

LEXINGTON VOLUNTEER FIRE DPARTMENT
(Organized in 1892)
CONSTITIUTION AND BYLAWS

ARTICLE I **Constitution and Bylaws**

Under and by virtue of the laws of the State of Nebraska , we have formed ourselves into an association, the name and style to be the Lexington Volunteer Fire Department of Lexington, Nebraska, in order that we may render every assistance to preserve the property and lives from the ravages of fire and all other destructive elements and to promote union among all the companies and members of the Department, and to make proper disposition of the funds set aside by the law or raised within said Department.

In order to accomplish the goals and objectives for which we are associated, we do hereby ordain and adopt the following constitution and bylaws.

ARTICLE II **Organization**

Section 1 Companies

The Department shall be composed of the following Companies:

- A. Lexington Company 1
- B. Lexington Company 2
- C. Lexington Company 3
- D. Lexington Company 4

Section 2 Company Officers

The officers of each said Company shall consist of a Captain and Lieutenant to be elected by active members of said Company by ballot, and represent said company under the supervision of the Fire Chief and or Rescue Chief.

ARTICLE III **Officers**

Section 1 Officers

The elected officers of the Department shall consist of a President, Vice President, Secretary-Treasurer, Fire Chief, Assistant Fire Chief, Rescue Chief, Assistant Rescue Chief, Training Officer, Captain, and Lieutenant of each company.

Section 2 Nominations and Elections

Election of officers shall occur at the annual meeting with voting by secret written ballot for each office. All nominations for the elected offices within the Department shall come from the floor. The President or his designee shall be responsible for counting all secret ballot votes. The candidate receiving a majority of the votes cast shall be declared elected. Should no candidate receive a majority of the votes, a second ballot shall be created listing the candidates with the highest two percentages. The nominee receiving the majority of the votes shall be elected. The President shall abstain from casting a vote for any election other than in the case of a tie. The President will cast the deciding vote to break a tie.

Section 3 Eligibility

The following requirements must be met before a member is eligible for a nomination to an elected office:

A.) All must have three (3) years service as an active member:

1. Assistant Fire Chief
2. Assistant Rescue Chief
3. Captain
4. Lieutenant
5. President
6. Vice President
7. Secretary-Treasurer
8. Training Officer

B.) All must have one (1) year of service as a Captain, Assistant Fire Chief or Assistant Rescue Chief:

1. Fire Chief
2. Rescue Chief

In addition to the above required services, nominees for the office of Rescue Chief and Assistant Rescue Chief must have completed Emergency Medical Technician (EMT) training and hold a current Nebraska Certificate of Competency card.

C.) All elected officers in the Department must have successfully completed National Incident Management System (NIMS) levels 100, 200 and 700. Levels 100, 200, and 700 are available as independent studies.

Section 4 Vacancies

Any vacancy occurring in an office shall be temporarily filled by the next highest ranking officer. An election by the Department or company, as the case may be, shall be held no later than two (2) Regular Meetings after the vacancy to permanently fill the position.

Section 5 Resignations

Any officer may resign his office at any regular meeting of the Department by presenting their resignation in writing, except the Secretary-Treasurer, who shall give at least three months notice. When the Secretary-Treasurer's books and accounts are found to be correct, the resignation may be accepted.

Section 6 Command System

The overall principles of the National Incident Command System (NIMS) shall be implemented at every response independent of the size or nature of the event. A key component of NIMS is the Incident Command System (ICS). The ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Command

1. Every response or activation of this department shall implement the ICS.
2. The first responder on scene shall establish command and serve as the Incident Commander (IC).
3. Command may be transferred to a more qualified responder as the incident develops.
4. Transfer of command shall include a briefing to the new IC.
5. In some situations, a lower ranking but more qualified person may be designated as the IC or remain as the IC.

