

Fire Fighters Local 311

Madison, Wisconsin



Union Policy

Charter Granted May 8, 1931

Union Policy is referred to in Local 311 Constitution and By-Laws
Article VIII, Section 7

September 2, 2004

Fire Fighters Local 311

Union Policy

Table of Contents

Elections Policy - General.....	Page 3
Elections Policy - Referendum.....	Page 5
Elections Policy - Initiation Fees.....	Page 6
Elections Policy - Initiation Fees, Dues and Assessments.....	Page 6
Elections Policy - Recall.....	Page 8
Elections Policy - Labor Agreement Ratification, Madison Firefighters.....	Page 9
Elections Policy - Labor Agreement Ratification, Other Affiliated IAFF Organization(s)....	Page 11
Committees - Policy.....	Page 12
Meeting Policy - Special Meeting of the Executive Board.....	Page 14
Meeting Policy - Special Meeting of the General Membership.....	Page 14
Honor Guard Expenses.....	Page 15
Flower Policy.....	Page 16
Per Diem / Stipend.....	Page 17
Retirement of Local 311 Member.....	Page 17
Travel Reimbursement.....	Page 18
Legal Funding Policy.....	Page 18
Television Policy.....	Page 20
Replacement Worker Policy.....	Page 21
Tuition Reimbursement Policy.....	Page 21

Elections Policy - General

It is the policy of Local 311 that:

Officers and Elections are mentioned in Local 311 Constitution and By-Laws Article VI.

Nominations.

Notice for nominations for all union elected positions shall be posted in writing, at all fire stations or work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this nomination process no later than twenty (20) days prior to the nomination filing deadline. An active member who is eligible to seek office and desires to do so, shall notify the Elections Committee of said intent, in writing. Such notice shall be delivered in person to an Elections Committee member, or the Elections Committee's designee at the union business office. This notice shall be received no earlier than the first business day of December, and no later than the last business day of December. The member desiring nomination shall place their paperwork in the locked Local 311 Ballot Box. This ballot box is to be opened only by the Elections Committee. The Elections Committee shall contact all potential nominees to confirm that they accept the nomination.

Ballots.

The Elections Committee shall draft the ballots, and no later than fifteen (15) days prior to the election, post notice of the election at all fire stations and work sites. The order of listing of the candidates shall be randomly determined. Voting shall be done by secret ballot. E-mail vote, telephone vote or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy in the election of union officers.

Election of Executive Board Members from each fire station and 40 hour and/or other Affiliated IAFF Organization(s).

The Election of Executive Board members shall be conducted by the Elections Committee at the General Election in February. Executive Board nominations shall be conducted as outlined in paragraph (2) above. Local 311 members may vote for only one (1) Executive Board member. Local 311 members may vote only in the Executive Board Election in the fire station or work site and/or Other Affiliated IAFF Organization(s) that they are assigned to. Furlough personnel or Floating Shift personnel shall be considered assigned to the fire station or work site where their mailbox is located, on February 1.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station and work sites no later than fifteen (15) days prior to the election.

Notice.

There shall be a minimum of fifteen (15) days notice of the election posted at all stations/work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about the upcoming election.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box. There shall be a candidates night at the General Membership meetings of January and February. Each primary union officer candidate shall have up to ten (10) minutes to address the membership. All other candidates for Executive Board, convention delegate or other union position(s) shall have up to five (5) minutes to address the membership. The membership may allocate additional time if desired.

Election Dates and Times.

Voting shall be on the second Tuesday and following Wednesday of February, at a reasonable time and place to be determined by the Election Committee. If a run off election is required, this shall be conducted on the fourth Tuesday and following Wednesday of February. It shall require two (2) identical voting periods, held on two (2) consecutive days for an election.

Absentee Ballots.

There shall be absentee ballots. These ballots must be requested in writing by one union member per letter or e-mail delivered to the Elections Committee at the union business office if sent by mail, or to Local 311 Union Office at their stated and/or customary e-mail address, no later than fourteen (14) days prior to the first day of balloting. Absentee ballots shall be distributed by the Elections Committee to those properly requesting them no later than seven (7) days prior to the first day of balloting. Absentee ballots must be received by the Elections Committee in care of the union business office no later than the first day of balloting. No ballots shall be distributed in any other manner other than that delineated above.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 members in good standing. Only Local 311 members in good standing may vote. Write-in voting shall not be permitted. There shall be no voting by proxy in the election of Local officers.

Records.

