CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 1.12 –Election of Officers **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to outline the election process for candidates for Company Officers.

1.1 SCOPE

This guideline includes all candidates eligible for Company Officer positions

1.2 PROCESS

The election of all Fire Officers as well as the Dive Master and Assistant Dive Master, will be held In January. The term of office for those elected will be three years.

In order to apply for an Officer position, you must meet the minimum requirements for the position as outlined in **SOG 1.04.**

To be on the ballot and considered for a position, the following rules will apply:

01. Incumbents are automatically on the ballot for the rank that they presently hold, provided they submit their intentions in writing to the Chief on or before the December 9 prior to the election.

02. Lieutenants who desire to run for Captain shall indicate so in writing to the Chief on or before the December 9 prior to the election. If the individual is not elected to the Captain position, they still will be on the ballot for Lieutenant as an incumbent.

03. Firefighters who desire to run for Lieutenant or Captain shall indicate so in writing to the Chief on or before the December 9 prior to the election.

04. The Lieutenant positions in each Company will not be separated. There will be one ballot for Lieutenants, with all candidates names and you will be instructed to vote for 2 individuals. The two individuals who receive the most votes will assume the 2 Lieutenant positions.

05. If an Officer position goes unfilled, due to lack of firefighters possessing the minimum qualifications for that position, a special election shall be held the following January for the unfilled position. The election shall take place, providing at least one member of that Company has obtained the minimum qualifications and submits in writing, their intentions of acquiring the position.

It is strongly advised that members who are considering running for an officer position review the Carver Fire Department Standard Operating Guidelines and have discussions with the Fire Chief and those serving as Officers regarding the amount of **time** necessary to fulfill the duties of the position.