

# BY-LAWS OF THE

## Lancaster County Fire Police Task Force



## **LAW I - STATEMENT**

### **Law I.A – Conflict of Laws**

In the event the By-Laws of the Lancaster County Fire Police Task Force becomes in conflict with Federal and/or Pennsylvania State laws, either in whole or part, all Federal and/or Pennsylvania State laws shall overrule.

### **Law I.B – References**

Fire Companies, Independent Fire Police Companies and Municipal Fire Police shall be considered the same and referenced within as Fire Companies or Fire Police.

## **LAW II – PURPOSE AND POWERS+**

### **Law II.A - Purpose**

The Lancaster County Fire Police Task Force is a non-profit organization and shall be operated exclusively for public safety purposes within the meaning of Section 501 (c)(3) of the Internal Revenue of 1986, or the corresponding section of any future Federal tax code.

### **Law II.B - Powers**

The organization shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the purposes, for which the organization is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the organization may include, but not limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

#### **Law II.B.1 – Non-profit Legal Status**

The Lancaster County Fire Police Task Force is a Pennsylvania non-profit public benefit corporation, recognized as tax exempt under Section 501 (c)(3) of the United States Internal Revenue Code.

#### **Law II.B.2 – Exempt Activities Limitation**

Notwithstanding any other provision of these By-Laws, no director, employee, member, or representative of this organization shall take any action or carry on any activity or on behalf of the organization not permitted to be taken or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170 (c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the organization shall inure to the benefit or be distributed to any director, officer, member, or private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Constitution and these By-Laws.

+ - As stated in IRS rules governing 501(c) 3 organizations. This Law has been copied from <https://form1023.org/how-to-draft-nonprofit-bylaws-with-examples>

### **Law II.B.3 – Distribution Upon Dissolution**

Upon termination or dissolution of the Lancaster Fire Police Task Force, any assets lawfully available for distribution shall be distributed to one (1) or more organizations described in Section 501 (c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving organization.

The organization to receive the assets of the Lancaster County Fire Police Task Force hereunder shall be selected in the discretion of a majority of the managing body of the organization, and if its member cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Lancaster County Fire Police Task Force, by one (1) or more of its managing body which verified petition shall contain such statements as to reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the Commonwealth of Pennsylvania.

## **LAW III - OFFICERS**

### **Law III.A - Executive Board**

As outlined in the Constitution, the Executive Board shall consist of all Business and Line Officers. The Executive Board shall have the power to make decisions related to the well-being and function of the Lancaster County Fire Police Task Force.

The Executive Board shall have the power to raise funds, purchase items relevant to the function of the Lancaster County Fire Police Task Force and pay all debts incurred by the same.

The Executive Board shall meet on a regular monthly basis in accordance with the Constitution of the Lancaster County Fire Police Task Force. All meetings shall be advertised on the Lancaster County Fire Police Task Force Website or other appropriate means, denoting the date, time, and location of the meeting.

### **Law III.B - Business Officers**

All Business Officers must be present or former members of a Fire Company and live within Lancaster County. As outlined in the Constitution, the Business Officers shall consist of the following positions:

#### **Law III.B.1 - President**

The President shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the President shall serve for a of two (2) years with the term starting in accordance with LAW V – Elections. The President can serve multiple terms.

In the event the President position becomes vacant during the calendar year, the Executive Board shall appoint a new President who will serve the remainder of the term.

The President shall be responsible for the day-to-day functioning of the Lancaster County Fire Police Task Force and shall be given responsibilities as outlined in the Constitution and SOG Manual.

The President shall preside at all meetings, preserve order and decorum, regulate debates, state, and put forth questions moved and seconded and appoint all special committees.

The President shall have the authority to enter into contracts, mutual aid agreements and other such agreements upon the approval of a simple majority of the Executive Board.

Except where a conflict arises, the President shall preside over all disciplinary hearings.

The President shall act as liaison with the Lancaster County Emergency Management Agency and Lancaster County Wide Communications. The President shall have the right to appoint an alternate liaison to act on their behalf.

Upon completion of their tenure, the President shall provide to the successor in office all books, documents (hard and soft copies) and all other related items within thirty (30) days of the successor's new term.

The President shall be allowed to hold the position of Treasurer for a period of one (1) year upon adoption of the By-Laws. Following that period, the President shall not hold any additional Business Officer position. The President shall be allowed to hold a Line Officer position.

### **Law III.B.2 - Vice-President**

The Vice-President shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the Vice-President shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Vice-President can serve multiple terms.