The Elections Committee is responsible for stating in writing the outcome of the election. This statement is to be signed by members of the Elections Committee. The Elections Committee shall allow the first five (5) Local 311 members who request, to witness the vote counting. Their signatures should, but is not required, to be included as a witness. The ballots and all other records of each election shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Modified and approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: August 8, 2002. Approved by General membership: August 8, 2002.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Elections Policy - Referendum

It is the policy of Local 311 that:

A referendum election is mentioned in Local 311 Constitution and By-Laws Article VII, Section 7.

Ballots.

The Elections Committee shall draft the ballots, and no later than fifteen (15) days prior to the referendum voting, post notice of the recall voting at all fire stations and work sites. Voting shall be done by secret ballot. E-mail vote, telephone vote or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy on the referendum.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station/work sites no later than fifteen (15) days prior to the referendum election.

Notice.

There shall be a minimum of thirty (30) days notice of the referendum voting posted at all stations/work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this referendum process.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box.

Voting Dates and Times.

A referendum vote shall be held within fifty (50) days of a written petition or written motion for a referendum being passed at a general membership meeting being received by a primary union officer, at a reasonable time and place to be determined by the Elections Committee. It shall require two (2) identical voting periods, held on two (2) consecutive days for a referendum vote.

Absentee Ballots.

There shall be absentee ballots. These ballots must be requested in writing by one union member per letter or e-mail delivered to the Elections Committee at the union business office if sent by mail, or to Local 311 Union Office at their stated and/or customary e-mail address, no later than fourteen (14) days prior to the first day of balloting. Absentee ballots shall be distributed by the Elections Committee to those properly requesting them no later than seven (7) days prior to the first day of balloting. Absentee ballots must be received by the Elections Committee in care of the union business office no later than the first day of balloting. No ballots shall be distributed in any other manner other than that delineated above.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 members in good standing. Only Local 311 members in good standing may vote.

Records.

The Elections Committee is responsible for stating in writing the outcome of the referendum election. This statement is to be signed by members of the Elections Committee. The Elections Committee shall allow the first five (5) Local 311 members who request, to witness the vote counting. Their signature should, but is not required, to be included as a witness. The ballots and all other records of each referendum election shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Elections Policy - Initiation Fees

It is the policy of Local 311 to charge initiation fees to new members.

Initiation fees are discussed in Local 311's Constitution and By-Laws, Article IX, Section 1.

Local 311 shall charge new members an initiation fee according to the following schedule:

2003	\$83.00
2004	\$84.00
2005	\$85.00
2006	\$86.00
2007	\$87.00

And so on into perpetuity or until the local changes this policy.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: January 7, 2003. Approved by General membership: January 7, 2003.

Elections Policy - Initiation Fees, Reinstatement, Dues and Assessments

It is the policy of Local 311 that:

Initiation fees, reinstatement, dues and assessments is mentioned in Local 311 Constitution and By-Laws Article IX.

Ballots.

The Elections Committee shall draft the ballots, and no later than thirty (30) days prior to the initiation fees, dues or assessment referendum voting, post notice of this initiation fees, dues or assessment referendum voting at all fire stations and work sites. Voting shall be done by secret ballot. E-mail vote, telephone vote, or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy in the voting of initiation fees, reinstatement, dues and assessments.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station/work sites no later than thirty (30) days prior to the initiation fees, dues or assessment referendum voting.

Notice.

There shall be a minimum of thirty (30) days notice of the initiation fees, dues or assessment referendum voting posted at all stations/work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this initiation fee, reinstatement, dues and assessments process.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box.

Voting Dates and Times.

An initiation fees, dues or assessment referendum vote shall be held at a reasonable time and place to be determined by the Election Committee. It shall require two (2) identical voting periods, held on two (2) consecutive days for an initiation fees, dues or assessment referendum vote.

Absentee Ballots.

There shall be absentee ballots. These ballots must be requested in writing by one union member per letter or e-mail delivered to the Elections Committee at the union business office if sent by mail, or to Local 311 Union Office at their stated and/or customary e-mail address, no later than fourteen (14) days prior to the first day of balloting. Absentee ballots shall be distributed by the Elections Committee to those properly requesting them no later than seven (7) days prior to the first day of balloting. Absentee ballots must be received by the Elections Committee in care of the union business office no later than the first day of balloting. No ballots shall be distributed in any other manner other than that delineated above.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 members in good standing. Only Local 311 members in good standing may vote.

Records.

