

# FIRE CORPS – VILLA PARK FIRE DEPARTMENT

## GUIDELINES

(Rough Draft 21 JUNE

2016)

### Section I. Name

This organization will be known as the Fire Corps, hereinafter referred to as the ‘Corps’.

### Section II. Purpose

2.1 The objective of the Corps organization is to provide for the good and welfare of the

Villa Park Fire Department hereinafter referred to as the ‘VPFD’

2.2 The Corps shall support and promote the VPFD with programs, events, and positive public relations with VPFD members, community members and area businesses and organizations.

2.3 A regular member of the VPFD, appointed by the Fire Chief, will serve as the VPFD Liason to the Corps in a non-voting capacity.

### Section III. Mission Statement

3.1 The mission of the Corps is to support and enhance the services and initiatives of the

VPFD, and to provide support to the constituency that the VPFD serves in a professional

and respectful manner.

#### Section IV. Membership

4.1 Membership to this organization may include those in the community willing to commit the time and effort to contribute to the Corps initiatives.

4.2 All prospective members shall complete the application process and a background check according subjective to the approval of the VPFD.

4.3 Due to the public role of the organization, a high level of confidence is placed on all members.

To this end, in addition to the mandatory application review and background check, all members shall sign the VPFD Ethics Agreement, acknowledging awareness and compliance with this policy at all times. Violation of this trust may result in separation from the organization.

4.4 Members of the Corps shall be classified as regular members.

4.5 Any reference to a member in these Guidelines shall mean a regular member, unless otherwise stated.

4.6 Voting on all issues is the responsibility of Regular Members only.

4.7 Based on the mission of the Corps., there is no provision for social or 'retired' Corps members.

#### Section V. Officers

5.1 The Executive Committee of the Corps shall consist of 4

members. These Officers shall be the  
President, Vice-President, Secretary and Treasurer.

5.2 All Officers shall be elected by the voting membership,  
as noted in Sections VI and VII herein,  
after 1 year of continuous membership.

#### Section VI. Term of Office

6.1 The term of office for all Executive Committee  
Members shall be One Year, and limited to  
two consecutive terms.

#### Section VII. Election Process

7.1 In order to provide consistency and continuity to the  
Executive Committee the terms of office  
shall be staggered as follows:

7.1.1 Terms of office will take place each year.

7.1.2 The President and Secretary will be  
elected in even numbered years.

7.1.3 The Vice-President and Treasurer will be  
elected in odd numbered years.

7.2 Candidates will be selected by nomination, by a regular  
member at a posted meeting.

7.2.1 A slate of candidates will be provided to the  
Secretary prior to the meeting in which  
An election will be held.

7.2.2 In addition to this slate of candidates, other  
members may be nominated from the  
floor if properly placed into consideration during the

meeting in which an election is held.

7.3 The election will be run by the President, or Presiding Officer in the Presidents absence.

7.4 Elections are open to all Regular Members and will be completed by secret ballot by those in attendance during the designated meeting.

7.5 Election information will be posted prior to the election and distributed by e-mail. With a minimum 30 days (30) prior to election. Posting will include the date, time and location of the election, and include the names of those nominated as well as request the names of any write-in candidates' members may wish to submit.

7.5.1 Posting for elections and other Corps business can be accomplished via e-mail.

7.6 The President shall appoint two members as election judges to tally the votes. These two members shall not be candidates for office.

7.7 Following the confirmation and installation of newly elected officers, the ballots shall be destroyed.

7.8 Any voting member may request a recount of the ballots be compiled.

7.9 The candidate, within each election, receiving the majority vote shall be considered duly elected.

7.10 In the event of a tie vote, the President or presiding officer will break the tie by drawing lots.

7.11 Those newly elected will begin serving on the 1<sup>st</sup> day of the term following the election.

7.12 In the event of an unexpected and permanent Board Member vacancy, a special election will be held using the election criteria as noted above, as determined by consensus of the existing Board Members.

7.12.1 A member elected as a result of a special election will assume his/her respective office immediately following the election.

## Section VIII Succession

8.1 In the event that the office of President is vacated, the Vice-President shall assume the role of President for the remainder of his/her term.

## Section IX. Temporary Board Vacancy

9.1 In the event of a case of an interim vacancy, any Board Member position can be appointed by the President in order to maintain the activities of the Corps until new Officers are elected.

Section X. Duties and Responsibilities of Officers

10.1 It shall be the duty of the **President** to:

10.1.1 Preside at the monthly meetings and other meetings of the Corps.

10.1.2 Call Meetings of the Executive Committee as needed.

10.1.3 Appoint members to committees as needed.

10.1.4 Represent the Corps at meetings when appropriate

10.1.5 Vote only as needed to break a tie, except during an election of Officers,  
in which case the President can cast a vote with other voting members.

10.1.6 Conduct meetings using Robert's Rules of Order

10.1.7 Serve as a non-voting ex-officio member of all committees.

10.1.8 Coordinate with VPFD liaison on any issues related to the Corps.

10.1.9 Provide a smooth transition and orderly transfer of necessary materials during the transition to a new President.

10.1.10 Provide a smooth and orderly transfer for succeeding Presidents.

10.2 It shall be the duty of the **Vice-President** to:

10.2.1 Perform the duties of the President in his/her absence.

10.2.2 Serve as a non-voting ex-officio member of all committees.

10.3 It shall be the duty of the **Secretary** to:

10.3.1 Preside at Corps meeting during the absence of both the President and Vice-President.

10.3.2 Prepare, maintain and communicate accurate meeting agenda and meeting minutes to all members of the Corps.

10.3.2.1 The meeting agenda shall be available and communicated to all Members via e-mail, 48 Hours prior to the meeting date.