In the event the Vice-President position becomes vacant during the calendar year, the Executive Board shall appoint a new Vice-President who will serve the remainder of the term.

In the absence of the President, the Vice-President shall be responsible for the day-to-day functioning of the Lancaster County Fire Police Task Force and shall be given responsibilities as outlined in the Constitution and SOG Manual.

In the absence of the President, the Vice-President shall preside at all meetings, preserve order and decorum, regulate debates, state, and put forth questions moved and seconded and appoint all special committees.

In the event of a conflict, the Vice-President shall preside over all disciplinary hearings.

In the absence of the President, the Vice-President shall have the authority to enter into contracts, mutual aid agreements, and other such agreements upon the approval of a simple majority of the Executive Board.

In the absence of the President, the Vice-President shall act as liaison with the Lancaster County Emergency Management Agency and Lancaster County Wide Communications.

Upon completion of their tenure, the Vice-President shall provide to the successor in office all books, documents (hard and soft copies) and all other related items within thirty (30) days of the successor's new term.

The Vice President shall not hold any additional Business Officer position. The Vice-President shall be allowed to hold a Line Officer position.

### **Law III.B.3 - Secretary**

The Secretary shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the Secretary shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Secretary can serve multiple terms.

In the event the Secretary position becomes vacant, the Executive Board shall appoint a new Secretary who will serve the remainder of the term.

The Secretary shall be responsible for documenting all meetings, draft and maintain all correspondence and maintain electronic and/or hardcopy documents related to the Lancaster County Fire Police Task Force.

Once approved by the Executive Board, the Secretary shall make the minutes from the previous meeting available in a manner that is easily accessible to the public.

Additional responsibilities of the Secretary shall be given as outlined in the Constitution and SOG Manual.

Upon completion of their tenure, the Secretary shall provide to the successor in office all books, documents (hard and soft copies) and all other related items within thirty (30) days of the successor's new term.

The Secretary shall be permitted to hold additional Business and/or Line Officer positions.

### **Law III.B.4 - Treasurer**

The Treasurer shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the Treasurer shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Treasurer can serve multiple terms.

In the event the Treasurer position becomes vacant during the calendar year, the Executive Board shall appoint a new Treasurer who will serve the remainder of the term.

The Treasurer shall be responsible for maintaining all financial records for the Fire Police Task Force.

The Treasurer shall provide to the Executive Board a financial report at each monthly meeting of the Executive Board.

The Treasurer, upon approval of a simple majority of the Executive Board, shall pay all debts incurred by the Task Force.

Upon recommendation of the Executive Board, the Treasurer shall be bonded.

Additional responsibilities of the Treasurer shall be given as outlined in the Constitution and SOG Manual.

Upon completion of their tenure, the Treasurer provide to the successor in office all books, documents (hard and soft copies) and all other related items within one (1) week of the successor's new term.

The Treasurer shall be permitted to hold additional Business and/or Line Officer positions.

### Law III.C - Line Officers

As outlined in the Constitution, the Line Officers shall consist of the following positions. All Line Officers, and candidates for Line Officers must meet the minimum training requirements as outlined in the SOGs. Further, all Line Officers must be present active members of a Fire Company and live within Lancaster County.

#### **LAW III.C.1 - Chief**

The Chief shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the Chief shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Chief can serve multiple terms.

In the event the Chief position becomes vacant during the calendar year, the Executive Board shall appoint a new Chief who will serve the remainder of the term.

The Chief shall assume command over all Lancaster County Fire Police Task Force resources during all Task Force activities.

The Chief shall present to the Executive Board no later than February 1<sup>st</sup> a summary and detailed report of all emergency and non-emergency responses by the Task Force. A copy of the summary and detailed report shall be made available in a manner that is easily accessible to the public.

The Chief's responsibilities shall be outlined in the SOGs.

#### **Law III.C.2 – Deputy-Chief**

The Deputy-Chief shall be elected in accordance with the laws outlined in LAW V – Elections.

Unless removed from office for cause, the Deputy-Chief shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Deputy-Chief can serve multiple terms.

In the event the Deputy-Chief position becomes vacant during the calendar year, the Executive Board shall appoint a new Deputy-Chief who will serve the remainder of the term.

In the absence of the Chief, the Deputy-Chief shall assume command over all Lancaster County Fire Police Task Force resources during all task force activities.

The Deputy-Chief's responsibilities shall be outlined in the SOGs.