The Elections Committee is responsible for stating in writing the outcome of the initiation fees, dues or assessment referendum election. This statement is to be signed by members of the Elections Committee. The Elections Committee shall allow the first five (5) Local 311 members who request, to witness the vote counting. Their signature should, but is not required, to be included as a witness. The ballots and all other records of this initiation fees, dues or assessment referendum vote shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

*Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.
Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.*

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Elections Policy - Recall

It is the policy of Local 311 that:

A recall election is mentioned in Local 311 Constitution and By-Laws Article VII, Section 7.

Ballots.

The Elections Committee shall draft the ballots, and no later than fifteen (15) days prior to the recall election, post notice of the recall election at all fire stations and work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this recall process. Voting shall be done by secret ballot. E-mail vote, telephone vote or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy in the recall election.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station/work sites no later than fifteen (15) days prior to the recall election.

Notice.

The Secretary/Treasurer shall mail to each fire station and work site a copy of the petition which asks for a recall election of any Local 311 elected officer within five (5) days of receipt of petition. There shall be a minimum of fifteen (15) days notice of the recall election posted at all stations/work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this recall process.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box.

Election Dates and Times.

A recall election shall be held within fifty (50) days of a written petition being received by a primary union officer, at a reasonable time and place to be determined by the Elections Committee. It shall require two (2) identical voting periods, held on two (2) consecutive days for a recall election.

Absentee Ballots.

There shall be absentee ballots. These ballots must be requested in writing by one union member per letter or e-mail delivered to the Elections Committee at the union business office if sent by mail, or to Local 311 Union Office at their stated and/or customary e-mail address, no later than fourteen (14) days prior to the first day of balloting. Absentee ballots shall be distributed by the Elections Committee to those properly requesting them no later than seven (7) days prior to the

first day of balloting. Absentee ballots must be received by the Elections Committee in care of the union business office no later than the first day of balloting. No ballots shall be distributed in any other manner other than that delineated above.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 members in good standing. Only Local 311 members in good standing may vote.

Records.

The Elections Committee is responsible for stating in writing the outcome of the recall election. This statement is to be signed by members of the Elections Committee. The Local 311 officer(s) being recalled or their designee may witness the vote counting. In addition, the Elections Committee shall allow up to four (4) Local 311 members who request, to witness the vote counting. Their signature should, but is not required, to be included as a witness. The ballots and all other records of each recall election shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Elections Policy - Labor Agreement Ratification, Madison Firefighters

It is the policy of Local 311 that:

Labor Agreement Ratification is mentioned in Local 311 Constitution and By-Laws Article V, Section 4.

Ballots.

The Elections Committee shall draft the ballots, and no later than five (5) days prior to the Labor Agreement Ratification meetings, post notice of the Labor Agreement Ratification meetings at all fire stations and work sites, and/or an e-mail to all Madison Local 311 members at their municipal e-mail service provider as much as practical about this labor agreement ratification process. Voting shall be done by secret ballot. E-mail vote, telephone vote or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy in the labor agreement ratification.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station/work sites no later than five (5) days prior to the Labor Agreement Ratification meetings.

Notice.

There shall be a minimum five (5) days notice of the Labor Agreement Ratification meetings posted at all fire stations/work sites, and/or an e-mail to all Madison Local 311 members at their municipal e-mail service provider as much as practical about this labor agreement ratification process.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box.

Voting Dates and Times.

Labor Agreement Ratification meetings shall be held within fifteen (15) days of a written notice for a Labor Agreement Ratification meeting being received by the Elections Committee from the chair of the Bargaining Committee, at a reasonable time and place to be determined by the Elections Committee. It shall require two (2) identical voting meetings held on two (2) consecutive days for the Ratification of the Labor Agreement with the City of Madison. The Labor Agreement Ratification meetings shall last, and voting is allowed for two (2) hours.

Absentee Ballots.

There shall be no absentee ballots.

Chair.

A primary union officer must chair this meeting.

Tobacco and Alcohol.

There shall be no consumption of alcoholic beverages nor use of tobacco products during the Labor Agreement Ratification meetings.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 (Madison Firefighters) members in good standing. Only Local 311 (Madison Firefighters) members in good standing may vote. Each member may vote once. A minimum vote of the usual quorum for a General Membership meeting is necessary for passage or failure of the Labor Agreement Ratification.

Records.

