevention Bureau, Arson Task Force, Fire Training Personnel and Administrative Personnel of Commission on Fire Standards and Education may also become Active Members if approved by the Executive Board at any of its duly called meetings.

2) Active Life Membership: Active Life Membership shall be conferred upon Active Members, who make proper showing that they have been an Active Member of this Association continuously and without interruption for the period of twenty-five (25) years (starting with new membership in 1973), during said time have paid all annual dues. Active Life Membership carries with it all privileges of Active Membership without payment of dues.

3) Associate Membership: Individuals representing firms or corporations interested in the protection of life and property against fire, individuals otherwise interested in the field of fire protection or fire safety, provided they are not identified with fire protection from a commercial standpoint. Associate Membership carries with it all the privileges of the Association but shall have no vote.

4) Honorary Life Membership: Honorary Life Membership may be conferred on a person who has rendered conspicuous service to this Association, provided such membership shall be recommended by the Executive Board and receive a majority vote of the Association. Such membership shall be exempt from payment of dues but shall have no vote.

5) Sustaining Membership: Concerns or individuals engaged in the manufacture of fire apparatus or equipment, franchise holders or distributors of fire apparatus or equipment, or concerned individuals otherwise interested in the field of fire protection from a commercial standpoint, shall be eligible to be considered as Sustaining Membership upon payment of an annual fee to be set by the Executive Board. This fee shall entitle the Sustaining Member to exhibit space at each annual conference.

6) Allied Membership: Those individuals certified as representatives of Sustaining Members. Such membership shall have no vote.

7) Legislative Membership. Those individuals that are members of the Louisiana State Senate or members of the Louisiana House of Representatives, that show interest in the fire service of the State of Louisiana. To be a member under this classification, an individual must submit a written application to the Executive Board of the Louisiana State Firemen's Association. Such membership shall be exempt from payment of dues. They would not be eligible to hold office in the Association, nor be entitled to vote.

8) Any membership application to this organization shall be voted upon for approval or denial at the next regular Executive Board meeting after said application request is received by any Executive Board Member.

ARTICLE V

Officers

Section 1: The officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2A: The Executive Board shall consist of the duly elected officers, the retiring President and one (1) representative from each L.S.F.A. District of the State of Louisiana (map outlining districts attached). Elected officers and representatives must be an Active or Active Life Member from the L.S.F.A. District and reside within the district which they represent.

Section 2B: The map attached hereto and made a part hereof by reference is hereby adopted as the official map defining the eight L.S.F.A. Districts.

Section 3: President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected at the annual meeting of the Association by votes received from all delegates and delegate-at-large present with a majority of the votes cast.

Section 4: All representatives shall be elected at the annual meeting of the Association by the delegates of their respective L.S.F.A. District by votes received from all delegates and delegate-at-large present with a majority of the votes cast.

Section 5: All Officers and Representatives shall serve a term and assume their respective duties at the first Board Meeting following their election to office, until the next Board Meeting after a successor is elected.

Section 6: The President shall have the privilege of serving only one (1) term as President of the Association, however, on completion of his term as Immediate Past President; he can be elected as a representative of his L.S.F.A. District, to position of Secretary or Treasurer.

Section 7: The 1st Vice President shall have the privilege of serving only one (1) term as 1st Vice President of the Association, upon completion of his term he shall the position of President if he remains a member of the Association in good standing, pursuant to ARTICLE VI, Section 3.

Section 8: The 2nd Vice President shall have the privilege of serving only one (1) term as 2nd Vice President of the Association, upon completion of his term he shall the position of 1st Vice President if he remains a member of the Association in good standing, pursuant to ARTICLE VI, Section 3.

Section 9: No member shall be allowed to hold a position of President, First Vice President, Second Vice President, Representative, or Past President simultaneously

ARTICLE VI

Dues

Section 1

- 1) Annual dues for ACTIVE MEMBERSHIP shall be ten (\$10.00) dollars per calendar year.
- 2) Annual dues for ASSOCIATE MEMBERSHIP shall be ten (\$100.00) dollars per calendar year.
- 3) Annual dues for ALLIED MEMBERSHIP shall be ten (\$10.00) dollars per calendar year.

Section 2: Any fire department or organization that qualifies as an Active Member under Article IV, Section 2, in active service may have membership in this Association by paying annual dues of fifty (\$50.00) dollars per calendar year. Each department paying annual dues will receive membership to National Volunteer Fire Council (NVFC) for one (1) designee.

