

# **Georgia Public Safety Educator's Association**

# **BYLAWS**

**Last updated: 05/12/08**

# **Georgia Public Safety Educator's Association**

## **Mission Statement**

**The Mission of the Georgia Public Safety Educator's Association is to Save Lives, Protect Property and Promote an Injury Free Lifestyle to the Citizens of Georgia through Prevention Education.**

## BYLAW I - PRINCIPAL OFFICE

The principal office of the Georgia Public Safety Educator's (GPSEA) shall be located at the address of the Georgia State Fire Marshal's Office, Suite 620, West Tower, 2 Martin Luther King, Jr. Drive, Atlanta, GA 30334.

## BYLAW II – MEMBERSHIP

- A. GPSEA membership shall consist of persons from within and outside public safety agencies whose goals and objectives include, but are not limited to, saving lives, protecting property, and promoting an injury free lifestyle to the citizens of Georgia through prevention education.
- B. Membership is voluntary, however; persons desiring membership shall complete an application for membership (Appendix ), \*\*\*pay the yearly membership fee of \$25.00 by August 31<sup>st</sup> and shall agree to abide by the GPSEA Bylaws.
- C. ***Members must attend at least three GPSEA meetings during the year, which shall be from August to August to be considered a member in good standing.*** A member must be in good standing to qualify to hold office and/or to vote in elections.

## BYLAW III - ADVISORY MEMBERS

GPSEA strives to create partnerships with individuals and agencies in Public Safety Education throughout the state of Georgia to act as ***non-voting*** advisory members on the Executive Board and/or to serve on a committee or committees as designated by the Board.

## BYLAW IV – OFFICERS

### A. The GPSEA Officers:

Shall be a President, Vice-President, Secretary, and Treasurer elected by the general membership. Term of office for the President, the Vice-President, the Secretary, and Treasurer is for two years, no individual may hold the same office for more than three consecutive terms. The officers shall be elected by majority vote of the members at the August meeting every two (2) years and shall assume office at the October meeting of the same year.

### B. Duties of the President:

1. Shall be the presiding officer over meetings of the Association and the Executive Board.
2. Shall be the Chief Operating Officer.
3. Shall advise the Secretary of the agenda for each meeting based on the recommendations of the Meeting and Conference Committee and the Project Coordinator.
4. Shall stimulate free discussion of all matters on the agenda for each meeting.
5. Shall maintain order and when deemed appropriate, may invoke Robert's Rules of Order control the orderly conduct of meetings.
6. Shall sign all GPSEA correspondence or reports.

### C. Duties of the Vice-President:

1. Assumes the duties of the President in his/her absence.

2. Is responsible for reporting committee reports at each Association meeting.
3. Shall carry out other duties as assigned by the President or the Executive Board.
4. Shall assume the office of the President until the next election, when such office is vacated due to death, resignation or upon the office being vacated for any other reason. In the event the office of the Vice-President is vacated, the Executive Board may call a special election if more than six months remain in the term of the Vice-President.

#### **D. Duties of the Secretary**

1. Shall prepare the agenda for each meeting of the Association or Executive Board based on the recommendation of the President.
2. Shall record the minutes of all meetings of the Association and Executive Board. These minutes shall include a list of members in attendance. Within thirty (30) working days following a meeting of the Association or Executive Board, the Secretary shall submit a copy of the minutes to the President, Vice-President.
3. Shall maintain a record of attendance of each member on an election-year basis so as to determine that a member is in good standing to vote in elections and/or to hold office.
4. Shall be the presiding officer over meetings of the Association or Executive Board in the absence of the President or Vice-President.
5. Shall assume the office of President until the next election, should the offices of both the President and Vice-President become vacant. In the event the office of Secretary is vacated, the Executive Board may call a special election provided at least six months remain in the term of the Secretary.

#### **E. Duties of the Treasurer**

1. Shall maintain all GPSEA financial records.
2. Shall maintain a balanced checking account in the name of the Association.
3. Shall establish accounts so that the President or Vice-President may make deposits or write checks or otherwise manage the account in his/her absence
4. Shall write checks as authorized by the Executive Board and not to exceed an amount as predetermined by the Executive Board.
5. Shall provide a treasury report to the Executive Board members at least ten days prior to each Association meeting.
6. Shall give a report of expenditures and the account balance at each Association meeting.
7. In the event of absence of the Treasurer, the Vice-President shall assume the duty of giving the report of the Treasurer at Association or Executive Board meetings. In the event the office of the Treasurer is vacated, the Vice-President shall assume the duties until the position is filled by a special election called by the Executive Board.
8. Shall write and maintain any Grants available to GPSEA.
9. In the event the office of Treasurer is vacated, the Executive Board may call a special election provided at least six months remain in the term of the Treasurer.

