



WINDSOR PROFESSIONAL FIRE FIGHTERS ASSOCIATION
"An Association Run For and By The Membership"

REMINDER

General Membership Meeting

Tuesday September 5, 2017

Hook & Ladder Club

7:30 PM
Platoon D

Agenda

- Regular Order of Business
- Nominations for Elections of WPPFA Executive Board
(see attached)

Kris Matton
Secretary, W.P.F.F.A.

intervals between meetings, such as action being reported to the membership at the next meeting of the Association.

22. **Composition.** The Board shall be comprised of the President, Vice President, Treasurer, Secretary, Sergeant-at Arms and Guard.
23. **Qualifications.** Any active member in good standing, properly nominated at the regular September meeting shall be eligible to be a candidate for the Board. Candidates shall be allowed to stand for only one position on the Board.
24. **Candidate Promotion.** None of the Association's money shall be used to promote any candidate seeking election to the Board of the Association. This does not prevent the expenditure from the Association funds for notices, factual statements of issues, and other necessary expenses to conduct elections, so long as they do not involve the promotion of any particular candidate.
25. **Procedure for Nominations and Elections.** Elections shall be held for President, Vice President, Treasurer, Secretary, Sergeant-at Arms and Guard and shall be in accordance with the following:
 - (a) **Terms.** Officers shall be elected to the terms of office for a one year period. Officers shall serve until the election and/or until installation of their successors unless relieved of their duties. Should a position be vacated for any reason, the vacancy shall be filled in accordance to Section 27, for the duration of the term.
 - (b) **Notices.** Notices shall be placed in every fire station and each division at least fifteen (15) days prior to the Nomination Meeting indicating election dates. Nominations for Board positions shall be made at the regular monthly meeting in September.
 - (c) **Attendance.** Members nominated as candidates may be in attendance at the nomination meeting and must state their willingness to stand, or those members nominated as candidates and those members wishing to nominate candidates and are not in attendance at the nomination meeting, must register their intentions in writing with the Secretary prior to the nomination meeting.
 - (d) **Voting.** On-line voting will commence twelve (12) days after the nomination meeting and run for five (5) days. Should there be a failure in the on-line voting system, a re-vote will be performed either on-line or manually using the ballot box system.

- (e) **Ballot Box.** *(If needed)* The election committee shall transport the ballot box to each station for one day for each platoon, between the hours of 8:00 a.m. and 12:00 p.m. to allow the on duty members to vote. At 1:00 p.m., the Election Committee shall establish a polling station at station #1 that will remain open until 3:00 p.m. The election must take place and the votes tabulated within eighteen (18) days following the day of the nomination meeting.
 - (f) **Secret Ballot.** The secret ballot vote must be conducted irrespective of the fact that only one candidate is nominated for a given office, unless, at the nomination meeting, the Secretary of the Association is directed to cast one ballot for those candidates acclaimed to office.
 - (g) **Observers.** Each candidate for office shall be entitled to appoint one observer, the observer not being the candidate for election, who shall be permitted to witness the manner of distribution and casting of ballots and attend the meeting of the Election Committee at which the votes are tabulated.
 - (h) **Results.** The candidate receiving the greatest number of votes shall be declared elected.
 - (i) **Tie Vote.** In the event of a tie between or among candidates receiving the greatest number of votes, a second election shall be held between or among those candidates involved in such a tie as follows:
 - (i) The second election shall take place and the votes tabulated within fifteen (15) days following the election which resulted in a tie.
 - (ii) Procedures for the second election shall be the same as the first election.
 - a. **Posting Results.** The election results shall be posted in each fire station and each division.
 - b. **Ballot Preservation.** (if needed) The Secretary shall preserve ballots and election records for one year.
26. **Installation.** The installation of the Board shall take place as close to October 1st as deemed necessary by the Executive Board including a swearing in of any new board members. Installation ceremony will take place at the regular October meeting each year.