During alarms primarily concerning fire fighting, hazardous materials, storms, or other emergencies, overall command of the Department may be assumed in the following order:

1. Fire Chief
2. Assistant Fire Chief
3. First Captain on the scene
4. First Lieutenant on the scene
5. First Firefighter on the scene

During alarms primarily concerning medical emergencies, overall command of the Department may be assumed in the following order:

1. Rescue Chief
2. Assistant Rescue Chief
3. First Firefighter on the scene who is a qualified EMT and has a current Nebraska Certificate of Competency card
4. First Firefighter on the scene

General business of the Department will be conducted by:

1. President
2. Vice President
3. Fire Chief

ARTICLE IV Board of Control

Section 1 Members

The President or the Vice President in the absence of the President, Secretary-Treasurer, Fire Chief or the Assistant Fire Chief in the absence of the Fire Chief, Rescue Chief or the Assistant Rescue Chief in the absence of the Rescue Chief, and Captain or the Lieutenant in the Captain's absence of each company, shall constitute the Board of Control. The President will only cast a vote to break a tie.

Section 2 Duties

The duties of the Board of Control shall be as follows:

1. To receive new members into the Department.
2. To hear charges against members for misconduct when performing duties and to provide penalties, subject to appeal to the Department.
3. To hear complaints and make investigations regarding violations of Fire Laws and ordinances, and if necessary, support the prosecution of such violations.
4. To inspect fire apparatus and make recommendations regarding new apparatus and to have charge of all equipment belonging to the Department.
5. To collect all money due to the Department.
6. To transact other business as may be required by the Department, City Administration, or the Rural Fire District Board.

Section 3 Chairman

The President shall be Chairman of the Board of Control and may call a special meeting whenever it is deemed necessary. A special meeting may also be called by a notice signed by five (5) members of the Board of Control.

ARTICLE V Duties of Officers

Section 1 Fire Chief

It shall be the duty of the Fire Chief to have command of the Department at all fires, drills, parades, or emergencies and shall have general supervision of the fire apparatus. The Fire Chief shall preside at meetings in the absence of the President and Vice President. The Fire Chief shall post quarterly, the fire training completed by each member to date for the current year. The Fire Chief shall oversee fire training for trial members attempting to become members of the Department. The Fire Chief shall attend city meetings when called upon and be the liaison between the Department and the Rural Fire District Board. The Fire Chief shall coordinate selection of the Fireman of the Year.

Section 2 Assistant Fire Chief

It shall be the duty of the Assistant Fire Chief to assist the Fire Chief in carrying out the duties of the office at all times, and in the absence of the Fire Chief, have the same responsibility as the Fire Chief.

Section 3 Rescue Chief

It shall be the duties of the Rescue Chief to have command of the Department at all times during medical emergencies. The Rescue Chief shall be in charge of the general supervision of all rescue apparatus. The Rescue Chief shall post quarterly, the rescue training completed by each member to date for the current year. The Rescue Chief shall oversee rescue training of trial members attempting to become members of the Department. The Rescue Chief shall attend city meetings when called and be the liaison between the hospital and the Department. The Rescue Chief shall give input into the selection of the Fireman of the Year.

Section 4 Assistant Rescue Chief

It shall be the duty of the assistant Rescue Chief to assist the Rescue Chief in carrying out the duties of the office at all times, and in the absence of the Rescue Chief, have the same responsibility as Rescue Chief.

Section 5 Captain

It shall be the duty of the Captain to assume command of their respective company personnel and activities under the direction of the ranking officer. It shall be their responsibility to notify their company of any communications of funerals and any other correspondences. The Captain will be the liaison to the board for his company. They shall have a good working knowledge of Department policies and procedures.

Section 6 Lieutenant

It shall be the duty of the Lieutenant to assist the Captain in carrying out the duties of the office at all times, and in the absence of the Captain, have the same responsibility as the Captain.

Section 7 President

It shall be the duty of the President to preside over all Regular and Special Meetings, and to call Special Meetings whenever deemed necessary. The President shall sign all orders allowed by the Department or approved by the Board of Control and perform such duties as may be required by law. The President shall attend city meetings when called and appoint all committees.