Section 3: Membership dues in this organization are due on January 1st of each year, and must have been paid on or before April 30th of each year. Members not paying dues by this date will be dropped from the rolls and will not be eligible for Death Benefit, nor shall said member be eligible to hold office for that year.

ARTICLE VII

Delegates

Section 1: Every fire company, or department of this State having membership in this organization, shall elect or designate Delegates and Delegates At Large to attend the Annual Conference of the Association, and proper credentials for said Delegates and Delegates At Large shall be forwarded to the Secretary of this organization. Alternate delegates may vote in place of any Delegate, and/or Delegate At Large so designated by their department.

Section 2: Delegates and Delegates At Large shall be determined as follows:

(a) One (1) Delegate for every paid-up twenty-five (25) members or fraction thereof. Each Delegate shall be entitled to one (1) vote. Any member holding membership in more than one department, dues must be paid in each department in order to be counted in those departments' total membership toward number of delegates of Delegates. However, a member in more than one department can only be a Delegate for one (1) department.

(b) One (1) Delegate At Large for each paid-up volunteer, paid fire company, or department. Each Delegate At Large can also be a Delegate.

(c) No member can have two (2) votes at the Annual Conference, unless voting the Delegate At Large vote from the company or department of which they are a Delegate.

(d) No member, who holds multiple memberships, can be named Delegate or Delegate At Large for more than one (1) company or department.

Section 3: The Secretary shall notify each Chartered fire company or department of the number of Delegates and Delegates At Large entitled to at the Annual Conference at least sixty (60) days prior to conference each year.

Section 4: All credentials will be properly filled out and signed by the proper officer, as designated by that company or department. All credentials must be in the hands of the Secretary, no later than the end of the day proceeding the day of the election of officers. If these credentials are not received by the allotted time, those delegates will not be allowed to vote.

Section 5: All credentials will be emailed to department contact at least sixty (60) days prior to conference.

All eligible delegates shall cast their ballot via email via an online link provide to them by the Secretary.

ARTICLE VIII

Annual Meeting

Section 1: The Annual Meeting of this Association shall be convened at such place as an Annual Meeting shall have designated and upon such date as the Executive Board, after consultation with Chief of the host city, may fix. Special meetings may be called by the president with the consent of the majority of the members of the Executive Board. Should the Annual Meeting, the Association fail to designate a place of meeting, the Executive Board shall have full authority to select such place of meeting and make all arrangements for the Annual Conference. The object of any special meeting must be stated in the call of said meeting.

Section 2: Failure to hold an Annual Meeting shall not work dissolution of the Association.

ARTICLE IX

Duties of Officers and Committees

Section 1: The duty of the President is to preside at all meetings, to sign all orders duly granted by the Association or Executive Board, to appoint all appointed officers, and present nominations to standing committees to the Executive Board for approval 60 days prior to the board meeting to be held at the conference. Executive Board and President must approve all appointments prior to board meeting at conference. All appointed committee members will serve a two-year term. One half of committee appointments will be elected in even years and the other half in odd years.

Section 2: In the absence of the President, or their inability to serve, the First Vice President shall perform all their duties.

Section 3: The Secretary shall attend all meetings, keep a complete record of the proceedings, countersign all orders granted, receive and answer all communications, issue all calls pertaining to the Association or Executive Board, to collect all dues for the Association, keeping a correct amount of same, which they shall turn over to the Treasurer immediately, taking their receipt there for. The Secretary shall furnish a surety bond for such amount as may be fixed by the Executive Board. The Bond shall be filed with the Executive Board. The Secretary shall receive for their services such salary as is fixed by the Executive Board. The Secretary shall at the termination of their term of office, surrender to their successor in office, all books and papers in their possession belonging to the Association. They shall cause to be prepared and issued to whom they may be directed by the Executive Board, a complete report of each Annual Conference.