The Elections Committee is responsible for stating in writing the outcome of the Labor Agreement Ratification voting. This statement is to be signed by members of the Elections Committee. The Elections Committee shall allow the first five (5) Local 311 members who request to witness the vote counting. Their signature should, but is not required to, be included as a witness. The ballots and all other records of the Labor Agreement Ratification voting shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Elections Policy - Labor Agreement Ratification, Other Affiliated IAFF Organization(s)

It is the policy of Local 311 that:

Labor Agreement Ratification is mentioned in Local 311 constitution and By-Laws Article V, Section 4.

Ballots.

The Elections Committee shall draft the ballots, and no later than five (5) days prior to the Labor Agreement Ratification meeting, post notice of the Labor Agreement Ratification meeting at all fire stations and work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this labor agreement ratification process. Voting shall be done by secret ballot. E-mail vote, telephone vote or verbal vote shall not be allowed. See Atwood's Rules for Meetings, 100 Definitions; (1) Ballot. Write-in voting shall not be permitted. There shall be no voting by proxy in the labor agreement ratification.

Sample Ballot.

A sample ballot shall be distributed by the Elections Committee to all fire station/work sites no later than five (5) days prior to the Labor Agreement Ratification meeting.

Notice.

There shall be a minimum of five (5) days notice of the Labor Agreement Ratification meeting posted at all fire stations/work sites, and/or an e-mail (at a municipal other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about this labor agreement ratification process.

Polling Place.

There shall be only one (1) polling place.

Campaigning.

There shall be no campaigning within two hundred (200) feet of the ballot box.

Voting Dates and Times.

The Labor Agreement Ratification meeting shall be held within fifteen (15) days of a written notice for a Labor Agreement Ratification meeting being received by the Elections Committee from the chair of the Bargaining Committee, at a reasonable time and place to be determined by the Election Committee. It shall require one (1) meeting for the ratification of the Labor Agreement with other municipal government(s), firefighting, emergency medical or rescue service organization(s). The Labor Agreement Ratification meetings shall last, and voting is allowed for two (2) hours.

Absentee Ballots.

There shall be no absentee ballots.

Chair.

A primary union officer must chair this meeting.

Tobacco and Alcohol.

There shall be no consumption of alcoholic beverages nor use of tobacco products during the Labor Agreement Ratification meeting.

Vote Counting.

The Secretary/Treasurer shall provide the Elections Committee a list of all Local 311 (other affiliated IAFF organization(s)) members in good standing. Only Local 311 (other affiliated IAFF Organization(s)) members in good standing may vote. Each member may vote once. A minimum vote of three (3) is necessary for passage or failure of the Labor Agreement Ratification.

Records.

The Elections Committee is responsible for stating in writing the outcome of the Labor Agreement Ratification voting. This statement is to be signed by members of the Elections Committee. The Elections Committee shall allow the first five (5) Local 311 members who request to witness the vote counting. Their signature should, but is not required, to be included as a witness. The ballots and all other records of the Labor Agreement Ratification voting shall be preserved by the Elections Committee and Secretary/Treasurer, at the union business office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.

Committees - Policy

It is the policy of Local 311 that:

Committees are referenced in Madison Firefighters Local 311 Constitution and By-Laws: Article VI, Sections 4, 5, 6 and 9; Article VII, Sections 1, 2, 5 and 7; Article VIII, Sections 1, 2, 3 and 6; and Article XI, Section 4.

Also see the Parliamentary Procedure Manual used by the IAFF; Committees.

The President shall appoint all committee chairs except as this relates to the Vice President, and the Elections Committee, subject to Executive Board approval. Article VII, Section 1.

The President appoints the chair of the Bargaining Committee which may supersede the wishes of the Vice President, subject to Executive Board approval.

The Vice President shall be the chair of two committees, one (1) of his/her own choosing, subject to Executive Board approval. Article VII, Section 2.

Executive Board members shall be the chair or committee members of at least one committee. Article VII, Section 5.

Committee chairs shall be empowered to recruit other Local 311 members to serve on their committee(s) or to limit the number of members on their committee(s). Article VIII, Section 3.

The Elections Committee shall choose its own chair. Article VI, Section 4.

Committees and/or committee chairs shall meet three (3) times quarterly or its equivalent auxiliary meetings for the purpose of conducting committee business. Committee chairs shall issue quarterly reports to the President and/or Executive Board in person verbally or in writing. Reports in writing shall include meeting dates and/or a summary of progress and/or activities. Failure to meet and/or issue quarterly reports in person or in writing shall be grounds to withhold committee chair salary for that quarter, subject to Executive Board approval. Failure to meet and/or issue quarterly reports in person or in writing two quarters in a row shall be grounds to suspend additional quarterly salary until such time as quarterly reports catch up with the salary given, subject to Executive Board approval. Failure to meet and/or issue quarterly reports in person or in writing repeatedly are grounds for removal as chair of committee, subject to Executive Board approval.