Section 8 Vice President

It shall be the duty of the Vice President to assist the President at all times, and in the absence of the President, have the same responsibility as the President.

Section 9 Secretary–Treasurer

It shall be the duty of the Secretary-Treasurer to keep a record of the proceedings of the Department, receive all money belonging to the Department, and to pay the same on approval of the Department. The Secretary/Treasurer shall keep a true record of all money received and disbursed, and shall render an accounting of the same to the Department at the Regular Meeting or at such times as demanded. The Secretary/Treasurer officer shall answer all communications pertaining to the department and shall deliver to the successor all money and other property belonging to the Department. The Secretary-Treasurer shall also fulfill the requirements of Article XIII, Section 1, and compute record of duties performed by members as received from the officers in charge of those duties. In consideration of these duties, the Secretary-Treasurer shall receive compensation for the position as determined by the Board of Control and approved by the General Membership of the Department, payable at the expiration of such yearly term. Before assuming the duties of such office the Secretary-Treasurer shall furnish to the Department a surety bond in the sum of Fifty Thousand Dollars (\$50,000), the same to be approved by the Board of Control. The premium on such bond shall be paid by the Department. The Secretary-Treasurer shall attend city meetings when called and submit the annual budget to the City of Lexington.

Section 10 Training Officer

The training officer shall be responsible for having available training on two (2) drill nights each month except on holidays. The Training Officer shall be responsible for Training Committee meetings and shall serve as the Chairman of the committee. The Training Officer shall be responsible for implementing training requirements of trial members attempting to become members of the Department under the direction of the Fire and Rescue Chiefs. The Training Officer shall be responsible for securing instruction and or training aids for all the training needs of the Department as directed by the Board of Control, Fire and Rescue Chiefs, the State Fire Marshall’s Office, the Nebraska Department of Health, or other Medical Agencies.

ARTICLE VI Meetings

Section 1 Location

The meetings of the Department shall be held in the Volunteer Firefighter Meeting room provided by the City of Lexington/Lexington Rural Fire District, unless designated differently by Department Officers.

Section 2 Annual Meeting

The Annual Meeting of the Department shall be held on the second Thursday of November each year.

Section 3 Board of Control

The Board of Control meeting will be held on the first Thursday of every month. Meetings will begin at 7:00 p.m.

Section 4 Regular and Training Meetings

Regular membership meetings shall be held on the second Thursday of each month. Rescue training shall be held on the third Thursday each month and fire training shall be on the fourth Thursday of each month. All trainings and meetings will start at 7:00 unless otherwise stated by officers. The training shall be of sufficient length to comply with State Fire standards and Department of Health requirements.

Section 5 Extra/Special Meetings

Special Meetings may be called by the President, Board of Control, or by a petition signed by twelve (12) members of the Department. An attempt will be made to notify all members of a special meeting.

Section 6 5th Thursday

If any month of the year contains five Thursdays the 5th Thursday shall be dedicated to routine maintenance, cleaning, or general upkeep of Department equipment.

ARTICLE VII Membership

Section 1 Qualifications

To be considered for membership, a person must meet the following qualifications:

1. Be a citizen of the United States of America.
2. Reside within a circle having a two (2) mile radius with its center point being the intersection of 6th and Washington for a minimum of six (6) months.
3. Be of good moral character.
4. Be recommended by an active member.
5. Be between 21 and 35 years of age. The maximum age limit may be extended if applicant has been recommended by the Board of Control and approved by the majority vote at a regular meeting.

Section 2 Applications

Applicant's names shall be submitted by an active member to the Secretary-Treasurer who will place said names on a waiting list. When directed by the Board of Control, the Secretary-Treasurer shall mail an application to all persons on the waiting list. Applications must be completely filled out and returned within the time limit specified.