Section 4: It shall be the duty of the Treasurer to receive all money belonging to the Association, and deposit same in a chartered National or State Bank, or Savings Institution, insured by Federal Deposit Insurance Corporation, or National Credit Union Administration, selected by the Executive Board. Such funds shall be withdrawn on approval of the President or Executive Board, by a check against the same, by a signature of the Treasurer, President, or Secretary, with the seal of the Association. At the Annual Meeting the Treasurer shall make a full report of all money received and disbursed. The Treasurer shall execute a bond in such amount as may be fixed by the Executive Board. At the close of their term of office, the Treasurer shall surrender to their successor in office all property and money in their possession belonging to the Association. The Treasurer shall receive for their services such salary as is fixed by the Executive Board.

Section 5: The Executive Board shall transact all business of the Association during the time intervening between the Annual Meetings, it shall have the general management of the affairs of the Association and shall suggest to the Association at its Annual Meeting such rules and regulations as it may deem for its best interest, and not in conflict with the Constitution and By-Laws of the Association. The Executive Board will vote to confirm all standing committee nominations by the President at the board meeting held at the annual conference. All nominations will have to receive a majority vote of the Executive Board to be approved. A

majority of the Executive Board shall constitute a quorum, and a majority vote of such quorum may determine all questions.

Section 6: The President-Elect of the Association shall have authority to appoint the following standing committees, which shall consist of at least five (5) members each, to wit: LSFA Governmental and Public Affairs, Credentials, Resolutions, Auditing/Finance, Elections, Training & Education, Conference Security and any other committees they may deem necessary.

Section 7: The Executive Board shall meet at such time and place as a majority of the Board Members may decide, or on a call of the President. If a vacancy should occur, in the committee, by reason of death, resignation, etc., such vacancies shall be filled by the Executive Board.

ARTICLE X

Accidental Death Benefit

Section 1: Twenty-five per cent (25%) of dues collected shall be deposited or invested in a Chartered National, State Bank, or National Credit Union Administration, insured by Federal Deposit Insurance Corporation as selected by the Executive Board at the end of each fiscal year. Said money shall be deposited or invested in the name of the Louisiana State Firemen's Association Accidental Death Benefit Fund.

Section 2: If the Death Benefit Fund exceeds \$150,000.00, by majority vote of the Executive Board, the excess funds may be placed in the General Fund.

Section 3: Upon submission of proof satisfactory to the Executive Board that an Active or Active Life Member of this Association in good standing suffered accidental death as a result of injuries sustained while going to, fighting, or returning from a fire, rescue call, drill, training or any other Bonafide fire/emergency service-related response made by the member, then the Association shall pay from the Accidental Death Benefit Fund an amount set by the Executive Board to a person designated by the Chief Administrator of the deceased member's department, regardless of the jurisdiction in which the death occurred. Due proof of death is defined to mean a certified copy of the death certificate and sworn statement of the chief administrative officer of the duties that were being performed at time of death. The decision of the Executive Board shall be final as to whether a payment is in order and/or to who said payment shall be made. Bonafide fire/emergency service-related response shall not include going to, attending, or returning from a regular or special business meeting, social functions or fund-raising activity.

ARTICLE XI

Election of Officers and Representatives

Section 1: Election of Officers and Representatives shall be on the last day of the Annual Meeting, by official ballot.

Section 2: Any member of the Association in good standing, pursuant to ARTICLE VI, Section 3, can be a candidate for the office of Second Vice President, Secretary, Treasurer, or L.S.F.A. District Representative. Candidates shall convey to the Secretary, in writing, his full name, the district that his department is located in, and the name of the office that he shall be a candidate for, no later than sixty (60) days prior to the Annual Meeting.

Section 3: Nominations for offices shall be closed sixty (60) days prior to the Annual Meeting.

ARTICLE XII

Section 1: The Association shall have full power at any Annual Meeting to alter, amend, or revise this Constitution, provided that notice of such alteration, amendment, or revision shall have been given in writing to the Secretary of the Association at least sixty (60) days prior to any Annual Meeting date. The Secretary shall see that every fire company or department shall have at least sixty (60) days' clear notice of such proposed alteration, amendment, or revision to the date set for the opening of the Annual Meeting. A two-thirds (2/3) vote of the members entitled to vote who are present, or attending the meeting via electronic media, and voting shall be necessary for the adoption of any such alteration, amendment, or revision.

Section 2: The Constitution and By-Laws Committee may propose, and the Board of Directors approve grammatical, non-substantive changes, and to any legal issues which may arise, thereto, provided that such changes shall be published in a manner that provides for members to review prior to the Annual Meeting.