Committees are an extension of the Executive Board and/or general union membership and not powers onto themselves. Suggestions that committees may have for improving language, policy, rules, procedures, staffing, equipment, clothing, wages, hours and working conditions for the Madison Fire Department or Firefighters Local 311 are to be reported to the President and/or the Executive Board and/or general membership for final approval. No committee or committee chair suggested changes are to be viewed as final or as a union opinion without Executive Board and/or general membership approval. Also see Article VIII, Sections 5 and 6.

A committee report that is voted by the Executive Board and/or general membership as being accepted means that this report is received by the union and placed on file.

Committee recommendations are to be either: 1) Placed in motion form and approved by the Executive Board and/or general membership; 2) report given to primary union officers, Executive Board, and/or general membership and recommendations to be considered at a later date; or 3) report is referred to the Bargaining Committee.

If a committee has completed its business and this committee will be retired for a period of time (however short) it is to issue a final report. Article VIII, Section 6.

Committee chairs and committees continue to exist until terminated by the President, subject to Executive Board approval.

Committee chair(s) failure to provide two (2) consecutive quarterly committee reports automatically terminates committee chair tenure. All committee papers are to be turned over to their successor or to the Secretary/Treasurer of this union, in a timely manner.

*Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.
Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 7, 2000. Approved by General membership: November 7, 2000.*

Meeting Policy - Special Meeting of the Executive Board

It is the policy of Local 311 that:

1. Special meetings are mentioned in Local 311 Constitution and Bylaws Article V, Section 3.
2. Special Meetings of the Executive Board may be called by either the President, upon the written request of four (4) Executive Board members, or upon the written request of ten (10) members of this local.
3. **Special Meeting Dates and Times:** A Special Meeting shall be held within ten (10) days of a written petition being received by a primary union officer at a reasonable time and place to be determined by the President. It shall require one (1) meeting period for a Special Meeting of the Executive Board.
4. **Notice:** The Secretary/Treasurer shall contact each Executive Board Member notifying them of the meeting. There shall be a minimum of four (4) days notice to the Executive Board Members of the Special Meeting of the Executive Board. There shall be a minimum of four (4) days notice of the Special Meeting of the Executive Board posted at all fire stations and work sites for information to the General Membership.
5. **Subject of Special Elections Meeting:** It is the responsibility of the person(s) requesting the Special Meeting of the Executive Board to state the subject to be discussed. This subject is to be as narrowly defined as possible, preferably in written motion form. Only those subjects germane to this subject matter shall be discussed at the Special Meeting of the Executive Board. No business except that for which the meeting was called for can be transacted. The first order of business shall be to decide if voting shall be by voice vote, hand vote, division of the house, or secret ballot.
 1. A primary Union Officer shall Chair this meeting.
 2. **Absentee Ballots:** There shall be no absentee ballots.
 3. **Vote Counting:** Only Executive Board members may vote.
 4. **Records:** The Secretary/Treasurer is responsible for record keeping at the Special Meeting of the Executive Board. The records of the Special Meeting of the Executive Board shall be preserved by the Secretary/Treasurer at the Union Business Office, for one (1) year.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: October 8, 2002. Approved by General membership: October 8, 2002.

Meeting Policy - Special Meeting of the General Membership

It is the policy of Local 311 that:

1. Special meetings are mentioned in Local 311 Constitution and Bylaws Article V, Section 3.
2. Special Meetings of the General Membership may be called by either the President, upon

the written request of four (4) Executive Board members, or upon the written request of ten (10) members of this local.

