

ARTICLE V OFFICERS AND ELECTIONS

Sec. 1. There shall be an Executive Board which shall consist of one President, one First Vice President, one Second Vice President, one Secretary, one Treasurer and five (5) Directors. Effective with the election of officers who are to be installed in office in the month of December 2002, no Los Angeles City Fire Department Chief Officer or management employee (as determined in accordance with the Los Angeles Employee Relations Ordinance) shall be eligible to serve on the Executive Board.

Sec. 2. "The President" - the President of this Local shall be an active member of the Los Angeles City Fire Department. In order to be nominated for and elected to the office of President, a candidate must be a member in good standing of this Local for at least two consecutive years immediately prior to nominations.

Sec. 3. A - The First Vice President, the Second Vice President, the Secretary, the Treasurer and the Directors of this Local shall be active members of the Los Angeles City Fire Department.

B - An election for all elected offices of the Executive Boards shall be held in each even numbered year. Nominations shall be made at a special meeting of this Local during the month of September. Election shall occur during the month of November. Candidates for First Vice President, Second Vice President, Secretary and Treasurer must be members in good standing of this Local at the time of nominations and must have been members of this Local for at least two consecutive years immediately prior to nominations. Candidates for Director must be members in good standing of this Local at the time of nominations and must have been members of this Department for at least one year immediately prior to nominations.

Sec. 4. Nominations and Elections – The President, First Vice President, Second Vice President, Secretary, Treasurer, and Directors shall be nominated by a member in good standing and seconded by a different member in good standing, neither of which shall be the member themselves, and elected by the membership-at-large.

Sec. 5. Term of Office - The term of office of each member of the Executive Board shall be two (2) years.

Sec. 6. Rights of Candidates - Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidate's own personal expense. If this request is granted by the Local, all other candidates for this office shall receive the same privilege. "A candidate for office" means a candidate for membership on the Executive Board. There shall be no discrimination in favor of or against any candidate with regard to the use of the membership lists.

Sec. 7. Use of Funds Prohibited in Elections - No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from Union funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Sec. 8. Method of Nomination and Election – Each member in good standing shall be given at least fifteen (15) days' advance notice, in writing, of the date, time, and place at which nominations shall be made, and at least fifteen (15) days' advance notice, in writing, sent by U.S. mail to the last known address of the member, of the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office. No member may accept nomination for nor be a candidate for more than one office. Elections shall be by secret ballot, even though only one candidate is nominated for a given office. There shall be no voting by proxy in any election of Local Union officers.

Elections may be conducted by mail. No elective officer shall be entitled to hold more than one Executive position. The candidate receiving a plurality vote shall be declared elected for all offices except the President.

For the UFLAC President office only, the candidate receiving 50% plus 1 of the vote shall be declared elected. If the required 50% plus 1 of the vote is not met in the initial election, as in the case of multiple candidates (more than two) vying for the UFLAC President position, a runoff election will commence within 10 days between the top two vote getters for UFLAC President. The candidate with the most votes in the runoff shall be declared elected.

Sec. 9. Election Committee - The President shall appoint an Election Committee of not less than three (3) members which shall be responsible for distributing and tabulating the ballots and shall have the functions as are provided in Article 13, Sec. II, of the International Constitution. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution and casting of ballots, and attend the meetings of the election committee at which the votes are tabulated.

Sec. 10. Ballots Preserved - The ballots and all other records of an election of officers shall be preserved by the Secretary for one (1) year.

Sec. 11. When Held - Nominations and election of officers and Directors shall be held at the times provided for in Section 3B of this Article. The candidates who are elected in such an election shall be installed in office in the month of December immediately following their election.

Sec. 12. In accordance with Local 112's Constitution and By-Laws governing elections, the Executive Board shall develop an election policy governing the manner of handling and validating ballots and the, latitudes and campaign behaviors of candidates conduct during elections. Policies under this section must be submitted at two general membership meetings for approval prior to their adoption. Policies adopted under this section shall not conflict with existing rules or laws governing union elections.

Sec. 13. All vacancies shall be filled as follows: Vacancies occurring in the office of President shall be filled by the First Vice President and Second Vice President in that order. Successorship to vacated offices shall be as follows: First Vice President to President, Second Vice President to First Vice President. A vacancy occurring in the office of Second Vice President will be filled by a Director, appointed by the President, with the concurrence of the Executive Board. In the event of a vacancy in a Director position, the Executive Board may elect to leave the position vacant if the next election is less than 6 months away. If the election is 6 months or more distant the position shall be filled. A Director vacancy to be filled shall be filled by a member in good standing, appointed by the President, with the concurrence of the Executive Board.

The President shall appoint a member of the Executive Board to fill a vacancy in the office of Secretary or Treasurer.

ARTICLE VI DUTIES OF OFFICERS

Sec. 1. The President:

A. Shall discharge, on behalf of the Local Union, such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to the Federal or the State authorities, and he/she shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

B. Shall by virtue of his/her election, be a delegate of the Local to conventions of the International Association of Fire Fighters, unless he/she desires that another delegate represent the Local in his/her stead.

C. Shall, when present, preside at all meetings, and take such action as is necessary to maintain order and enforce the rules of the Local. He/she shall decide all questions of order and act as judge of, and declare the results of the election. He/she shall appoint all committees and shall perform such other duties as may be authorized.

D. May, subject to the approval of the Executive Board, retain a competent attorney(s) to represent the Local in any matter requiring such services for the good and welfare of the Local, or its members.

E. Shall, in conjunction with the Executive Board, have control over all organizing, and the printing, mailing, and delivery of all correspondence or literature of any kind, pertaining to the Local.