LSFA BY-LAWS

ARTICLE I

Duties of the President

Section 1: The President shall be the chief officer of the Association. They shall preside at all meetings, maintain order during the transaction of business, put motions to a vote, and when seconded, decide questions when votes are equal, and such other points of order. They shall appoint all committees, except in case where a vote is required by the Association. They shall grant leave of absence from meetings, when good proper excuse is given, and sign the minutes of all meetings, after they have been approved by the Executive Board.

Section 2: They shall sign all certificates of membership and all other lawful documents that may require his/her signature. They shall be ex-officio chairman of all committees. All property of the Association shall be under their control during his/her term of office.

ARTICLE II

Duties of the Vice Presidents

Section 1: The First Vice President shall assist the President in the discharge of their duties, and in his/her absence or in case of inability or refusal to act, shall take the place of the President.

- (a) In the case of death, or a disability that does not allow for the seated President to continue their term in office, the First Vice President, who has to move up to the office of President, will be allowed to run for a full term as President the following year. The Second Vice President will remain in their position for the remaining time of that year, unless they also have to move up to the office of President during that year.

Section 2: Should the President and First Vice President be absent at the same time, the Second Vice President will preside.

Section 3: The First Vice President shall be assigned duties as Mini School Coordinator. The Mini School shall be hosted at the location of the upcoming President's conference. Mini School will be conducted in the months of March or April. The Second Vice President shall be assigned duties as Exhibit Chairman Coordinator. The Second Vice President shall assist the First Vice President with the Mini School. The Senior Board Member shall assist the Second Vice President with the Exhibits.

ARTICLE III

Duties of the Secretary

Section 1: The Secretary shall attend all meetings of the Association, and when requested by its committees, shall they be unable to attend all meetings, they shall have the necessary books and papers conveyed thereto.

Section 2: They shall keep a correct record of the proceedings of the Association, they shall keep such books and perform such duties as may be required of them by the Executive Board, they shall have a cash book in which they shall enter all monies received by them, giving names, dates and sources whence derived, also a ledger and a receipt book, showing the receipts of all monies turned over by them to the Treasurer, a warrant book, with stub, as a check on the Treasurer.

Section 3: They shall, at each Annual Meeting, make a statement in writing, of all sums of money received by them, and warrants issued by them for payment, showing the names of all members and companies liable to suspension, with the amount due by each, and shall send all delinquent members through mail, a bill of indebtedness.

Section 4: They shall, before entering upon the discharge of their duties, give a bond and security in such amount as fixed by the Executive Board for the faithful discharge of their duties. The Association shall have the privilege of increasing the sum. They shall receive for their service such allowance as fixed by the Executive Board.

Section 5: They shall prepare an official ballot to be used for the election of officers and representatives on election day.

Section 6: Their books, vouchers, papers and property of the Association shall at all times be at the disposition of the Executive Board, to examine same, within forty-eight (48) hours after due notice. In case they should through sickness or absence, or some other unavoidable cause, be unable at any time to perform their official duties, they shall designate, in writing, some competent member to act in their stead, for the time being, subject to approval of their surety and the Executive Board. They shall be liable on their bond for any wrongful act committed by their substitute.

Section 7: They shall, on retiring from office, deliver to the auditing committee all books and papers in their possession, appertaining to their office, properly checked and balanced, and found correct, they shall approve them, and turn them over to the Executive Board, who shall cancel their bond and turn the books and papers over to their successor in office.

ARTICLE IV

Duties of the Treasurer

Section 1: The Treasurer shall keep the following books: First - a cash book, in which he/she shall enter all monies received by them the dates and sources whence derived, as well as monies disbursed, with the dates, amounts and for what purposes paid.

Section 2: They shall be the custodian of all monies and values of this Association and receive all monies from the Secretary, and give receipts for same, and pay all bills.

Section 3: They shall keep his/her accounts accurate and correct, and in such a manner that the true condition of the funds at any time may be easily ascertained, and at every annual meeting submit to the Association a detailed statement of the receipts and expenditures, together with the balance on hand.

Section 4: They shall deposit, as the Executive Board may designate, in accordance with Article IX, Section 4, of the Constitution, all moneys received by them, belonging to the Association, and can only be drawn by a check against the same, by signature of the Treasurer, President, or Secretary, with the seal of the Association.

