



Virginia Beach Rescue Council Bylaws

- I. **NAME:** The name of this corporation is specified in the Articles of Incorporation (charter). The corporation shall be hereafter referred to as the “Council” in these bylaws.
- II. **PURPOSE:** The purpose of this corporation is specified in the Articles of Incorporation (charter).
- III. **MEMBERSHIP**
 - A. For the purposes of these bylaws and of the Articles of Incorporation (charter), the Virginia Beach Volunteer Water Rescue Team, Inc., shall also be considered to be a volunteer rescue squad.
 - B. Each volunteer rescue squad shall provide to the Council secretary, in writing, the name of its primary and one alternate representative to Council. In the event of both the primary and the alternate representative being unable to act, the volunteer rescue squads can designate, in writing, a temporary alternate to act on their behalf at that meeting.
 - C. The Chief of the Department of EMS, or their designee, may serve as a non-voting member of Council.
 - D. The Executive Director of the Virginia Beach Rescue Squad Foundation, or their designee, may serve as a non-voting member of the Council.
- IV. **ELECTION OF OFFICERS**
 - A. Election of officers shall be held annually at the March meeting. Voting shall be by ballot. A majority of voting members present shall be necessary to elect. The newly elected officers will take office at the conclusion of the March meeting.
 - B. Only members of current Council that are the primary or alternate voting member may be eligible for office. Members that are to be on Council the year immediately following may also be eligible with the written confirmation from the members squad stating that they will be that squad’s representative. This confirmation must be submitted to the current Council president prior to the start of the March meeting.
 - C. The Vice-President shall become President upon a vacancy in that office. A vacancy in any other office shall be filled in the original manner by special election at either the next regularly scheduled meeting or at a special meeting called in accordance with Article VIII, Section B. The newly elected officer will take office immediately.



V. OFFICERS AND DUTIES

A. The Officers of the Council shall consist of an elected President, Vice President, Secretary, Treasurer and Member-at-Large. Their duties are as follows:

1. The President shall serve as the corporate President of the Council and shall preside over Council meetings. The President shall serve as the Council Representative to all external bodies or will approve of an alternate representative on a case-by-case basis.
2. The Vice-President shall serve as the corporate Vice-President of the Council. The Vice-President shall assume the duties of the president in the absence of the president.
3. The Secretary shall serve as corporate Secretary of the Council, keeping records of all meetings of the Council. The Secretary shall maintain a current list of all members, a roster of attendance of each meeting, and a file of the minutes of each meeting. The Secretary shall prepare the agenda for meetings with direction from the President. The Secretary shall keep the Council's Internet site (or web page) current.
4. The Treasurer shall serve as the corporate Treasurer of the Council. The Treasurer shall receive and be responsible for all funds of the Council making such disbursements for expenses as may be incurred by the Council. The Treasurer shall make a financial report at each Council meeting. The Treasurer shall make a complete written financial report to the Council annually as reviewed according to rules adopted by Rescue Council.
5. The Member-at-Large shall serve as a corporate Board Member of the Council. The Member-at-Large is tasked with receiving concerns and complaints of any member of the Department of EMS or key stakeholder. The Member-at-Large shall voice the concerns and feedback of the department members at each Council meeting.

B. A Parliamentarian may be appointed by the President with the majority approval of the Council. The Parliamentarian will be chair of the Bylaws Committee, if such a committee is formed during the year.

VI. COMMITTEES

A. The Executive Committee

1. The Executive Committee shall consist of:
 - a. The President
 - b. The Vice-President
 - c. The Secretary
 - d. The Treasurer



- e. The Member-at-Large
- f. The immediate past-President (non-voting)

2. The Executive Committee shall operate under the following guidelines:

- a. The President shall be the chair of this Committee.
- b. The Executive Committee shall meet when necessary to conduct the regular corporate business of the Council and shall report to the members of Council.
- c. Special Executive Committee meetings on other matters may be called upon the request of the President or any three (3) executive committee members with a five (5) day notice to members. Only business identified in the notice of special meeting may be transacted.
- d. A quorum shall consist of four (4) voting members.
- e. Shall have the authority to approve all normal operating expenses and conduct the day-to-day operations of the Council.
- f. Shall ensure there is an operating budget for the ensuing fiscal year and present such budget to the Council membership for approval.
- g. Shall be responsible for all matters pertaining to Council policies as set forth in these bylaws.

