

**OSAGE TOWNSHIP
FIRE DEPARTMENT**

**BY-LAWS
January 1, 2006**

ARTICLE I

MEMBERSHIP

Section 1: Proposals: The name of any prospective new member may be proposed for application for membership by any member at any regular meeting. In the event of a vacancy in membership in membership at the time such proposal is made, the proposal shall be referred to the Command Staff, which will present a report at the next regular meeting.

Section 2: Election: Upon receipt of a report from the Command Staff, a secret ballot shall be taken on the candidate proposed, and such candidate shall be elected to member status unless four or more negative votes are cast.

Section 3: Probation: Any new provisional member shall serve a one year probationary period.

Section 4: Termination of Membership: Membership of any active member shall cease (a) upon his/her removal from the fire district, or (b) upon the acceptance of, at any regular meeting by a majority of the members present, his/her written resignation, or (c) excused by the Chief, or (d) upon non-completion of state required training at first available schooling opportunity, or (e) upon a two-thirds vote of the active members present at any regular meeting for unbecoming conduct.

ARTICLE II

MEETINGS

Section 1: Annual Meetings: Annual meetings of the department shall be held in February each year at the time of and place for and in lieu of the regular meeting of the department.

Section 2: Regular Meetings: Regular monthly meetings of the department shall be held at the fire station within the fire district once each month.

Section 3: Regular Drills: Regular monthly drills of the department shall be held at the fire station within the fire district once each month.

Section 4: Special Meetings: Special meetings may be called by the Chief of the Fire Department of the District and Special meetings may be called upon written request of not less than two members of the Command Staff, such request stating the reason for the meeting and business to be conducted.

ARTICLE III

OFFICERS

Section 1: Fire Chief: The Fire Chief is appointed by a two-thirds vote of the active members present at the annual meeting. To be appointed Fire Chief a Fire Department member shall have the following qualifications:

- A. He/She shall have at least five (5) years of consecutive service.
- B. He/She shall have the respect of and the ability to command the Fire Fighters.

In the event a vacancy occurs in the Office of Chief, the Assistant Chief shall assume the duties of Chief until the next scheduled annual meeting. The new appointment of Chief shall fall under the same qualifications as previously stated.

Section 2: Officers: All Officers are appointed by a two-thirds vote of the active members present at the annual meeting.

ARTICLE IV

DUTIES OF OFFICERS

Section 1: Fire Chief: The Fire Chief shall carry out the customary duties of his office as well as those prescribed by the Osage Township Board.

Section 2: Officers: Other Officers of the Department shall have such duties as may be established from time to time by the Fire Chief.

ARTICLE V

COMMITTEES

Section 1: Other Committees: The Fire Chief shall appoint such other committees from time to time as he or the members of the Department consider advisable.

ARTICLE VI

QUORUM

A Quorum of this Department shall consist of not less than a simple majority of the active members present at the Annual, Regular, or Special Meetings.

ARTICLE VII

AUDIT

At the discretion of the Osage Township Board, an annual financial audit of the financial records of the Secretary/Treasurer of the Department may be made either by the Treasurer of Osage Township or by such non-member of the Department as the Township Board may designate, without expense, however, to the Department. Additionally, the financial records shall be subject to an annual internal audit by member(s) of the department other than the Secretary/Treasurer.

ARTICLE VIII

ORDER OF BUSINESS

1. Roll Call
2. Reading of minutes of the previous meeting
3. Report of the Secretary/Treasurer
4. Reports of Boards and Standing Committees
5. Reports of Special Committees
6. Applications for membership
7. Balloting on candidates
8. Unfinished business
9. New Business

ARTICLE IX

SUPERVISION BY TOWNSHIP BOARD

It is understood and agreed that all operations of the Fire Department (and activities of the Department) shall be subject to the supervision of the Osage Township Board. The Township of Osage will establish and maintain a committee hereafter known as the District Fire commission to act as the Township representative in those areas dealing with Fire Department activities. The Committee shall consist of the Trustees of the Township Board, two Fire Department members, and one member at large; that member to be appointed by the two Trustees and the two Fire Department members, and not a member of the Board or the Department. The Fire Chief shall be an ad hoc, "Non-voting" member of the committee.

ARTICLE X

RULES OF ORDER

The parliamentary procedure of the Department shall be governed by Robert's "Rules of Order."

ARTICLE XI

GRIEVANCES

Any firefighter having a grievance against the Chief may request a hearing before the District Fire Commission. Any Township resident having a grievance against the Chief, or any member of the department, or the department as a whole shall have the same right.

ARTICLE XII

AMMENDMENTS

The By-Laws may be amended by a two-thirds vote of the active members present at any regular meeting, preceded by notice of the proposed amendment presented at the regular monthly meeting not less than one month previous thereto; provided however, that such amendment is also approved by the Osage Township Board.