

CARLIN VOLUNTEER FIRE DEPARTMENT

CONSTITUTION AND BY-LAWS

CARLIN, NEVADA

ARTICLE I

This organization shall be known as the Carlin Volunteer Fire Department, Incorporated.

ARTICLE II

The object is to protect ^{the} life and property and act as an efficient fire fighting ^{and ambulance} unit ^{for the City} of Carlin, ~~and to~~
~~under the regulations of the Board of Fire Commissioners of~~

ARTICLE III

The membership of the organization shall consist of ~~every~~ active members.

ARTICLE IV

"PERSONNEL"

The Department shall consist of one Chief, one Assistant Chief, one Captain, one Secretary-Treasurer, and Fireman.

ARTICLE V

The Chief, Assistant Chief, Captain, and Secretary-Treasurer shall be elected by active members of the Department, to serve for a period of one year, subject to approval of Carlin Town Board and any removals before expiration of term shall be made only for just cause, by a two-thirds (2/3) majority of the active members at any regular meeting. A motion may be made by any active member to indict an Officer for removal from office, and after such indictment the accused Officer shall enjoy the right to be heard before a vote is cast on the motion to remove him.

"ELECTION OF OFFICERS"

The Officers shall be elected by ballot, to serve for one year at the regular annual meeting, to be held the last Monday in November. A majority of all the votes cast shall elect Officers so elected shall be installed at the meeting to be held the last Monday in January.

ARTICLE VI

"DUTIES"

It shall be the duty of the Chief to enforce the following regulations:

- (a) To take complete charge of fires when necessary, extinguishing them with the least possible loss of life and property;
- (b) To investigate all fires as to origin, ownership, insurance carried and loss sustained;
- (c) To keep complete records of fires provided for that purpose;
- (d) To make or have made inspections as provided here-in;
- (e) He shall formulate a plan for fire supervision in the District, revising it when necessary to keep up to date;
- (f) He shall be responsible to the Town of Carlin for the condition of equipment and operation of the Department at fires.

It shall be the duty of the Assistant Chief to take the position and assume the responsibility of his superior officer, in case of his absence, and to assist the Chief in carrying out his duties. Arrangements shall be made for one Officer to be in the District at all times.

The Captain of the Company shall be responsible to the Chief for the condition of equipment of his charge. He shall be in charge of all Firemen assigned to the Company and direct them at fires in his District until relieved by the Chief.

It shall be the duty of every Fireman to respond promptly to fire in his territory, and in case of absence from the District to notify his superior Officer before leaving.

It shall be the duty of the Secretary-Treasurer to receive, receipt for, and take charge of all monies of the Department. He shall keep his accounts in such manner as will exhibit the receipts, disbursements, and balances. He shall keep a full and complete record of all meetings, regular and special, of the Department. He shall receive and answer all communications, he shall be

custodian of all documents, purchase all stationery and necessary supplies, and perform such other duties as may be required in the interest of the Fire Department.

ARTICLE VII

"DISCIPLINE"

Strict obedience to orders of Superior Officers shall be observed at fires without argument. Any member of the Department who is disobedient and shows a definite lack of interest and/or who is absent from three (3) consecutive drills, fires, or meetings without a valid excuse, will be dropped by a two-thirds (2/3) majority vote of the active members of the Department.

ARTICLE VIII

"DRILLS"

The Department shall hold drills at least monthly, unless a working fire has occurred during that time, for the purpose of training its members in the use of apparatus and equipment. Meetings of the Department shall be held on the last Monday of each month for the purpose of discussing fire methods and fire prevention subjects.

ARTICLE IX

A quorum shall consist of seven (7) active members including one or more elected officers.

The fiscal year of Carlin Volunteer Fire Department shall begin on the first day of January, each year.

ARTICLE X

Any person desiring to become an active member of the Carlin Volunteer Fire Department, must first fill out an application blank obtained from the Secretary of the Carlin Volunteer Fire Department, return said application blank to the Secretary of this Department.

The Secretary shall read the application at the next regular meeting of the Carlin Volunteer Fire Department at which time the presiding Officer may appoint a committee to investigate the qualifications of the applicant.

After the committee has made its report at any regular meeting, and all active members present at the meeting have had an opportunity to add to it, the applicant may be voted upon and admitted as a regular active member, if approved by a two-thirds (2/3) majority of the members present at said meeting.

All applicants must be voted on in the order the applications are received.

ARTICLE XI

"RULES OF ORDER"

1. But one member shall be entitled to the floor during the same period of time.
2. Every member desiring the privilege of the floor shall rise and address the Chair.
3. No member shall be allowed to speak until properly recognized by the Chair.
4. No question can come before the Department unless properly moved and seconded and declared open to discussion by the Chair.
5. Any member may call for the yeas and nays on any question, when each member shall be required to answer to his name on the roll unless excused by the Chair.
6. All questions, unless otherwise decided by the By-Laws, shall be settled by a majority of the votes cast.
7. No member shall speak more than five minutes on any subject, except by permission of the Chair.
8. When a point of order is raised by any member, the person having the floor shall take his seat until the point is decided by the Chair, when, if proper, he may resume.
9. When a motion is properly proposed before the Department, it must be disposed of before another can be entertained.
10. No subject laid on the table shall be taken up again during the same meeting unless it was so understood when thus disposed of.
11. A motion to reconsider must come from a member who voted with the majority when the action to be reconsidered was taken.