

Article 5: Officers

1. The Officers of this Union shall be elected from and by the membership of this Union by secret ballot at the first general membership meeting held after conclusion of collective bargaining and ratification of the Union Contract. A special nominations meeting may be called prior to the election meeting in accordance with the requirements of Article 9. Officers shall take office immediately at the close of the meeting at which they are elected and shall serve until the conclusion of collective bargaining and ratification of the next Union Contract, or until their successors are duly elected and qualified.

2. Officers of this Union shall be as follows:

- A. President
- B. Vice President
- C. Secretary / Treasurer
- D. Sergeant at Arms

3. Duties of the President: The President shall preside at all membership meetings of the Union and of the Executive Board, enforce the rules, appoint all committees not otherwise provided for, and transact the other duties that are usual to the Office of the President or as may be required by the membership. He/she shall be an ex-officio member of all committees and shall make a report of each meeting.

4. Duties of the Vice President: The Vice President shall assist the President in the discharge of his/her duties and, in his/her absence, the Vice President shall perform the duties of the President. **The Vice President shall be the chair for all committees unless otherwise specified in Article 13.**

5. Duties of the Secretary/Treasurer: The Secretary/Treasurer shall keep a correct record of the meetings of the general membership and of the local Executive Board meetings. He/she shall handle all correspondence in the name of the Union. He/she is also responsible for all financial matters and dues records, and shall make a financial report at every meeting of the membership. He/she shall have all checks drawn on the treasury of this Union and deposit all dues and other funds received in the name of this Union in ~~ot~~ the bank *provided*, however, that all checks drawn on the treasury exceeding the sum specified in Article 15, Section 2 must be authorized by the President.

6. Duties of the Sergeant at Arms: The Sergeant at Arms shall maintain order during Union meetings in accordance with both the Constitution and Bylaws and Roberts Rules of Order, and will clarify/interpret applicable procedural matters as required. He/she will conduct the Pledge of Allegiance at each meeting. He/she will also compile a sign-in sheet of members present at each meeting for submittal to the Secretary/Treasurer.

Article 9: Election of Officers

1. All Officers, Executive Board members, ~~and~~ Stewards, ~~and committee at large members~~ elected at the first general membership meeting following the conclusion of collective bargaining and ratification of the Union Contract must be elected by secret ballot by a majority vote of the members present. The incumbent President shall abstain from voting except in the event of a tie.
2. Upon completion of collective bargaining and ratification of the Union Contract, the incumbent President may call a special meeting to nominate members for election to office or to the Executive Board.
3. Candidates for election to an office or to the Executive Board need not be present at the nomination meeting preceding the election meeting specified in Section 2 of this Article. All persons nominated must be in good standing in this Union.
4. All nominees shall, within ten (10) calendar days of the nomination meeting, notify the Secretary, in writing, whether they accept or decline the nomination. Nominees present during the nomination meeting may offer verbal declinations and acceptances during said meeting in lieu of written responses.
5. The membership shall select the three (3) newest members present at the nomination meeting to serve as tellers and conduct elections in an honest and secret manner. Any nominee or candidate for office is ineligible to act as a teller. The tellers shall be in full and complete charge of the election.
6. At least fifteen (15) calendar days prior to the election of Officers, Executive Board members and Stewards as specified in Section 2 of this Article, the Secretary shall post the time and place of the election on the Union bulletin boards.

Article 13: Bargaining Committees

1. Bargaining Committee
 - A. The President, Vice President, and one (1) Firefighters Association of Michigan attorney/representative shall act as the Union bargaining committee
 - B. The duties of the Union bargaining committee shall be as follows:
 - i. To present grievances to the Employer
 - ii. To coordinate Union activities among the members
 - iii. To conduct negotiations on behalf of this Union with the Employer and report the results of those negotiations to the membership for final approval
 - iv. To make recommendations to the membership for improvement of the economic position of the membership