### **Law III.C.3 – Task Force Captains**

Task Force Captains shall be appointed by the Executive Board at the first meeting in January following elections.

Unless removed from office for cause, the Task Force Captains shall serve for a term of two (2) years with the term starting in accordance with LAW V – Elections. The Task Force Captains can serve multiple terms.

In the event a Task Force Captain position becomes vacant, the Executive Board shall appoint a new Task Force Captain who will serve the remainder of the term. Each Task Force shall be led by a Task Force Captain. The Task Force Captain's responsibilities shall be outlined in the SOGs.

### **Law III.C.4 – Task Force Lieutenants and Sergeants**

If deemed necessary, each Task Force may have two (2) Lieutenants and one (1) Sergeant. They shall be appointed by the respective Task Force Captain and/or the Executive Board.

Unless removed from office for cause, the Task Force Lieutenants and Sergeants shall serve for a term of two (2) years starting in accordance with LAW V – Elections. The Task Force Lieutenants and Sergeants can serve multiple terms.

In the event a Task Force Lieutenant and/or Sergeant position becomes vacant during the calendar year, the respective Task Force Captain may appoint a new Task Force Lieutenant and/or Sergeant who will serve the remainder of the term.

Task Force Lieutenants and Sergeant responsibilities shall be outlined in the SOGs.

### **Law III.C.5 – Task Force Safety Officer**

The Task Force Captain shall have the right to appoint a Safety Officer. The Task Force Captain can appoint said position either for a term of one (1) year or for the duration of an emergency response.

The Safety Officer's responsibilities shall be outlined in the SOGs.

### **Law III.D – Honorary Members**

Those within the community who have provided significant benefits to the LCFPTF may be voted as an Honorary Member by the Executive Board. Honorary members shall not be allowed to respond to emergency or non-emergency dispatches or participate in training events. Honorary Members wishing to become Active Members will need to apply as outlined in the SOG Manual.

### Law III.E – Support Members

Those who provide assistance at various social and fund-raising events may be voted as Support Members by the Executive Board. Support Members shall not be allowed to respond to emergency or non-emergency dispatches or participate in training events. Support Members wishing to become Active Members will need to apply as outlined in the SOG Manual.

### Law III.F – Removal from Elected Office and Appointed Office

Elected and appointed officers shall be impeached or removed from office, and/or expelled from the Fire Police Task Force for violating the Constitution, By-Laws and/or Code of Conduct on concurrence of two-thirds of the Executive Board after due-process by a disciplinary hearing as set forth in the SOGs.

## **LAW IV - COMMITTEES**

### Law IV.A - Appointment of Standing and Special Committees

The President, upon recommendation of the Executive Board, shall appoint members to standing and special committees. All committees shall report at the next regular scheduled meeting.

### Law IV.B - Standing Committees

The President, upon recommendation of the Executive Board, shall appoint members to the following Standing Committees:

Membership Committee – This committee shall have the responsibility to review all membership applications from both Fire Companies and Individual Fire Police. The committee shall consist of at least two (2) members of the Executive Board and shall make recommendations to the Executive Board on acceptance or rejection of an application.

Fund Raising Committee – This committee shall have the responsibility to recommend and oversee all fund-raising activities. This committee shall consist of at least three (3) members, with a minimum of two (2) members of the Executive Board.

### Law IV.C – Special Committees

At times, special short-term committees may be formed. The structure, assignment, and tenure shall be determined by the Executive Board.

## **LAW V - ELECTIONS**

### Law V.A – Eligibility for Voting

Fire Companies who are members, as outlined in the Constitution and SOGs, shall be allowed to vote for Business Officers, Chief and Deputy-Chief. Each Fire Company shall have one (1) vote under the following condition:

- a. A representative of the Fire Company must attend at least six (6) meetings within a calendar year.
- b. If dues have been established, the Fire Company must be current in dues.



### Law V.B - Nominations

Nominations shall be held at the October and November meetings of each odd number year.

The nomination process for each elected position shall be conducted as follows:

- a. The President, or their representative conducting the meeting, shall announce that nominations for elected officer is now open.
- b. The President, or their representative conducting the meeting, shall announce the elected position for which nominations are to be made.
- c. Following the nomination of candidates for the position, the President, or their representative conducting the meeting, shall ask if any additional nominations for the position are to be made.
- d. The President, or their representative conducting the meeting, shall then ask for motion and second to close the nominations for the position.
- e. The President, or their representative conducting the meeting, upon receiving said motion and second shall close the nominations for the position.
- f. The secretary shall document each nomination in the meeting minutes.