3. **Special Meeting Dates and Times:** A Special Meeting shall be held within ten (10) days of a written petition being received by a primary union officer at a reasonable time and place to be determined by the President. It shall require one (1) meeting period for a Special Meeting of the General Membership.
4. **Notice:** The Secretary/Treasurer shall post at each fire station and work site a notice of a Special Meeting of the General Membership. There shall be a minimum of seven (7) days notice of the Special Meeting of the General Membership posted at all fire stations and work sites, and/or an e-mail (to a municipal, other IAFF fire service, emergency medical or rescue service organization(s) e-mail service provider) to all Local 311 members as much as practical about the special meeting.
5. **Subject of Special Elections Meeting:** It is the responsibility of the person(s) requesting the Special Meeting of the General Membership to state the subject to be discussed. This subject is to be as narrowly defined as possible, preferably in written motion form. Only those subjects germane to this subject matter shall be discussed at the Special Meeting of the General Membership. No business except that for which the meeting was called for can be transacted. The first order of business shall be to decide if voting shall be by voice vote, hand vote, division of the house, or secret ballot.
6. A primary Union Officer shall Chair this meeting.
7. **Absentee Ballots:** There shall be no absentee ballots.
8. **Vote Counting:** Only Local 311 members in good standing may vote.
9. **Records:** The Secretary/Treasurer is responsible for record keeping at the Special Meeting of the General Membership. The records of the Special Meeting of the General Membership shall be preserved by the Secretary/Treasurer at the Union Business Office, for one (1) year.

*Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.
Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: October 8, 2002. Approved by General membership: October 8, 2002.*

Honor Guard Expenses

Members of Local 311 Honor Guard shall be reimbursed expenses as follows:

1. Cleaning and alterations of Honor Guard uniforms. (Submit receipts to Secretary-Treasurer for reimbursement.)
2. Mileage reimbursement to and from all activities participated in.
 1. Activity must be more than 20 miles from Madison (using American Automobile Association AAA as reference).

2. Limit two vehicles to get mileage reimbursement per activity.
3. Mileage rate based on current IRS mileage reimbursement rates.
3. Meals and Lodging while out of Madison shall be prorated based on current IRS rates. Lodging shall be based on double occupancy unless gender makes double occupancy infeasible.

The above expenses shall be paid on the same schedule as current Executive Board disbursements are made.

- January - March expenses shall be submitted to the Secretary-Treasurer the first week in April and paid in April.
- April - June expenses shall be submitted to the Secretary-Treasurer the first week in July and paid in July.
- July - September expenses shall be submitted to the Secretary-Treasurer the first week in October and paid in October.
- October - December expenses shall be submitted to the Secretary-Treasurer in the last week in December and paid in December (paid in the calendar year the expenses were incurred if possible).

A report shall be submitted by a representative of the Honor Guard and the Secretary-Treasurer every six months to the Executive Board.

*Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.
Approved by Executive Board: June 7, 1996.*

Flower Policy

It is the policy of Local 311 that: A donation of flowers or a cash memorial to a charity in honor of all people who are members, retired members, or those specified hereafter.

Recipients

Those eligible shall include: Local 311 member, spouse, significant other, parent, child, stepchild, retired member in good standing.

Other

It is permitted, by a majority vote of the Executive Board, or order of the Union President, to make this donation for anyone else.

Cost

The cost of this donation shall not exceed two percent of the monthly salary of a firefighter (*as defined by the Constitution and Bylaws, Article 11, Section 4*).

Notification

If a member wishes for flowers to be sent, it is incumbent upon the member to notify the Union and clearly direct where the flowers are to be sent. This may be accomplished by notifying the Vice President, Secretary Treasurer, Office Manager or the flower coordinator directly.

Posting

Upon notification, the Union shall post bereavement information on the Union Website.

Alternative

A request for a memoriam may be made within one year of the time of death and shall include the name of the charity, complete address with zip code.

Method

Notification may be written, e-mail or verbally.

Local 311 Charities

A request for a donation to Local 311 Charities, P.O. Box 46201, Madison, WI 53744 may be made and is encouraged.

Approved by Executive Board: October 8, 2002. Approved by General membership: October 8, 2002.

Per Diem / Stipend

A member representing Local 311 for an out of town seminar, meeting, conference or other business deemed necessary and/or appropriate by the President and/or Executive Board shall be entitled to receive a daily per diem and stipend calculated as outlined below.

Per Diem Rate:	As specified by the IRS guidelines	
Stipend:	\$25/day in state	\$30/day out of state

Primary officers (President, Vice President and Secretary-Treasurer) shall have employee FICA withheld from stipends. Local 311 shall pay employer FICA and account for these stipends on the officers W-2 reports and the 941 Quarterly Tax reports.

All other members receiving stipends shall report their Social Security Number to the Secretary-Treasurer prior to receipt of any stipend. These members may receive a 1099 if payments exceed the IRS limits in a calendar year. *(This limit is currently \$600.)*

Approved by Executive Board: March 18, 1995. Approved by General membership: March 18, 1995.