- C. Members may submit, either verbally or in writing, potential bargaining demands for consideration at a general meeting called for such purpose. Notice must be posted at least fifteen (15) calendar days prior to any such meeting. The membership will discuss, approve/dismiss and prioritize individual bargaining demands by simple majority votes of the membership present. The final list of bargaining demands must be approved by a two-thirds (2/3) majority vote of members present before submission to the Employer.
- D. The bargaining committee shall have the authority to limit the number of potential bargaining demands at its sole discretion based upon the circumstances surrounding negotiations, but must specify such limits during the election meeting and must observe the priorities determined by the general membership as specified in Section 8 of this Article. The bargaining committee shall further set up procedures for the formulation of bargaining demands not otherwise specified in this Article.
- E. The bargaining committee shall enjoy prudent and reasonable latitude to amend, alter or concede the agreed upon list of bargaining demands during the course of negotiations for the purpose of reaching a tentative agreement with the Employer, provided that such amendments are consistent with the intentions of the original demands, and in the best interest of the Union. Members of the bargaining committee may be called upon to explain such amendments and/or concessions prior to contract ratification.
- F. All bargaining demands, concessions, counter-offers and/or tentative agreements reached during negotiations and recommended by the bargaining committee must be approved by a two-thirds (2/3) majority vote of members present. The President may call a special meeting for membership approval of these items, but notice must be posted on the Union bulletin board at least fifteen (15) calendar days prior to any such meeting.

2. Sub-Committees

- A. Committee elections
 - i. Member at large committee positions shall be nominated and elected in accordance with Article 9 along with Union officers and stewards
 - ii. Executive Board committee positions shall be elected by the Executive Board, at the first Executive Board meeting following the Union officer elections.

- iii. In the case of a lack of interest from the Union body, vacant committee members' at large positions shall be filled by the Executive Board.

B. Union Safety Committee

- i. The Safety Committee shall consist of the Union Vice President (chair), one (1) executive board member, and one (1) Union body member at large, the duties of the Union safety committee shall be as follows:
 1. Accept all safety concerns from members of the Union
 2. Investigate, research, and document all applicable laws, codes, standards, etc.
 3. Draft a detailed report with the following:
 - a. Incident details
 - b. Investigation findings
 - c. Specific legal research
 - d. Union Safety Committee recommendations
 4. Present report to the Union Executive Board
 5. The elected Executive Board member and member at large shall represent the Union in the Township Safety Committee
- ii. Safety concern procedure:
 1. Union members shall submit safety concerns to the Union Safety Committee, in writing, within 7 days of the incident.
 2. The Union Safety Committee shall notify the Union President immediately of the safety concern.
 3. The Union President shall call a special Executive Board Meeting and the Union Safety Committee shall present a report to the Union Executive Board within 14 days of the safety concern.
 4. The reporting Union member shall also receive a copy of the Union Safety committee report.
 5. The Executive Board shall create and implement an Action Plan prior to 21 days of the incident.
- iii. At the conclusion of the safety concern, the Executive Board shall provide the reporting Union member, the Township Safety Committee, the Fire Chief, and the Township Manager (if necessary) with the following documents:
 1. Union Safety Committee report
 2. Executive Board plan of action
 3. Results of implemented plan of action
 4. Any further documentation as deemed necessary

3. Union Bylaw Committee

- A. The Union Bylaw Committee shall consist of the Union Vice President (chair), one (1) executive board member, and one (1) Union body member at large
- B. The duties of the Union bylaw committee shall be as follows:
 - i. Accept all proposed bylaw change ideas from the members of the Union
 - ii. Develop and ensure proper bylaw format and language
 - iii. Present the proposed bylaw change(s) and recommendations to the next Executive Board meeting.
- C. The Union bylaw committee shall present the bylaw changes and recommendations at the next Executive Board meeting.
- D. All proposed Bylaw revisions must be submitted to the Bylaw Committee for review.

4. Union Contract Research Committee

- A. The Union contract committee shall consist of the Union Vice President (chair), one (1) executive board member, and one (1) Union member at large
 - i. The duties of the Union contract committee shall be as follows:
 - 1. Accept contract ideas from members of the Union
 - 2. Conduct research for upcoming contract negotiations
 - 3. Present a detailed report to the Executive Board with findings of any contract issues
 - 4. Present a detailed report to the Union body as a whole with findings of any contract issues