Section 3 Trial Membership

The qualification of a person applying for membership shall be investigated by the Board of Control. If approved by the Board of Control, a person shall become a six (6) month trial member and be assigned a temporary company. During the trial membership period voting privileges at all department meetings will not be granted. At the end of the six (6) month trial membership period the question of membership shall be submitted to the members of the Department at the next Regular Meeting. Active membership status shall be granted by a majority vote of the active members present at such Regular Meeting, retroactive to the date of entry. Once a trial member has been approved by the Department, the member will be assigned a permanent company at the discretion of the Board of Control. Trial members will be notified in writing if they have been accepted or released from the department roster. If a trial member is not accepted, they will be dropped from roll call and will have no further rights or benefits of the Department. Any and all Department property that was provided to the trial member shall be returned to the Department in good working order.

Section 4 Oath

Each person accepted at the end of a six (6) month trial membership shall take the following oath administered by the President:

“I (state your name)
solemnly swear or affirm that I will support the Constitution
of the United States, and the State of Nebraska.
I will abide by the Constitution and Bylaws
of the Lexington Volunteer Fire Department.
I will promote friendship and union
among the members of the Department.
I will faithfully and impartially
perform the duties of Volunteer Firefighter
according to the law and to the best of my ability.”

Section 5 Active Membership

Active members of this Department are those in good standing who have met all the requirements of membership set forth by the Department and the State of Nebraska. Examples of rights of an active member include:

1. To receive the training necessary to perform the duties assigned.
2. To hold an office in the Department when all eligibility requirements are met.
3. To have speaking and voting rights at Department meetings.
4. To participate in Department activities.
5. To be issued equipment adequate for the performance of the duties assigned.
6. To have access to Department facilities.
7. To wear and display authorized uniforms, badges, and appurtenances of the Department.
8. To partake of the benefit programs available for Department members.

Section 6 Members Leaving the City

Any active member with ten (10) years of service may remain in good standing if a change of residency results in a new address within a circle having a four (4) mile radius with it's center point at the intersection of 6th and Washington.

Section 7 When on Duty

Members shall be covered for insurance purposes when answering a radio, siren, silent alarm, or meetings on the Local level, State level, or within the Mutual Aid District of which Lexington is a member. This does include any State Fire and EMS activities. They will also be insured from the time a page, radio, phone or any other type of notification is received until the first stop after the call

Section 8 Temporary Leave

Any active member in good standing, may by application in writing, be granted up to a six (6) month leave of absence at one time. Members will be marked excused from all meetings and alarms during that period or until such time that the member wishes to return to active membership. Applications shall be voted on by the Board of Control or the Regular Membership.

Section 9 Military Leave

Members of the United States Armed Forces Reserves or National Guard will be granted automatic leave of absence when officially called to active duty or training for the duration of their duty. Length of service with the Department will not be stopped for the duration of their duty.

Section 10 Leaving the Department

If a member desires to leave active duty in this Department they shall submit a letter of resignation to the Board of Control. Any and all Department property that was provided to the member shall be returned to the Department in good working order.

ARTICLE VIII Honorary Members

Section 1 Honor Roll Request

If a member desires to be placed on the Department Honor Roll, they shall submit in writing a request to the Board of Control. They must have served a minimum of five (5) years as an active member in good standing to be considered for the Department Honor Roll. The request must be approved by 2/3-majority vote of the members present at the next Regular Meeting.

Section 2 Honor Roll Record

There shall be kept a separate record by the Secretary of all retired members which shall be known as the Honor Roll. Each of said Honorary members are to have the following record:

1. Start date with the Department
2. Time served as an active member
3. Date of retirement
4. Current contact information

Section 3 Activities

Honorary members shall be encouraged to participate in all social activities of the Department and shall be notified by the Secretary-Treasurer accordingly. Honorary members shall retain all the privileges of an active member except the right to hold an office or vote, and shall not be included on the Fire Department insurance, nor be issued Personal Protective Equipment (PPE). Honorary members are encouraged to share their knowledge of firefighting and emergency medical training at the monthly training sessions. Honorary members may be called upon for assistance in a time of need.