B. Other Committees

- 1. The President of Council may establish committees to assist the Council in accomplishing its goal. These committees may be standing or temporary, as determined by the President or Council. The Chairs of such committees shall report to the Council as needed. Members of the committees do not need to be voting Rescue Council representatives of the rescue squads or water rescue team.
- 2. The Council should endeavor to maximize coherence and to avoid duplication with the Department of EMS and the Rescue Squad Foundation. Committees should be established under the organizations best suited to run them effectively. Council should send a designated representative to contribute to such committees when it is mutually beneficial rather than establishing separate committees for a similar purpose.

VII. FINANCES

- A. The Council shall operate on a fiscal year from January 1st to December 31st. The Budget for the following year shall be approved by the Council not later than December 31st of the current year.



B. All disbursements of funds shall require two signatures, only members of the executive committee may sign disbursement checks.

VIII. **MEETINGS**

A. **Regular Meetings.** The Council shall hold regular meetings on the 3rd Wednesday of each odd month.

B. **Special Meetings.** Special meetings may be called by the President or upon written request of any five (5) voting members in good standing of Council.

C. **Quorum.** The presence of the representatives or alternates of 51% of the squads that account for at least 1% of the total Released Core Ops Membership shall constitute a quorum to legally transact business.

D. **Electronic / Remote Meetings.** Any meeting required by these bylaws may be held in whole or part (hybrid) via electronic means (i.e., using Internet meeting services and/or telephone). Members will be informed of the phone number and or Internet links to access the meeting prior to the start of the meeting. The services will be sufficient to enable the intended business, to include voting. Any member speaking or presenting will be identifiable, even if only by the President's telling the body who is speaking. If confidential voting is required, but not supported by the available technical services, the vote will be delayed until an in-person meeting is possible or the services can be arranged. If deemed necessary, members may request that the President provide special rules in writing to govern the conduct of an electronic or hybrid meeting, and the rules should be approved as the first item of business.

E. **Meeting Agenda**

1. The Agenda, approved by the President, for all Council meetings will be distributed to members at least 48 hours before the meeting.

2. The Agenda may be adjusted as needed at the beginning of a meeting by a two-thirds (2/3) majority vote of the Council members present.

IX. **RULES OF ORDER**

A. The parliamentary procedures contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization except where they are inconsistent with the Bylaws of Council or with any special rules of order adopted.

X. **CONDUCT OF MEMBERS**

A. Council members and their alternates shall conduct themselves, at all times, in a manner which will command the respect of Rescue Squad Officers, Rescue Squad Members, the Department of EMS and the general public.



B. Council members and their alternates shall conduct themselves in accordance with and abide by the rules, regulations, policies and standard operating procedures of the Council, the Department of Emergency Medical Services and the City of Virginia Beach.

C. The President shall notify the Executive Board of any Council member's Organization who does not follow the above requirements. The member's organization may decide to replace that person with another representative.

D. If a member does not meet the Council's conduct requirements after appropriate investigation and agreement by the Executive Committee, and the member's organization does not appoint a replacement representative, that member may be dismissed from the Council by a two-thirds (2/3) majority vote of the Council members present.

XI. **AMENDMENT TO BYLAWS**

A. These bylaws may be amended when necessary by a two-thirds (2/3) majority vote of the Council members present.

B. The proposed amendment must be tabled for a minimum of twenty-seven (27) days before being voted upon.