F. Shall be empowered to appoint a Business Representative and a chairman of retired activities with the concurrence of the Executive Board, who shall serve for an indeterminate term of office to represent the Local. His/her actions shall be guided by the directives of the President.

G. The President shall appoint a member of the Local to the position of Editor of the official publication of the Local. All appointments to the position of Editor shall be subject to the approval of the Executive Board.

Sec. 2. The First Vice President:

A. Shall assume the duties of the President in his absence.

B. Shall attend all Executive Board meetings both regular and special when off duty, and all such meetings on duty when granted administrative detail (time off) by the Los Angeles City Fire Department.

C. May have the power to countersign checks, warrants or drafts, when the President is not immediately available.

D. Shall receive all complaints regarding the violation of the rights of members, and together with the Executive Board, shall take all steps that are necessary and prudent to see that the interests of the members are protected.

E. Shall represent the Local at meetings when assigned by the President.

F. Shall perform such other duties as directed by the President.

Sec. 3. The Second Vice President:

A. Shall assume the duties of the President in his absence and the absence of the First Vice President.

B. Shall perform all other duties as outlined in Section 2 of this Article.

Sec. 4. The Secretary:

A. Shall discharge, on behalf of the Local, such duties as may be imposed upon him/her by applicable law, including the execution and filing of any reports to Federal and State authority, and he/she shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

B. Shall attend all meetings of the membership and the Executive Board when off duty, and shall do all in his power to be relieved from duty to attend the meetings of the Local.

- C. Shall do all in his power to have the officers who are on duty relieved from duty in order that they may attend all Executive Board, general membership and special meetings of the Local.
- D. Shall keep correct record of the minutes of each meeting of the Local. He shall notify all members of their election to office and/or their appointment to special offices and committees.
- E. Shall mail and cause to be delivered all correspondence of the Local.
- F. Shall cause to be sent notices to the members of all general membership and special meetings.
- G. Shall submit any records and books upon request, to any person authorized for inspection.
- H. May sign checks, drafts, or warrants, when authorized to do so by the Executive Board.
- I. Shall maintain an accurate roster of all members of the Local, including the members' names, addresses, telephone numbers, and assignments if feasible.
- J. May, with the consent of the Executive Board, employ any necessary help to conduct business.
- K. Shall represent the Local at meetings when assigned by the President.
- L. Shall perform such other duties as directed by the President.

Sec. 5. The Treasurer:

- A. Shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law, including the execution and filing of any reports to Federal or State authority, and he/her shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.
- B. Shall be responsible for the depositing of all money paid to the Local into banks or depositories approved by the Executive Board. All deposits shall be made in the name of United Firefighters of Los Angeles City, Local 112, IAFF, AFL-CIO.
- C. Shall after the close of each fiscal year on June 30th, cause an annual audit of the Local's financial records by a C.P.A. and forward a copy of such audit to the International General Secretary-Treasurer over the seal of the Local as soon as the audit is completed and shall include an accurate accounting of all employees within the Local Union Fire Department.
- D. Shall sign all checks, drafts, or warrants unless not available, then checks can be signed by two other members of the Executive Board who have been authorized to do so.
- E. Shall attend all meetings of the membership and the Executive Board when off duty, and all such meetings when on duty when granted an administrative detail (time off) by the Los Angeles City Fire Department.
- F. Shall represent the Local at meetings when assigned by the President.
- G. Shall perform such other duties as directed by the President.

Sec. 6. Directors:

- A. Shall perform all duties as outlined in Section 2 of this Article with the exception of Item "A."

Sec. 7. Station Stewards:

- A. Shall carry out all duties assigned them by the President
- B. Shall establish and maintain a close liaison with the members in the Local.
- C. Shall take necessary action to promote goodwill toward the Local and stimulate attendance at General Membership and Special Meetings.
- D. Shall attend all Stewards Meetings, General Membership Meetings, and Special Meetings when off duty and all such meetings when granted Administrative Detail (time off) by the Los Angeles Fire Department.

Sec. 8. Chairman of Retired Activities:

Same as Business Representative.

Sec. 9. Bonding of Officers and Employees:

All officers and employees of the Local who handle funds or property of the local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer, in compliance with applicable laws. The expense of the first \$5,000 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium.

Sec. 10. The Executive Board:

- A. Shall meet when deemed necessary for the good and welfare of the Local, at the time and place designated by the President; and in any case, not less than once a month. Each member of the Board shall have one (1) vote.
- B. Shall have the power to represent the membership and to endorse or concur in matters presented to the local by other organizations.
- C. Shall do all in its power to aid and assist the President and all committees appointed by him.
- D. All decisions, endorsements or concurrences of the Executive Board are subject to review and ratification or rejection by the general membership present at any general membership or special meeting.
- E. A quorum for Executive Board meetings shall be five (5) members.
- F. On all matters which come before the Executive Board of United Firefighters of Los Angeles City, Local 112, IAFF, AFL-CIO, the representatives of this Local on said Board shall vote by unit/block vote at State and International Conventions in accordance with the directions of the Executive Board.
- G. Any member currently serving on the Executive Board of UFLAC, shall not concurrently serve on the Los Angeles Firemen's Relief Association Board and/or Firefighters First Credit Union Board.

**ARTICLE VII
DELEGATES AND ALTERNATES TO ASSOCIATION CONVENTIONS**

Sec. 1. All members of the Executive Board may, by virtue of their election to their respective offices, be delegates to the International Convention.

Sec. 2. Delegates to the International Convention shall have tenure and/or responsibility for the representation of the Local in the following order:

Position 1: President

Position 2: First Vice President

Position 3: Second Vice President

Position 4: Secretary

Position 5: Treasurer

Position 6 through 10: shall be designated by the President from among the remaining elected delegates.