Section 4 Returning to Active Service

In the event a Honorary Member desires to return to active membership, they shall submit in writing to the Board of Control a request to be reinstated. A 2/3-majority vote at the Regular Meeting is required to have the Honorary Member's name put onto the trial member list. The Honorary Member will then serve a six (6) month trial membership period. At the end of the six (6) month trial membership period the member will be voted on again just the same as any trial member would be voted on. Should the Honorary Member successfully be reinstated to active status they will no longer be an Honorary Member.

ARTICLE IX **Duties of Members**

Section 1 Duties of Each Member

It shall be the responsibility of each member to:

1. Attend all Regular Meetings.
2. Attend all Training Meetings.
3. Answer all fire and rescue alarms.
4. Complete at least twenty (20) hours of fire and rescue training annually, with at least five (5) hours in both fire and rescue.
5. Participate in all fund raising and social activities of the Department.
6. Participate in all fire prevention and community awareness activities to educate the public in fire safety.
7. Avoid any conduct which would damage the morale or good reputation of the Department.
8. Protect patient information as set forth in the Health Insurance Portability and Accountability Act (HIPAA) regulations.

9. See that the equipment of the Department is kept in a clean, orderly and operational manner.

Section 2 Response to Fire and Rescue Alarms

Upon receiving a fire or rescue alarm all members shall immediately respond to the Fire Station or the scene of the alarm, whichever is the closest. Proper protective equipment shall be worn when rendering first aid or fighting fires.

Article X Attendance Requirements

Section 1 Requirements

The following are the attendance requirements for all members of the Department based on years of service:

1. At least twenty (20) hours of fire and rescue training within a calendar year. With a minimum of five (5) in both fire and rescue.
2. For members with less than ten (10) years of service, at least 30% of Regular meetings, Training Drills, Fire and Rescue Alarms must be attended within a calendar year.
3. For members with 10-15 years of service, at least 25% of Regular meetings, Training Drills, Fire and Rescue Alarms must be attended within a calendar year.
4. For members with 15-20 years of service, at least 20% of Regular meetings, Training Drills, Fire and Rescue Alarms must be attended within a calendar year.
5. For members with 20 + years of service, at least 15% of Regular meetings, Training Drills, Fire and Rescue Alarms must be attended within a calendar year.

Section 2 Attendance Probation

Members not making the predetermined requirements for attendance at meeting, training sessions, fire alarms, or rescue alarms, will automatically be placed on probation. Probation based upon non-attendance at meeting, training sessions, fire alarms, or rescue alarms, the records of the Fire and Rescue Chief and the records of the Secretary-Treasurer shall be presumed accurate.

1. Members that are short on attendance requirements will be sent a certified letter advising them of their shortages.
2. Shortages of requirements will result in probation for a period of one (1) year consisting of four (4) quarters. At quarterly intervals the member in question will be reviewed to ensure that they are meeting the requirements. If they are short at any quarterly inspection the member will be automatically removed from the roster.
3. Members that are on probation must increase their attendance by 5% over the requirements set forth by the Constitution and Bylaws based on years of service when the failure of attendance requirement occurred.
(Example: an eight-year member must make 35%.)
4. Make up of missed requirements will be not allowed.
5. Members on probation cannot hold office or vote during meetings.

6. A member that is put on probation for being short on training hours must attend a minimum of 50% of available in house training per quarter or be automatically removed from the roster.
7. The Department may remove a member from probation based on the above items at the next Regular Meeting based on extenuating circumstance. The vote must pass by a $\frac{3}{4}$ majority of the members present at the meeting.
8. Upon successful completion of the probationary year, both the probationary year and the previous year will be considered years in good standing.
9. If a member fails to complete the probationary year successfully that year of service and the year that caused the probation will not be counted as years of service in good standings.
10. If a member requests Honor Roll in-lue of probation the year that caused the probation will not be counted as a year of service.
11. Any member on probation will not be reimbursed for schools or conventions.