Retirement of Local 311 Member

Dues Reimbursement. There shall be no dues reimbursement upon retirement.

RPFFW Membership Dues. The name, address and phone number of the retiree, along with first year's dues of \$30 shall be submitted to the Retired Professional Fire Fighters of Wisconsin (RPFFW) Secretary-Treasurer.

IAFF Notification. The IAFF shall be notified on the form provided with the monthly dues

notice.

Retirement Plaque. If the retiree chooses not to receive a plaque at the Retirement Dinner in which they are being honored, the union shall issue that individual a check for the cost of the plaque.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: November 5, 2003. Approved by General membership: November 5, 2003.

Travel Reimbursement

It shall be the policy of Local 311 to pay travel expenses and registration fees for members carrying out approved Local 311 business, including but not limited to PFFW and IAFF Conventions. The following shall be the schedule for reimbursement.

Conference or Seminar Registration Fees: Full payment.

Lodging: Payment for a single room at the appropriate lodging facility, payment to be made directly to the lodging facility where possible, or else reimbursement to individual with receipt or invoice.

Meals: Individuals shall be given a daily amount for meals based on current IRS guidelines. Receipts shall not be required.

Stipend: Local 311 members shall be paid a stipend for each day spent outside of Dane County conducting approved or appropriate Local 311 business. This payment may also be made for one travel day prior to, and one travel day following a convention or seminar, to be determined by the Executive Board. Payment of the stipend may be prior to, or after, the event. The following rates will apply: **In State:** \$25 per day. **Out of State:** \$30 per day.

Travel Expenses: A mileage fee, based on the current IRS rate, shall be paid to members on approved or appropriate Local 311 business outside of Dane County, who drive their own vehicle. Reimbursement shall be on request by the individual. If travel is by common carrier, reimbursement will be for the least expensive rate readily available.

Other Expenses: Other appropriate necessary expenses involved with attendance by a member at an approved conference or seminar may be reimbursed on request.

Approved by Executive Board: January 5, 1995. Approved by General membership: January 5, 1995.

Legal Funding Policy

It is the policy of Local 311 that:

Any Local 311 member in good standing, having an employer investigation, predetermination hearing, disciplinary hearing or charges brought against them, which could result in discipline, up to and including termination, shall have union representation.

Local 311 will provide an initial meeting with Local 311's lawyer that will:

1. Provide an assessment of the individuals case, the charges against them, mitigating factors, and other pertinent information. This assessment is for any due process hearing which may be conducted internally within the employer agency including probable costs of representation and time line for the adjudication of this case.
2. Provide an assessment of the individuals case, the charges against them, mitigating factors, and other pertinent information. This assessment is for any due process hearing which may be conducted externally by the Police and Fire Commission or other agency adjudication body, including probable costs of representation and time line for the adjudication of this case.
3. Provide an assessment of the individuals case, as to their pension rights and benefits in the Wisconsin Retirement System if they should voluntarily retire or involuntarily be terminated.

One of Local 311's primary union officers will report to the Executive Board and/or General Membership the findings of this initial meeting and offer their recommendation, respecting the privacy rights of the charged individual as much as possible and practical. Members of the Executive Board and/or General Membership need information to make an informed decision. Charged individuals should be aware that their case, the facts of the matter, etc. tend to be discussed, viewed, and adjudicated in a public forum.

Funding for an individual case must be passed by both the Executive Board and General Membership. If passed, regular summaries of the process of the case will be reported to the Executive Board and/or General Membership.

If funding is approved, and a Local 311 lawyer is offered, but the individual charged decides to hire their own lawyer, and/or refuses Local 311 funding, then no reimbursement is due regardless of the outcome of the case.

If privacy rights are primary to an individual, they may hire their own lawyer, and attempt to keep this case as private as possible. If privacy rights seem violated by the employer agency, Local 311 may step in with additional legal representation to defend this individual's privacy rights.

If a motion for funding fails, a Local 311 representative will be made available to assist in obtaining funding from PFFW or IAFF programs, or help in other reasonably appropriate ways, which do not violate the no funding motion.

If a motion for funding fails, the charged individual may decide to hire their own attorney to mitigate the charges and provide them legal representation. If this case is then won, the individual may be entitled to reimbursement from the local for reasonable attorney's fees. The individual will present their winning case back to the Executive Board for reconsideration. The motion to reconsider shall be brought to the Executive Board and/or General Membership within one hundred (100) days of the individual's final winning adjudication. This motion for reconsideration shall have no other time limits imposed as stated in the parliamentary manual.