10.3.2.2 The Meeting Minutes shall be available and communicated to all Members via e-mail within 10 days of the respective meeting.

10.3.3 Maintain a current list of Regular Corps members, inclusive of current phone and e-mail addresses.

10.3.4 Maintain a hard copy file of all agenda, minutes,

election results, correspondence  
and other relative information relative to the Corps  
organization.

10.4 It shall be the duty of the **Treasurer** to:

10.4.1 Serve as the primary steward for all finances of  
the Corps.

10.4.2 Coordinate with the Secretary on an as needed  
basis to ensure that all bills are  
Paid in a timely manner.

10.4.3 Provide all financial communication and  
correspondence of the Corps, to include a  
copy of all correspondence to the Liaison.

10.4.4 Provide a smooth and orderly transfer of  
necessary materials during the transition to a  
new President and/or new Secretary.

10.4.5 Two signatures are needed for each check, the  
treasurer and one officer. Monthly reconciliation of the  
checking account is to be submitted to the council.

10.5 It shall be the duty of the **Executive Committee** to:

10.5.1 Attend regular monthly meetings of the Corps  
and any special meetings of the  
Executive Committee as requested by the President.

10.5.2 Review cases of internal issues and problems  
and forward findings and  
recommendations to the membership.

10.5.3 Review grievances using proper discretion and



forward findings and recommendations  
to the President, or designee.

10.5.4 Review and prepare amendments and revisions  
to the Guidelines for consideration  
by the membership.

## Section XI. Duties and Responsibilities of Members

11.1 Corps members shall attend regularly scheduled  
meetings of the Corps organization  
Unless excused in advance by the President or Vice-  
President.

11.2 Corps members shall assist with Corps activities.

11.3 Corps members shall exhibit professionalism,  
integrity, quality skill levels discretion,  
and empathy at all times when in contact with those  
served by the VPFD.

11.4 Corps members shall actively participate on  
committees as selected.

11.5 Corps members shall not accept any form of  
remuneration for his/her service.

11.6 Corps members shall be responsible for, and  
practice good stewardship with respect  
to all equipment used for Corps programs and  
activities.

## Section XII. Committees

12.1 The following committees may be established and

the President will appoint a  
Committee Chairperson to each:

Recruitment  
Special Events  
Emergency Response

12.2 Additional ad hoc committees may be established by an affirmative vote of the Executive Board on an as-needed basis.

12.3 The Committee Chairperson is responsible for managing and recording committee activities and reporting to the Corps organization at monthly meetings as needed.

### Section XIII. Meetings

13.1 The Board shall meet as necessary per board consensus, to discuss and conduct business.

13.2 The date, time and location of the quarterly meetings will be communicated with all Members at least one week prior to the meeting whenever possible.

13.3 Members are required to attend 75% of the quarterly meetings throughout the year.

13.3.1 Excused absences are permitted, providing the member notifies the President or Vice-President prior to the meeting. This notification can be made directly, by e-mail or text message. The meeting minutes will accurately reflect 'attended', 'not in attendance' and 'excused'

13.3.2 An absence is excused for the following reasons: illness of active member  
or illness/death of immediate family member;  
work responsibilities;  
scheduled vacations or events not under control of the member; or an  
extreme circumstance that is not foreseen. Failure to comply with Sections 13.3 will result in disciplinary action up to and including termination from the Corp.

13.4 A quorum of all meetings shall consist of a majority (50% plus 1) of current Regular Members.

13.5 The Meeting agenda will follow a standard template for each meeting and shall include the following topic areas:  
Meeting date/time  
Attendance/Roll Call  
Pledge of Allegiance  
Call to Order  
President's report  
Secretary's report  
Committee Reports  
Recruitment  
Special Events

Emergency Response  
VPFD Liaison report  
Old Business  
New Business  
Adjournment  
Next meeting date/time

13.6 Meetings will be conducted following parliamentary procedure using Roberts Rule of Order.

#### Section XIV. Disciplinary Procedure

14.1 All disciplinary action shall be properly documented

14.2 All disciplinary steps shall follow a 'progressive discipline' course of action.

14.3 All disciplinary action shall be shared with the VPFD liaison.

14.4 All disciplinary action outcomes will be determined by Corps Executive Committee in conjunction with and in communication with the VPFD Liaison.

#### Section XV. Suspension and Termination

15.1 If individual circumstances exist that are not in the best interest of the Corps, the Executive Board can deem a person 'a member in bad standing'.

15.2 The concept of 'just cause' will be used and is defined as a proven violation of Policy.

## Section XVI      Posting of Notices

16.1      Action notices that are to be voted on by the membership, election notices, and

By-law changes shall be posted via e-mail. This is the responsibility of the Secretary.

## Section XVII      Guideline Review and Ratification

17.1      A review of these Guidelines will be completed in January of every even numbered year.

17.2      All amendments to the Guidelines require concurrence of a simple majority of the Membership present at the meeting when the vote takes place.

17.3      Upon ratification by the members, the Guidelines are in force and binding.

17.4      Whether unchanged or revised, a copy of the Guidelines will be made available to each member at the 1<sup>st</sup> business meeting of the year.

17.5      These Guidelines can be amended at any regular scheduled meeting of the Board with a majority vote, providing that the changes are communicated to all regular Members via posting or e-mail.

## Section XVIII      General Information

18.1 The Corps shall in no way interfere with the, policies, rules and regulations, contracts, and/or working operations of the VPFD.

Written: 21 June 2016

Adopted: