

**1.14. Member Organization**

**Purpose:** To establish a formal procedure for the organization of the members of the Seeley Lake Rural Fire District to provide input and influence over the structure, operations and decision processes of the SLRFD.

**Application:** This SOG is to be used in the management of all SLRFD personnel.

**Scope:** This policy applies to all members of the Seeley Lake Rural Fire District.

**Organization**

The members of the SLRFD are the backbone of the District. Without them, there is no public safety function. To provide members of the District a rightfully earned "buy in" as well as influence and sense of ownership within the department, it is important that they have a voice that facilitates organized and direct communication to the Chief and the District Board of Trustees.

The membership organization, designated as "The Seeley Fire Volunteer Membership" shall consist of all members of the District including active members, probationary members, auxiliary members and employees except for the Chief. Probationary members shall be encouraged to attend meetings, participate in all functions and provide input and ideas however, shall not be permitted to vote.

**Member Representative**

The organization shall appoint two representatives. The member representative position is not one of authority but facilitation. It is one of responsibility to the members. The purpose of the member representative is to coordinate and maintain order in meetings, call for votes when appropriate, maintain accurate record of all discussions and decisions made at membership meetings, and be the voice of the members to the Chief and the District Board of Trustees.

Because of the responsibility to the membership of the district inherent in the position, a membership representative shall agree to attend all membership and District Board meetings if at all possible. The two representatives will share the responsibilities and duties of the position. They will communicate and coordinate with each other who will cover which meetings, etc. If neither representative is able to attend a membership or District Board Meeting, he/she/they shall assign the duties temporarily to a member of their choosing who is willing to accept those responsibilities so there is always organization and representation of the members at membership and District Board meetings.

**Term**

The membership representatives shall hold the position for a term of 12 months at which time the membership shall vote on retaining or replacing one or both representative. The membership representatives shall be permitted to resign at any time with at least 30 days' notice to allow for the appointment of a new representative.

**Meetings**

The purpose of membership meetings is for the members to facilitate discussion and communication. To have a place they feel free to speak openly and honestly about idea, suggestions, issues or concerns regarding

operations within the department. Because the membership organization is not a formal organization under the district, public notice shall not be required regarding membership meetings.

The membership organization shall meet monthly on a regularly scheduled day and time agreed upon by all members. Special meetings for urgent or emergent issues may be called by a member representative at the request of at least ¼ of the membership (not to include probationary members) with no less than 48 hours' notice. Every effort shall be made to provide notice to every member of any special meeting utilizing phone calls, text, email, IAR or any other means available.

**Voting**

Every effort will be made at every meeting to avoid the need for a vote. Open communication which results in a consensus on issues should always be the goal. However, in the instance where an issue has divided opinions, a vote to determine the wishes of the majority of the members may become necessary. If determined to be necessary, a vote shall be called for by the member representative presiding over the meeting.

Votes will be decided based on a simple majority of the members present. Votes resulting in a tie shall garner further discussion to resolve differences until a majority vote can be obtained.

Membership meetings are the opportunity for the members to speak their mind and have influence over suggestions within the District, so all members are highly encouraged to attend all meetings. Because issues being voted on are suggestions, ideas or requests to take to the Chief or the District Board of Trustees with no binding policies or guidelines being enacted, a quorum of members is not required for a vote. The Chief shall not be considered a voting member of the organization but shall act in an informative and advisory capacity to the organization. The Chief shall make every effort to attend all membership meetings.

**Approval**

Signed



Date Effective

4/4/18