Section 3 Meeting Attendance

Members must attend one (1) out of three (3) consecutive Regular meetings. Failure to do so will result in an automatic complaint.

Section 4 Complaints

Any complaint shall first be presented to the Board of Control which shall investigate the complaint. All complaints that the Board of Control reviews will be done in executive session. Any discipline that is deemed necessary will be handed down from the Board of Control. If the Board of Control decides that discipline is necessary the member in question will be sent a letter notifying them of the complaint and the date, time, and location in which to appear. The question of whether the member should be disciplined for violations of the terms of this article or any other article in the Constitution and Bylaws shall be decided by majority vote of the Board of Control members present. The sanctions to be imposed shall then also be adopted by a majority vote of the Board of Control members present.

Examples of complaints are as follows:

1. Refusal, without good excuse, to perform any of the duties required of a member of the Department.
2. Demonstrated inability to perform any of the required functions of fire and rescue personnel.
3. Any conduct while on duty as a Firefighter which is contrary to the best interest of the Department.

The Board of Control options concerning complaints are as follows:

1. Remain in good standing
2. Sanctions (Sanctions will be determined by the Board of Control)
3. Dismissal

If a member wishes to appeal the Board of Control issued sanction, the appeal must be submitted in writing and presented to the General Membership. The sanctions issued by the Board of Control may be overridden by 2/3-majority vote of the members present at a Regular Meeting. This voting should be done by secret ballot.

ARTICLE XI Appropriations

Section 1 Fund Raising

The Department shall have full and exclusive control of all matters and projects for the purpose of raising funds to improve and promote the conditions and financial standing of the Department.

Section 2 Donation

Any person or corporation desiring to make a donation shall pay the same to the Secretary-Treasurer, and it shall be noted in a report at the next Regular Meeting.

Section 3 Allocation of Funds

The Department shall establish an account for memorial donations and this shall be used for purchases of equipment, and or training materials as decided by the Board of Control.

All other funds raised by the Department shall be in a General Trust Account from which expenditures during the fiscal year may be paid. Funds set aside by law for the use of the Department in paying expenses for conventions, training, schools, and meetings shall be paid from a special account so that tax funds are not co-mingled with donations.

Should the Lexington Volunteer Fire Department dissolve, all the money and property on hand shall be turned over to the City of Lexington, with the understanding that such money and property be again appropriated for similar purposes as soon as possible.

Section 4 Assessment

It shall be lawful at any time for this Department, when two-thirds 2/3-majority of its members present shall vote in favor of it, to impose an assessment upon its members as it may be deemed necessary to replenish the Treasury.

ARTICLE XII Deceased Members

Section 1: Memorial Day

For Memorial Day each year, the funeral committee shall be responsible for the placement of grave markers and flags.

Section 2: Memorials

Appropriate floral offering and or memorial shall be given in memory of any deceased member, spouse, child, mother or father and for mothers-in-law or fathers-in-law at the discretion of the Funeral Committee. The Funeral Committee shall consist of the President, Secretary-Treasurer, and Fire Chief.

Section 3: Deceased Members

Upon the death of any active member, this person shall be placed on the Department's Honor Roll, and the department shall attend the funeral service as a group, along with having a fire apparatus in procession with permission of the family.

ARTICLE XIII **Amendments**

Section 1 Amendments

This Constitution or Bylaws may be amended, by two-thirds (2/3) majority vote of the members present at any Regular Meeting. Notice in writing of such changes shall have been given at one (1) Regular Meeting at which a quorum is present previous to final action on the same and thereafter confirmed by the City Council. Any specific section may be altered or suspended by a two-thirds (2/3) majority vote at a regular meeting.

