

Augusta County Emergency Services Officers Association

*Augusta County Government Center
P.O. Box 590 – 18 Government Center Lane
Verona, Virginia 24482*



Fire-EMS BY LAWS OF THE AUGUSTA COUNTY EMERGENCY OFFICERS ASSOCIATION

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INTRODUCTION

Standard Operating Guidelines for the Fire Departments and Rescue Squads as adopted in this manual by the Augusta County Emergency Services Officers Association on November 12, 1992.

This is to be used as a guide for all agencies and personnel and should be followed at all times. The intent of these procedures is to standardize operations when operating with different and/or multiple agencies and personnel to maintain effective, efficient safe operations and communications when rendering emergency services to our citizens.

Corrections, additions, deletions will be made as necessary by motion with a 2/3 majority vote. Recommendations shall be in writing to the President of the Augusta County Emergency Services Officers Association (ACESOA). This SOG shall be used in conjunction with the individual company's SOP and coincide with the agreement between the agencies and the County.

Article I - Name

The name of the organization shall be the Augusta County Emergency Services Officers Association.

Article II - Membership

The membership of the Augusta County Emergency Services Officers Association consist of voting and non-voting members. The members shall be comprised of the Top Operational Officer of each Fire Department and the Top Operational Officer of each Independent Rescue Squad that has First Due Area in Augusta County. Other members of these organizations may attend the meetings with the designated representative, discuss, but have no vote.

The President shall have a vote in all business matters.

Other agencies and organizations may attend the meetings if they are a part of the emergency services provided to Augusta County but have no vote. (i.e. Staunton Fire and Rescue Department, Waynesboro Fire Department, Air Medical, Central Shenandoah EMS Council, etc.)

To be a voting member you must have first due area in Augusta County and attend 2/3rds of the prior year's meetings. Once you have attended 2/3rd's of scheduled meetings in one year, you may vote the remainder of that year, plus the following year; however, to keep your voting privileges, you must attend 2/3rd's of scheduled meetings each calendar year. Agencies will denote members who are authorized to vote in place of the top two (2) operational officers when submitting line officer names for the year to the Augusta County Fire-Rescue representative (or designee) each January. It shall be the Agencies duty to report these authorized representative and to update if they change during the year with the President or designee. This shall be given to the Augusta County Fire-Rescue representative (or designee) and a copy maintained by the ACESOA Secretary. No one member can have more than one vote.

Voting Members (having one vote) include:

Company 2 – Deerfield Valley Volunteer Fire Department
Company 3 – Middlebrook Volunteer Fire Department
Company 4/Rescue 4– Churchville Volunteer Fire Department & Rescue Squad
Company 5 – Weyers Cave Volunteer Fire Company
Company 6 – Verona Volunteer Fire Department
Company 7 – Stuarts Draft Volunteer Fire Company
Company 8 – Craigsville Volunteer Fire Department
Company 9 – Dooms Volunteer Fire Company
Company 10 – Augusta County Fire Department Volunteers
Company 12 – Raphine Volunteer Fire Company
Company 14 – Swoope Volunteer Fire Company
Company 15 – Bridgewater Volunteer Fire Company
Company 18 – New Hope Volunteer Fire Department
Company 19 - Wilson Volunteer Fire Company
Company 20 – Grottoes Volunteer Fire Department
Company 21/Rescue 21 – Mount Solon Volunteer Fire Company & Rescue Squad
Company 22 – Shenandoah Valley Regional Airport
Company 25 – Riverheads Volunteer Fire Department

Company 80 – Walkers Creek Fire Department
Wintergreen Fire Department
Augusta County Fire-Rescue (Career representative)
Augusta County Fire-Rescue, Inc. (Volunteer representative)
Rescue 1 – Waynesboro First Aid Crew
Rescue 5 – Staunton-Augusta Rescue Squad
Rescue 6 – Stuarts Draft Rescue Squad
Rescue 15 – Bridgewater Volunteer Rescue Squad
Rescue 20 – Grottoes Rescue Squad
Wintergreen Rescue Squad
Augusta County ECC

Article III – Meetings

Meetings of the ACESOA are held at 1900 hours on the fourth Tuesday of every month with the exception of July and December. The meetings are held at the Augusta County Government Center.

