

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Business Meeting

SOP Number: 160
Effective Date: 6/29/92
Revised Date: 2/1/02
Approved:

PURPOSE: The purpose of this standard is to define the manner in which business meetings are to be conducted.

SCOPE: The standard shall apply to all active and probationary members of the Central Joint Fire District.

ENFORCEMENT: the responsibility for enforcement of this standard rest with the Chief and duly elected president of the social division.

APPLICATION:

160.1 General

- 1) Regular business meetings of this department shall be held on the second Tuesday of each month at 1930 hours. In the event of scheduling for department training, business meeting date can be changed with approval of Chief and social division president.
- 2) Every meeting shall be opened by the Pledge of Allegiance to the Flag.
- 3) Business meetings shall not be conducted unless at least twelve (12) active members are present. All issues brought before the body for approval need a simple majority vote (51%) to gain approval.

160.2 Election of Officers

- 1) Nomination for positions of President, Vice-president, Secretary, Treasurer, Chaplain, and Sgt. Of Arms shall be held at the November business meeting. Additional nominations may be made prior to voting at the December business meeting. All voting is to be by secret ballot with a simple majority vote (51%) to gain approval.

160.3 Executive Board Meeting

- 1) Executive Board meetings of this department shall be held on the second Tuesday of each month at 1830 hours prior to the Social Division Business Meeting and/or when the Chief deems it necessary to hold a special Executive Board Meeting.
- 2) The Executive Board shall consist of those officers appointed to line positions which function within the active division of the Central Joint Fire District, and the President of the social division.

3) The purpose of the Executive Board Meeting is to create a forum in which policy and procedures can be discussed and decided upon. Such meetings are administrative in nature and will be concerned with the cohesive operation of the department.