CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 1.11 – Rules for Officer Elections **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to explain how candidate's night and the election for Company Officers will be held.

1.1 SCOPE

All candidates for Company Officer positions

1.2 CANDIDATES NIGHT

The rules for candidate's night will be as follows:

01. The purpose is to give the candidates a formal opportunity to talk to members of the company and to give them an opportunity to question the candidates.

02. Challengers will speak first followed by incumbents.

03. The order of the challengers speaking will be determined by drawing numbers out of a hat.

04. Each candidate will have a maximum or 10 minutes to speak. After all candidates for a given position have spoken, each will be given 2 minutes for follow up or rebuttal in the order they originally spoke.

05. Questions will then be taken for the candidates through the moderator.

1.3 ELECTION

01. The polls will be open between the hours of 7:30 pm and 8:00 pm. They will be closed at 8:01 pm Comcast time.

02. Absentee votes will be allowed. They must be signed and delivered to the Chief or the Deputy in a sealed envelope prior to the vote.

03. At 8:01 pm the polls will be closed, the votes counted and the winners announced.

04. In the case of a tie the incumbent wins.

05. In the case of a tie with by 2 challengers, another election will be held the following week. (if no voters have left, a runoff could be held immediately at the discretion of the moderator.

06. The results will also be posted on the bulletin board.

07. It is not necessary for members to stay after they vote.

08. After the results are announced, the runner-up(s), then the winner(s) will have an opportunity to speak to the members present.

09. Term of office starts immediately upon announcement of the voting results.

10. Helmets, portables and Officer Notes should be given to winners.

A special Officers Training class will be given at a date and time to be determined by the Fire Chief.