Section 5: Previous to being installed in office they shall furnish a bond, with good and solvent surety, or security in such amount as may be fixed by the Executive Board, to be approved by the Executive Board, in case of sickness, absence, or some other unavoidable cause, they shall be unable to perform their official duties, they shall designate, in writing, some competent member to act in their place, for the time being, subject to the approval of their bondsman, and the Executive Board. The surety, or security, shall be responsible to the Association for any loss that it may sustain through the neglect or fault of their substitute.

Section 6: All their books, warrants, papers and all other properties of the Association shall, at all times, be at the disposition of the Executive Board, or any committee appointed by the Association to examine same, within forty-eight (48) hours after due notice is given.

Section 7: The Treasurer retiring from office shall submit their books properly balanced, to the auditing committee for examination, if found correct, they shall turn same over to the Executive Board, who shall cause their bond to be canceled, and shall assist the Treasurer in making a transfer of all monies, books, and other property belonging to the legally elected and qualified Treasurer. They shall receive such allowance as arranged by the Executive Board.

ARTICLE V

Duties of the Executive Board

Section 1: All power and authority of the Association, when not in session, shall be vested in the Executive Board, except as herein provided.

Section 2: They shall examine the books of the Secretary and Treasurer, as often as they deem necessary, and report their condition in writing, to the Association at its annual meeting, with such suggestions for the improvement of their systems as they may deem proper, and at the end of the terms of said officers, or in case of death, resignation or removal from office, they shall cause all books and accounts to be given to the auditing committee for examination, and receive a report from them, in writing, at its first meeting thereafter.

Section 3: They shall make a careful examination into the character and other qualifications of applicants for membership, and if found worthy, the applicants shall be recommended for election to membership.

Section 4: The Senior Board Member wishing to become a candidate for Second Vice President for the upcoming year shall assist the Second Vice President with the Exhibits.

ARTICLE VI

Standing Committees and Support Committees

Section 1: The President, at the annual meeting of the Association shall appoint the following standing committees, which shall consist of not less than five (5) members each to-wit: Governmental & Public Affairs, Credentials, Auditing Committee, Resolution, Election Committees, and Training & Education.

Section 2: The first member appointed on each committee shall act as Chairperson and shall designate the place and time of meeting. They shall give an explicit account in writing, of the proceedings of their committee to the Association.

Section 3: The training committee will assist the President with the scheduling and topics of his conference. It will be the responsibility of the training committee to make sure that the classes being scheduled were not previously scheduled at an in-state conference over the last two (2) years. The committee will also have available to the incoming President at the annual conference a list of topics that the committee received from the members feels are the top priority subjects in the fire service at the time.

Section 4: The training committee will be responsible for accounting for all members that attend a training session sponsored by the LSFA and assist the Secretary in issuing certificates to all that attended the entire training sessions.

Section 5: The training committee will assist the President with scheduling some type of Mini School; hands on training sessions rather it be offered as a part of the Annual Conference or in the future to offer a separate event from the Annual Conference to offer our members a higher quality training.

Section 6: Appoints on even years to be assigned to Standing Committees: Governmental & Public Affairs, Resolutions and Training and Education Committee.

Section 7: Appoints odd years to be assigned to Standing Committees: Credentials, Auditing and Election Committee.

Section 8: Appoints to even years to be assigned to Support Committees: Benefits and Fund Raising, Firefighter/EMS and Award of Valor of the Year, PIAL Advisory, Supplemental Pay Board, Photography, EMS Task Force, Virtual Yearbook, Conference City Review

Section 9: Appoints to even years to be assigned to Support Committees: CISM, FETA Commission, PIAL Board, PIO and Website, Employment and Medical Task Force, Memorial Committee

ARTICLE VII

Membership

Section 1: All members of the Association shall be required to pay such annual fees as is fixed by the Constitution.

Section 2: The Secretary shall not register, give a badge, or extend any of the courtesy of the conference to anyone, except on the payment of all dues and such registration fees as fixed by the Association, and payable by the members.

Section 3: All current members who in the past were removed from membership and desire to pay arrear dues, in order to provide continuous membership, may appeal to the Executive Board providing due proof is furnished that said member complies with Article VI, Section 2, of the Constitution, for the years that said member is appealing. The members must pay for the current year's dues in order to be reinstated. Back dues will be paid at the current rate of Annual dues. No member shall be allowed to appeal for years prior to the joining date into the Association.

