

# CONVENTION CONSTITUTION AND BY-LAWS INFORMATION

## ARTICLE VII Convention

Section 1. This Association shall assemble in Convention every two (2) years, on the odd numbered years, in a city selected by convention delegates. Should there not be a bid submitted, the executive board shall elect the host city.

Section 2. Representation in Convention shall be as follows: 1 to 25 members 1 delegate; at 26 members 2 delegates; at 101 members 3 delegates; and one (1) additional delegate for each full 200 members thereafter. In calculating representation and voting, the average number of members paid on with the last twelve months of per capita received by the Secretary/Treasurer on the 1st day of April of the odd years shall determine the official membership of each Local. Locals in membership less than twelve (12) months shall have their representation calculated over average for months of membership on April first (1st) of the odd years.

Section 3. Any Local to be entitled to representation in convention must have their per capita paid up to one month previous to convention.

Section 4. A delegate must be a member in good standing in the local which he or she represents and must be present in order to cast his or her vote unless otherwise provided for in this document.

Section 5. IAFF Officers, IAFF Officers Emeritus, IAFF Staff Representative for Life, Louis Hebert, TSAFF Chaplain Emeritus Denny Burris, TSAFF Officers and Trustees Emeritus shall have delegate status provided that he or she is a member in good standing or retired as a member in good standing of a TSAFF affiliated Local. The TSAFF and IAFF Officer Emeritus and the IAFF Officers will not vote in TSAFF Officer Elections or carry resolutions to convention.

Section 6. The Texas Retired Fire Fighters Association (TRFFA) shall be granted two (2) Delegate At-Large delegates to the TSAFF Convention. The Delegates At-Large will be the TRFFA President and the TRFFA Secretary-Treasurer, or their designee. The Delegates At-Large will have speaking and voting privileges on all resolutions or motions, with the exception of the election of officers and convention site. The registration fee for Delegates At-Large of the TRFFA be waived by the TSAFF. Other expenses of these delegates would be paid by the TRFFA.

Section 7. Questions shall be decided in accordance with the parliamentary provisions set forth in Atwood's Rules for Meeting to the extent that such rules are not superseded by the expressed provisions of this Constitution and By-Laws. Roll call voting shall be made when twenty percent (20%) of the Locals are present and voting for such roll call. Proxy voting is allowed as provided for in the By-Laws.

Section 8. Timely resolutions must be submitted forty five (45) days prior to convention. Any resolution entered later shall be accepted only by two thirds (2/3) vote of the delegates assembled. Each delegate shall be furnished a copy of all resolutions at time of registration. All timely resolutions shall be mailed to delegates fifteen (15) days prior to convention.

Section 9. The Secretary/Treasurer shall assess a cost factor on each resolution coming before the convention or being put up for referendum. The adoption of any resolution shall automatically alter the per capita in accordance with the assessment of the Secretary/Treasurer.

Section 10. A mileage allowance based on state executive board travel expense and four (4) nights single room rate at the convention hotel shall be allowed to the Local for one delegate from any Local whose membership is one hundred (100) or less, re-affiliated locals organized by the TSAFF may have delegates seated at convention, but must be members of the TSAFF for twelve (12) months prior to convention to receive convention allowances.

Section 11. Each delegate shall be required to register with the Sergeant at Arms at each session.

Section 12. Alternate delegates may be seated in the absence of regular delegates upon presentation of proper credentials.

Section 13. TSAFF Officers Emeritus will be reimbursed for mileage, hotel single room rate for four (4) nights, and meals for five (5) days or days of actual attendance. This reimbursement will be at the State Executive Board expense rate.

### Second (2nd) By-Law - Procedure for Proxy Representation

Section 1. Only locals with 25 members or less who do not send a delegate to convention may grant its proxy to another local provided the following conditions are observed:

- (a) The Local granting a proxy and the Local Union accepting the Proxy must both be member Locals of the TSAFF.
- (b) A proxy must be authorized by a majority of the votes cast by secret ballot vote of the members in good standing of the Local Union granting the proxy upon at least fifteen (15) days notice of such vote.
- (c) No Local Union may, in addition to its own delegates representation, accept proxies to represent membership in excess of 100.

### **Third (3rd) By-Law - Procedure for Voting at Convention**

Section 1. The voting on issues at convention shall be by each delegate and officer having one vote.

Section 2. The voting on President and first delegate, Secretary/Treasurer and second delegate, and on convention city and the nominee for Texas AFLCIO Vice President shall be by each officer and delegate having one vote, one vote for each proxy being carried, and each Local being allowed to vote one vote for each delegate to which it was entitled but did not send to convention.

Section 3. The vote on the election of a Vice President and Trustee for each district shall be the same as in Section 2 except that State Association officers shall not vote in the Vice President election and all delegates and proxy votes must be from Locals within the respective districts.

Section 4. Under roll call voting, each Local Union is entitled to one vote for each member of the Local Union. Local Unions entitled to more than one delegate may send less than their authorized number and on roll call votes and election of officers the Chairman of the delegation may cast the entire vote to which the Local is entitled.

Section 5. A majority of all valid votes cast shall be necessary for election. If more than three candidates are nominated for the same office or for convention city, none of which receives a majority of the votes on the first ballot, all candidates or cities other than the three leading candidates shall be dropped and the balloting shall continue, dropping the candidate with the least number of votes, until one candidate or city receives a majority.

Section 6. In the event there is a tie vote for election of officers or convention city, there shall be conducted three votes in an effort to break the tie. If a tie still exists, then a roll call vote as in section 4 shall be issued to break the tie. The voting then returns to the delegate voting system prescribed in Section 2 and/or 4 above until a candidate or city receives a majority.

Section 7. Proxy shall be permitted only in a call of the roll vote and in the election of officers and shall be cast by the Chairman of the carrying Local's delegation.

Section 8. No officer shall have more than one vote in convention and officers shall not be permitted to vote by proxy nor shall any officer be allowed to vote in Vice Presidential or Trustee elections.

Section 9. Election problems not defined herein shall be decided in a manner prescribed by majority vote of the election committee.

## **CONVENTION RULES**

- Parliamentary questions shall be decided in accordance with the provisions set forth in Roberts Rules for Meetings to the extent that such rules are not superseded by the expressed provisions of the Constitution and By-Laws except that a call of the roll shall be made when twenty percent (20%) of the locals are present and voting for such roll call.
- All resolutions will be assigned to a committee for study and recommendation except for floor resolutions made after 12:00 p.m. noon, Thursday, which shall require unanimous consent for consideration and 4/5th majority vote for adoption.
- Nominations and elections for all offices and convention city will be conducted by the Elections Committee. Nominations speeches will be held to a maximum of two (2) minutes. Second speeches will be limited to one (1) minute and only one second will be recognized. Each nominee or convention city representative will be allowed three (3) minutes for nomination acceptance remarks.
- Convention business hours will be from 9:00 a.m. until 5:00 p.m. Monday and Tuesday afternoon will be set aside for committee meetings. All committee amendments or substitutes will be reduced to writing before Convention consideration.
- Any and all distributions of materials on the convention floor will only be distributed by staff or sergeant-at-arms during Convention hours.
- Each elected delegate and alternate delegate shall register with the credentials committee not later than 5:00 P.M. on the first day of the convention.
- Delegates and alternates who arrive after 5 o'clock p.m. of the first day of the convention may be seated if approved by a three-quarter (3/4) majority vote of the convention delegates.
- Delegates must be seated by close of business on Wednesday in order to vote Thursday morning.
- Locals under 100 must be present for business all 4 days in order to qualify for reimbursement.