ARTICLE XIV **Order of Business**

Section 1 Regular Meeting

The order of business at any Regular Meeting shall be as follows:

- A. First Roll Call.
- B. Reading and approval of the Minutes of the last Regular and Special meetings.
- C. Notifying members to appear before the Department for missing meetings.
- D. Report of officers.
- E. Report of committees.
- F. Communications, notices, and bills.
- G. Unfinished business.
- H. New Business.
- I. Admission of new members.
- J. Nominations and elections of officers.
- K. Anything for the good of the Department.
- L. Second Roll Call.
- M. Adjournment.

Section 2: Special Meeting

Order of business at any Special Meeting shall be as follows:

- A. Roll Call.
- B. Transaction of Special Business for which call was made.
- C. Adjournment.

Section 3: Board of Control

Order of business at any Board of Control Meeting shall be as follows:

- A. Roll Call.
- B. Reading and approval of the Minutes of the last Regular and Special meetings.
- C. Hearing excuses of members absent from previous meeting, fires, drill, or parades.
- D. Reports of officers.
- E. Applications for membership
- F. Balloting on applications.
- G. Auditing of bills, accounts, or books
- H. New Business.
- I. Unfinished business.
- J. For the good of the Department.
- K. Adjournment.

Bylaws

ARTICLE I Uniforms

Section 1 Official Uniform

The official firefighter's blazer and lined jacket shall be issued to a new member of the Volunteer Department after having completed one (1) year from the date of entry into the Department.

Section 2 Purchasing of Clothing

All other clothing will be purchased only when members vote to replace or add clothing as a department with approval of 50% of the membership present at a regular meeting.

Section 3 Duties of Members

Members are responsible to insure no marked clothing is worn by non-members of the department.

Article II Delegates to Nebraska State Volunteer Firefighters Association Annual Meeting

Section 1 Eligibility

Any member of the Department who has served at least three (3) years as an active member of the Department is eligible to be a delegate at State Convention. Members must be an EMT to be a delegate to the EMS House of Delegates.

Section 2 Notification

Any member planning to attend the state Convention must notify the Secretary/Treasurer of the Department of their intentions no later than the second meeting prior to the convention dates. After that date, persons will be considered as vacancies occur.

Section 3 Expenses

Expenses shall be paid for Annual Meeting, Conventions, Schools, etc. as allowed by Department, City and Rural Boards and Nebraska Statutes. Expenses shall include Mileage, Lodging and Meals as allowed in the budget/s.

Section 4 Attendance

The President, Fire Chief, Rescue Chief, and Secretary/Treasurer shall be delegates to attend the State Annual Meeting and shall attend all meetings corresponding to their office. In the event that any of them cannot attend, the President shall appoint a member to attend in their capacity.

Article III Procedure

Section 1 Rule of Order

Order of business and conducting of all Regular and Special Meetings and Board of Control Meetings, not herein provided, shall be governed by Robert's Rules of Order. The President shall appoint, each year, a member of the Department to act as a Parliamentarian. It will be this person's duty to be versed on procedure, and the Constitution and Bylaws of the Department. The presiding officer of the meetings shall preserve order and decorum. All questions of order shall be decided by them, subject to appeal by the Department.

Section 2 Control of Meeting/s

Every member of the Department, when speaking, shall stand in place to address the presiding officer. When two (2) members arise at once, the presiding officer shall name who shall speak first.

Article IV Property

Section 1 Equipment & Property

Kitchen equipment belonging to the Department may be loaned out. Permission to loan our property shall be approved by any three (3) officers, with those officers being responsible for the return in good condition of the items loaned out. No folding tables or padded chairs shall leave the building. Folding chairs may be loaned to active members.

Article V Meeting Room

Section 1 Use of the Department Facilities

The firefighter's meeting room shall be used for Department activities and Lexington Rural Fire Protection District Meetings. Any use of the meeting room and or kitchen other than the previous mentioned activities must be approved at the Regular Meeting. The kitchen and meeting room shall be cleaned and in good order immediately following any activity or use. A damage/cleaning fee may be assessed.