If a motion to reconsider is affirmative, then a motion is placed before the Executive Board and

General Membership as to the amount of reimbursement. This reimbursement may be none, minimal, half, majority, or full payment (for example). The fees paid shall be at the same hourly rate that Local 311 pays its attorneys and this attorney shall be paid for billable hours that were reasonably necessary to defend the charged individual before the PFC, and/or other agency adjudication body and/or a court of law.

In addition, in worker's compensation cases, Local 311 will provide an initial meeting with Local 311's lawyer. This will provide an assessment of the individuals case, basic and minimal advocacy, and other pertinent information. This assessment is for any due process hearing which may be conducted internally within the employer agency and/or other agency adjudication body, including probable costs of representation and time line for the adjudication of this worker's compensation case.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: October 2, 2003. Approved by General membership: October 2, 2003.

Union Policy - Television

It is the Policy of Local 311 that televisions will be provided for each fire station.

Time Period

Local 311 to provide televisions for each fire station every five (5) years. The following television replacement schedule will be as followed:

2009	Station 5, 6, 12, Verona
2010	Station 7, 9, Monona and Sun Prairie
2011	Station 1, 8 11, and Middleton EMS
2012	Station 2, 10, Fitch-Rona EMS and Fitchburg
2013	Station 3, 4 and Oregon

This rotation will be followed beyond this schedule in perpetuity.

Local 311 Contribution

Local 311 will provide up to five hundred dollars (\$500) for the purchase of a new television.

Fire Station Contribution

Each fire station may contribute additional money for a better television.

Ownership

This television, regardless of the amount of money contributed by the fire station is the property of Local 311. The Executive Board Member from this station is required to label this television as the property of Local 311.

Television Rotation With Fire Station

This union television may be rotated to another room within the fire station when Local 311 purchases a new television.

Television Disposal

This television shall be disposed of in either one of two ways:

- 1) If this television has Zero value, it may be placed at curb for garbage day.
Or
- 2) If this television has any value, a silent auction will take place. A silent auction is a notice on a piece of paper stating item to be auctioned, date posted, date of close (30 day auction). Firefighters within that station will sign their name and post their bid. Any firefighter within that station may sign after that with a higher bid. This auction is to be public and the notice shall be conspicuously placed on the union bulletin board. The Executive Board member shall collect the high bid (check made out to: Local 311) at the close of the auction (30 days) and see to it that television leaves the station to the high bidder.

Approved as Union Policy as outlined in Local 311 Constitution and By-Laws Article VIII, Section 7. Approved by Executive Board: September 2, 2004. Approved by General membership: September 2, 2004.

Replacement Worker Policy

It shall be policy of Local 311 to expand the replacement worker(s) program for Union business at various levels. The following guidelines will apply:

- 1) Use of a replacement worker must be approved by the Local 311 President (or his/her designee) prior to the day.
- 2) Must pertain to official Union business directly related to Local 311.
- 3) Person requesting a replacement worker must be in an elected position on the Local 311 Executive Board, a principle officer or otherwise approved by the Local 311 President.
- 4) The replacement day must be a scheduled day. Exchanges will not be covered by a replacement worker.
- 5) An annual financial review of the replacement worker program (who and how much) must be submitted to the Local 311 Executive Board for their review at the end of the fiscal year.
- 6) The replacement worker will be paid \$250 for a 24 hour shift.
- 7) A seniority list will be used to select a replacement worker to fill needed positions.

Tuition Reimbursement Policy

Any (Madison) Local 311 Union member in good standing that attends a fire suppression related class may receive reimbursement for tuition and /or lodging for that class. Proof of attendance and completion of the course with all receipts must be submitted to Local 311 tuition committee.

Advanced approval should be obtained for classes to assure compliance with set criteria.

Advanced approval is not required but is highly recommended to help assure availability of funds and approval of curriculum. Classes which are reimbursable under other programs shall not qualify for reimbursement from Local 311 Tuition Policy, even if the reimbursement was not obtained due to timeliness or other factors by the submitting member. The maximum amount of tuition reimbursement shall be \$311 for each three year period per Local 311 member with a maximum of three classes per year. The committee shall provide reimbursement checks at least quarterly for approved submittals. Reimbursements shall be approved and paid until the monies in the Tuition Reimbursement fund have expired. If at any time a Local 311 members feels a class should be covered and was denied by the Tuition Program Committee, a member may appeal to the Executive Board to seek an override of the Committee's vote.