### Law V.C - Voting

Voting for elected officers shall be conducted at the November meeting of each odd number year. The President, or their representative conducting the meeting, shall announce that nominations for elected officers is now open.

The voting process for each elected position shall be conducted as follows:

- a. The President, or their representative conducting the meeting, shall announce the elected position for which nominations are to be made.
- b. The Secretary shall announce the name of the nominee from the October meeting.
- c. The President, or their representative conducting the meeting, shall ask if any additional nominations for the position are to be made.
- d. The President, or their representative conducting the meeting, shall then ask for motion and second to close the nominations for the position.
- e. The President, or their representative conducting the meeting, upon receiving said motion and second shall close the nominations.
- f. Those eligible to vote shall then cast their vote, via secret ballot. The votes shall then be counted, and the winner announced.
- g. In the event of a single nominee, any member in good standing can move to authorize the Secretary to cast deciding vote.
- h. The ballot of the President, or their representative conducting the meeting, shall be kept separate and counted only in the event of a tie.

- i. The Secretary shall then announce the successful nominee and record the vote tallies on the meeting minutes.

#### Law V.D – Commencement of Elected Officers Terms

All duly elected officers shall assume their roles and responsibilities effective the first day of January of even number years.

### **LAW VI – BUSINESS MEETINGS**

#### Law VI.A – Monthly Business Meetings

The Executive Board shall meet in accordance with the Constitution. The order of business shall be as follows:

1. Call to order
2. Re-organization of Officers and Committees (January of even years only)
3. Role call of Officers
4. Special guest(s) presentation(s)
5. Minutes of previous monthly business meeting and/or special meeting
6. Treasurer's report
7. Report of meetings attended by members of the Executive Board
8. Task Force Captain Reports
9. Standing Committee Reports
  - a. Membership Committee
  - b. Fund Raising Committee
10. Special Committee Reports
11. Old Business
12. New Business
13. Nominations and elections (October and November of odd number years only)
14. Good of the order
15. Adjournment

Unless specified in the Constitution, all motions, upon a second, shall be approved or rejected by a simple majority.

A quorum shall exist if four (4) members of the Executive Board are present.

#### Law VI.B – Special Meetings

In accordance with the Constitution, the President and/or Vice-President shall have the right to schedule a special meeting for the sole purpose of one or more specific items. The agenda for all special meetings shall focus only on the purpose of the special meeting.

#### Law VI.C - Procedure

The business of all meetings shall be conducted in accordance with parliamentary procedure. All details not directly covered by these By-Laws shall be covered by the latest addition of Robert's Rules of Order.

### **LAW VII – SEXUAL HARASSMENT AND DISCRIMINATION**

#### Law VII.A – Sexual Harassment

The Lancaster County Fire Police Task Force will not condone any form of sexual harassment by any of its members. The definition and actions to be taken in the event of violating this policy shall be set forth in the SOGs.

### Law VII.B – Discrimination

The Lancaster County Fire Police Task Force will not condone any form of discrimination whether it be based on race, color, creed, gender or other types of discrimination. Violation of this By-Law will result in disciplinary action as set forth in the SOGs.

## **LAW VIII – EXECUTIVE BOARD CODE OF CONDUCT**

### Law VIII.A – Immediate Suspension

A member of the Executive Board, be they Business or Line Officer, shall be immediately suspended if charged with violating Federal or State Criminal law. The Executive Board shall appoint a temporary replacement who will assume the member's responsibilities until disposition of the charge or the member's resignation.

### Law VIII.B – Immediate Termination

A member of the Executive Board, be they Business or Line Officer, shall be immediately terminated if convicted or upon pleading guilty to violating Federal or State Criminal Law. The Executive Board shall then appoint a replacement in accordance with Law III – Officers.

### Law VIII.C – Executive Board Member Status

A member of the Executive Board shall be deemed an active member by attending a minimum of nine (9) meetings within a calendar year. In the event a member of the Executive Board fails to attend nine (9) meetings within a calendar year:

1. The Executive Board shall, at its next meeting, determine if the member shall be removed from the Executive Board and forfeit their position. This decision shall require a vote by the Executive Board with the majority decision final.
2. If the Executive Board deems it necessary to remove the member, the President shall notify the member, by mail, that they are in violation of this section and the results of the vote.
3. In the event the Executive Board determines not to immediately remove the member, the President shall notify the member, by mail, that they are required to attend the next meeting to discuss their absence or they will be removed from the Executive Board and forfeit their position.