ARTICLE VIII

Memorial Service

Section 1: At each Annual Conference, immediately following the Opening Ceremonies there shall be held a Memorial Service in memory of all firefighters in the State of Louisiana who have died since the previous conference.

ARTICLE IX

Rules of Order

Section 1: All business of the Annual Conference of the Association shall be conducted under the provisions of Robert's Rules of Order.

Section 2: Order of Business:

1. Opening Ceremonies (Dress Uniform or Coat and Tie):
 - A) Call to Order by the President
 - B) Invocation
 - C) Presentation of Fire Safety Exits
 - D) Presentation of Colors
 - E) National Anthem
 - F) Pledge of Allegiance
 - G) Presentation of Fire Department Colors
 - H) Welcome by Area Official
 - I) Response by 1st Vice President
 - J) Dedication of Conference by the President
 - K) Keynote Speaker
 - L) Introduction of Vendors
 - M) Memorial Service in Accordance with By-Laws Article VIII
 - N) Benediction
2. Business Meeting (To Be Held Last Day of Conference)
 - A) Approval of minutes from previous conference
 - B) Topics and Contributed papers
 - C) Report of Officers
 - D) Report of Standing Committees
 - E) Report of Conference Committees
 - F) Unfinished or Old Business
 - G) New Business
 - H) Selection of Conference City
 - I) Election of Officers
 - J) Final Adjournment

Section 3: Installation of Officers shall be conducted at the Annual Banquet on the last night, in which the newly appointed officers will take office.

ARTICLE X

ELECTRONIC VOTING BY BOARD MEMBERS

In order to do business between meetings to handle special circumstances concerning time sensitive issues, the following procedures for electronic voting will be followed by the Board:

1. Any Board Member who has voting rights may make a motion.
2. Motions should be worded as such and sent to the President.
3. The President shall moderate; if the President is unable to moderate, the Secretary shall moderate.
4. The Moderator posts the motion and assigns a "Subject" to it so that the debate and subsequent votes can be associated with the motion.
5. All voting Board Members (VBM) shall be notified. All VBM shall respond that they have received the motion. If not all VBM respond within twelve (12) hours, a second notice shall be sent. If the remaining VBM do not respond within six (6) hours, then the Moderator will attempt to contact those not responding by telephone.
6. A "second" of the motion shall be sent to the Moderator within twelve (12) hours. No discussion on the motion can begin until the Moderator receives the "second" and all VBM are notified of the "second". A majority of the VBM must acknowledge receipt of the motion prior to discussion beginning. Once majorities of the VBM acknowledge receipt of the motion and the motion receives a "second", discussion can begin.
7. Even though not all VBM have acknowledged receipt of the motion, discussion can begin.
8. Once all VBM acknowledge receipt of the motion or after the Moderator has attempted to contact those who have not acknowledged receipt of the motion by phone, the Moderator will set a time limit for discussion of the motion. In no case shall the time for discussion be shorter than four (4) hours. Online debate should include the text of the motion with each posting. Only one (1) motion may be debated during a time line.
9. Amendments may be posted to all VBM any time during the debate period. The form of the subsequent e-mail subject line will be AMENDMENT # _____; _____ (subject) _____.
10. All amendments must receive a "second". No further discussion shall take place. If a second is not received within four (4) hours or the amendment has not been pulled down, then after four (4) hours the amendment is declared dead by the Moderator and discussion can begin again. If the amendment is seconded, if the amendment is pulled down, or if the amendment dies, the Moderator may, at his discretion, extend the time line.

11. At the approach of the close of the time line, if the Moderator determines that further meaningful discussion is necessary, he may extend the time line with notice to all VBM.
12. Debate and voting are not concurrent. Extensions of debate can be requested. The Moderator or any VBM can call to table a motion.
13. At the close of the time line for discussion, the voting period will begin. The Moderator will post the motion, including any amendments, with the message subject header "Motion Vote: _____ (subject) _____" or "Motion as amended # _____ Vote: _____ (subject) _____."
14. The Moderator will give the time line for voting but in no case shall it be less than four (4) hours, unless
 - 1) All VBM have voted, or 2) a majority of the VBM has been received and is conclusive. In either instance the Moderator can end the voting earlier than the original time line.
15. Votes are to be sent to the Moderator. The electronic voting options are: Yes; No; Abstain. If no vote is received from a VBM, that person is recorded as "Not voting".
16. The Moderator shall send confirmation back to each VBM that the Moderator received the vote and what the vote was.
17. At the end of the voting period, the Moderator shall tally the votes. A majority of the VBM must vote to constitute a quorum. A proposal is accepted if the majority of the VBM give a positive vote. For decisions where a larger majority is required by the Articles of Incorporation or Bylaws, that rule will prevail.
18. Up to the time the Moderator has announced the result or the time line ends, any VBM may change his vote.
19. Decisions will be placed on the agenda of the next Board Meeting for ratification, unless written consent is received from a majority of the VBM. The Moderator shall send a consent form to the VBM. This can be sent by e-mail.