Special called meetings are at the request of the President and/or majority of the membership

Meetings Held Electronically

Except as otherwise provided in these bylaws, meetings of the ACESOA shall be conducted both in person and offer use of Internet meeting services that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

These electronic meeting services of the ACESOA shall be subject to all rules adopted which may include any reasonable limitations on, and requirements for, ACESOA members' participation. Any such rules adopted by the ACESOA shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Agency. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Meetings Held in Person.

Some particular meeting or meetings of the ACESOA shall be held in person only (no virtual) either (a) when the President or Augusta County Fire-Rescue representative (or designee) has obtained written consent for this from every Agency authorized representative, or (b) when ordered by the ACESOA, by a two-thirds vote with previous notice of a motion to do so having been given.

Rules for Electronic Meetings

1. Login information. The Augusta County Fire-Rescue representative (or designee) shall send by e-mail to every member of the ACESOA, at least [5 days] before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Augusta County Fire-Rescue representative (or designee) running the meeting shall also include a copy of, or a link to, these rules.
2. Login time. The Recording Secretary shall schedule virtual meeting service availability to begin at least 5 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the chair, a member shall verbally address the chair. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
8. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use voice for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. Voting. Votes will be conducted by audible roll call, except during the election of officers, or when the President deems a secret ballot is appropriate.
10. Video display. The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.
11. Member attendance in virtual form SHALL constitute attendance, in the same manner as in person attendance, and WILL permit all credits the same as in person attendance.

Article IV – Duties

The duties shall be to promote all phases of emergency services in general, to the betterment of the County of Augusta, its Citizens and/or all political subdivisions therein to obtain any goal the Augusta County Emergency Services Officers Association, as a body deems to its cause and in its best interest. Formulate annual proposed budget/needs for volunteer fire and rescue organizations for submission to Augusta County Government.

Article V – Officers

The Officers shall consist of a President, whose duties shall be to preside over all meetings, appoint all committees and be the spokesperson for the Augusta County Emergency Services Officers Association.

A Vice-President, whose duties shall be to assist the President in their absence,

A Secretary, whose duties shall be to record or cause to be recorded all minutes of meetings and transactions and any correspondence from the Augusta County Emergency Services Officers Association.

Article VI - Elections

The election of Officers of the Augusta County Emergency Services Officers Association will be held at the November meeting and take office in January. In the event an elected Officer shall lose their position with their parent organization, they shall resign from that office and an election be held to fill the office for the remainder of the term. If for any reason, election of Officers does not take place as prescribed, such election shall take place at the next regularly scheduled meeting and the Officer(s) takes office at that time. The term of the President is two years.

Agencies physically outside the outer boundaries of Augusta County cannot hold an office.

Elections shall be by majority vote of the members present.

Article VII – Amendments

The by- laws, rules and regulations may be changed or amended as needed or required by a 2/3rd's majority vote at two successive meetings. These by-laws may be amended or changed by submitting a written copy and have it introduced at a regular meeting at which time all members shall receive a copy of the proposed amendments or revisions.

To have an SOG or Rule/Regulation changed at any meeting this will need to have a 2/3rd's vote by the voting membership in attendance.

To have a by-law change, it must be in writing, submitted to all members and passed at two successive meetings by 2/3rds of the voting members present.

Article VIII – Order and Rules of Business

The Order of Business may be changed at any time during the year if agreed upon by the Chief of Fire-Rescue and the President and Vice President of the Augusta County Emergency Services Officers Association.

1. Order of Business
 - a. Roll Call
 - b. Approval of Prior Meeting Minutes
 - c. Presidents Report
 - d. Augusta County Fire-Rescue Report
 - e. Augusta County ECC Report
 - f. Augusta County Emergency Management Report
 - g. Central Shenandoah EMS Council/VA Office of EMS
 - h. Agency Reports
 - i. Committee Reports
 - j. Old Business
 - k. New Business
 - l. Adjournment

2. Rules of Order: Roberts Rules of Order and Parliamentary Procedures shall be the order of business not otherwise stated herein.