### **BYLAW V - EXECUTIVE BOARD**

- A. Shall be the governing body of the Association and shall consist of the President, the Vice-President, the Secretary, and the Treasurer.
- B. Shall be responsible for managing the GPSEA business and activities. The board shall act to carry out the decisions of the Association. Provided, however, when deemed necessary by the Board due

- C. to time restrictions or other factors requiring prompt action, it may make decisions on matters coming before the Board.
- D. The decision of the Board shall be consistent with the purposes of the Association as set forth in the Constitution.

**E. Executive Board Attendance:**

1. Any officer missing three consecutive meetings of the Association or of the Executive Board without just cause and without notice to the President prior to meetings shall be deemed to have vacated the office. ***Any officer not attending at least three GPSEA meetings during the election year shall be deemed not in good standing and must vacate the position.*** Any officer required to vacate his/her office under this provision shall not be permitted to vote or run for re-election in the next election of officers.

**BYLAW VI - ASSOCIATION & EXECUTIVE BOARD MEETINGS**

- A. GPSEA shall normally meet on the third Thursday of every even-numbered month during the calendar year except for the month of December in which the meeting is held on the second Thursday.
- B. The President shall determine the location of meetings.
- C. Members desiring to host a meeting are encouraged to notify the President and or the Secretary/Treasurer as early as possible so schedules can be developed well in advance.
- D. In the event a host must cancel, the Executive Board shall make arrangements for the meeting.
- E. A minimum number of ten (10) members in good standing present at an Association meeting shall constitute a quorum for conducting official business or holding elections.
- F. Special meetings may be called from time to time by the President; or upon consideration of written request directed to the President or the Secretary. Notice of such meetings, stating time, place, and purpose of the meeting, shall be distributed by the Secretary, by phone, fax, e-mail, or mail, at least five (5) days before such meeting.

**BYLAW VII – ELECTIONS**

- A. The Executive Board shall appoint a nominating committee consisting of at least three and not more than five people plus a chairperson at the April meeting in the election year.
- B. Members in good standing desiring to hold a particular office or that desire to hold any office should notify the chairperson of the nominating committee by the first Monday in May. The nominating committee shall prepare a list of nominations for presentation at the June meeting. Nominations may then be made from floor during the meeting. Nominations shall be closed at the conclusion of the June meeting. Any member not in attendance at the June meeting may contact any member of the nominating committee or the Executive board to obtain a list of persons nominated for elections in August.
- C. Elections will be held at the August Meeting every two (2) years.

- D. The nominating committee shall provide adequate safeguards to insure a fair election. No financial assistance shall be provided to a candidate to assist in his or her election by the candidate's employer or from the Association. GPSEA shall not distribute campaign material for any candidate. A candidate may have an observer present during the counting of ballots.
- E. The chairperson of the nominating committee and the Secretary shall assure that during the election of officers only members in good standing are present. There is no restriction to prevent a member in good standing from being re-elected to office for consecutive terms as outlined in Bylaw 5, paragraph A.
- F. The elections shall be by secret written ballot. The chairperson of the nominating committee and the Secretary shall count votes during the August meeting of the election year. The chairperson of the nominating committee shall announce the results.
- G. Persons elected to office during the August meeting of the election year shall assume office at the October meeting following their election so as to provide a period of orderly transition of records, duties and responsibilities

#### **BYLAW VIII - AMENDMENTS TO BYLAWS**

- A. Any member may propose a written amendment to these Bylaws providing such written proposal is submitted to the President and the Secretary at a regular meeting of the Association so the proposal can be announced at the meeting and be given study by the Bylaws Committee prior to the next GPSEA meeting.
- B. The Bylaws Committee shall review proposed amendments, and the committee recommendation shall sent prior to the next meeting of the Executive Board. The Board shall present the recommendation to the membership at the next Association meeting.
- C. These Bylaws may be amended at the next Association meeting when the Board along with the recommendation of the Bylaws Committee presents the proposed amendment to the membership. A minimum number of ten (10) members in good standing present at an Association meeting shall constitute a quorum to amend these Bylaws.
- D. Amendments to any proposed amendment placed before the members as set forth in this Bylaw cannot be made from the floor.

# **Georgia Public Safety Educator's Association**

## **Appendix**

**Georgia Public Safety Educator’s Association**

**Membership Application**  
**Mandatory Annual Dues (\$25.00)**

Name: \_\_\_\_\_

Alternative Teaching/Clown Name: \_\_\_\_\_

Agency/Dept. Name: \_\_\_\_\_

Rank/Title: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Home Phone Number:(Optional) \_\_\_\_\_

Pager Number:(Optional) \_\_\_\_\_

Cell Phone Number:(Optional) \_\_\_\_\_

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## Georgia Public Safety Educator's Association Meeting Procedures

### Introduction to Robert's Rules of Order

[\(Source:cyberbuzz.gatech.edu/apo/robert.html\)](http://cyberbuzz.gatech.edu/apo/robert.html)

### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

### Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

### The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

#### Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

#### There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: The purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## ***Robert's Rules of Order Continued***

### **How is a Motion Presented?**

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

### **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization.

There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

## ***Robert's Rules of Order Continued***

**There are two other motions that are commonly used that relate to voting.**

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, BE COURTEOUS.