The form shall be titled, "Subject _____/Consent Form". The message begins:

"I, the undersigned voting board member of the Louisiana State Firemen's Assn., agree to the implementation of the following board action approved by electronic vote of the LSFA Board of Directors.

The form shall include the motion, a signature line and a date line. Each VBM should make a copy of the consent form, signs it, dates it, and mail the copy with the original signature of the Moderator. The motion is not considered passed until all consent forms have been received from all members that voted.

If all members that voted have not sent in their consent forms within ten (10) days of being sent the form, then the motion will be considered passed once a majority of the forms have been received from the VBM who approved the motion.

20. The Moderator shall compile all the consent forms, he shall notify all VBM of his receipt of the forms or none receipt and forward the forms to the Secretary and notify the Secretary whether the motion passed, failed or was tabled until the next Board Meeting.
- 21 The Secretary shall record all pertinent information in the minutes at the next Board Meeting. The Secretary shall make and keep hard copies of all e-mails concerning the motion.
- 22 All discussion and ballots are public.
- 23 If a VBM does not use e-mail or does not have e-mail available to him at this time, his vote is to be accepted by FAX or telephone. There is not requirement for the Moderator to provide any information other than by internet except that the Moderator shall notify the VBM without e-mail what the seconded motion is,
- 24 What a second amendment is,
- 25 The time line for the discussion, and 4) the time line for voting. Any VBM not using e-mail shall be sent by FAX or mail the consent form when appropriate.

The above was presented by Counselor Roy M. Cascio, and approved by the Executive Board in April, 2009.

ARTICLE XI

TELECONFERENCE/ELECTRONIC VOTING BY MEMBERSHIP

Section 1: Where and in the matter authorized by the Board of Directors, any person participating in a meeting of the members may participate by means of conference telephone or by any means of communications by which all persons participating in the meeting are able to: read or hear proceedings substantially concurrently with their conference and/or meeting; if a Voting Member, vote on matters submitted to the Voting Members; pose questions; make comments; and otherwise fully participate in the meeting. Such participation shall constitute presence in person at the meeting.

Section 2: In elections of any board member a link will be provided to email presented on credentials submitted to secretary; voting electronic will not allow for an alternate vote. Voting electronically will automatically cancel the vote from the floor.

Section 3: Only an allotted time as designated by vote of the executive board will be allowed for electronic voting of all board members. All electronic voting of boards members will be submitted directly to election committee to allow secret ballot. Election committee will tally all credential votes and submit results in writing or by electronic means to the president at which time the election will become official.

Section 4: Credentials are to include e-mail address and member number.

Guidelines for Online Business Meeting

- 1) All participants must log into the meeting using their legal name. Upon being accepted into the meeting, you will identify yourself and fire department or company name. The moderator will compile a list of all guests on electronic media meeting along with department and company.
- 2) If a participant joins in the middle of a meeting, they will identify themselves in the chat box in the box to the moderator.
- 3) All participants will be muted and will be required to use the “raise your hand feature” and/or chat box to be recognized by the moderator who would then get recognized by the President.
- 4) Once recognized participant must obey all rules of orders as if attending meeting in person. The participant may make a motion or 2nd motions once recognized by the President to have the electronic media participant recognized.
- 5) For general voting the participant must use the chat box and type Yay or Nay in a 5-minute window to have their vote count. The President will have to allow a short time for the votes to be tallied before moving on. Example President will call for all those in favor and pause for allowed time and wait till moderator tallies the Yay and No Votes.
- 6) Electronic media Yay and Nay votes will be added to the Yay and Nay votes of in person attendees to determine if the motion passes or not.