## **LAW IX – RECORDS RETENTION**

### Law IX.A – Financial Records

Financial records shall be defined as any document pertaining to the financial activities of the Lancaster County Fire Police Task Force These shall include, but are not limited to:

1. Monthly financial reports
2. Yearly detailed financial reports
3. Yearly financial summary reports
4. Grant applications
5. Bills
6. Other documents pertaining to the financial well-being of the Task Force

All electronic records shall be kept indefinitely. All paper records shall be kept for no less than seven (7) years. Destruction of paper financial records older than seven (7) years shall occur only upon the approval of the Executive Board.

### Law IX.B – Personnel Records

Personnel records shall be defined as any document pertaining to Fire Companies and/or individual members. These shall include, but are not limited to:

1. Municipal resolutions
2. Withdrawal letters
3. Applications from individual members
4. Training certifications
5. Criminal background checks
6. Disciplinary complaints and actions

All electronic records shall be kept indefinitely. All paper records shall be kept for a period of five (5) years after the Fire Company and/or individual has left the Lancaster County Fire Police Task Force.

### Law IX.C – Other Documents

#### **Law IX.C.1 - Correspondence**

All Correspondence to and from the Lancaster County Fire Police Task Force shall be kept in electronic form indefinitely. Paper copies of correspondence can be destroyed after a period of two (2) years.

#### **Law IX.C.2 – Meeting Minutes**

All meeting minutes shall be kept in electronic form indefinitely. Paper copies of meeting minutes shall be kept for a period of two (2) years.

### Law IX.D – Destruction of Documents

All paper documents, whether personnel, financial or financial, approved or schedule for destruction must be shredded.

## **LAW X – REPORTING VIOLATIONS OF CODE OF CONDUCT**

### Law X.A – General

The Lancaster County Fire Police Task Force expects each member of the Executive Board, Fire Companies and individual members to perform their duties in a professional and ethical manner. The Lancaster County Fire Police Task Force will not tolerate violations to the Codes of Conduct set-forth in these By-Laws and the SOGs.

### Law X.B – Reporting Violations by Members

The Lancaster County Fire Police Task Force recognizes that situations may arise where it is necessary for a member, or members, to report wrongdoing. In the event of a report of wrongdoing is made to the Executive Board, the person(s) making said report shall remain confidential until such a time that the Executive Board determines a disciplinary hearing is required. Said investigation and hearing shall be conducted in a manner outlined in the SOGs.

### Law X.C – Reporting Violations by Executive Board Members

In the event a member, be they Fire Company or individual, feels a violation of the Code of Conduct or Ethics has been made by a member of the Executive Board, the person(s) shall report said wrongdoing to the highest-ranking member of the Executive Board possible. The name(s) of the person(s) making said report shall remain confidential until such a time that the investigation has determined a disciplinary hearing is required. Said investigation and hearing shall be conducted by the remaining members of the Executive Board in a manner outlined in the SOGs.

## **LAW XI – ENDORSEMENTS**

### **Law XI.A – Endorsements of Candidates by Task Force**

The Lancaster County Fire Police Task Force shall not publicly endorse, or provide the appearance of endorsement, to any political candidate, policy, or position.

### **Law XI.B – Endorsements of Candidates by Members**

No member of the Lancaster County Fire Police Task Force shall endorse or provide the appearance of endorsement, of any candidate, policy, and/or position on behalf of the Lancaster County Fire Police Task Force.

## **LAW XII – Privacy**

### **Law XII.A – Release of Information**

In accordance with Federal, Commonwealth of Pennsylvania and/or local laws, the right to privacy of those impacted by an emergency or non-emergency dispatch must always be maintained. No member of the Lancaster County Fire Police Task Force shall disclose and/or discuss any aspect of a dispatch with others, whether that discussion occurs face-to-face or via social media. Names, gender, age, and other identifying items shall only be disclosed by law enforcement. The Chief, Task Force Officer-In-Charge, and/or their representative shall participate in publicly discussing a dispatch with the press only with the permission of the Host Company.

While it is not the goal of Lancaster County Fire Police Task Force to hinder free press, in the event the press arrives at a dispatch all members of the Lancaster County Fire Police Task Force shall not discuss the situation until the Host Company has given permission. If needed, all press shall be provided a location to assemble and wait for information.

### **Law XII.B – Release of Images**

The Lancaster County Fire Police Task Force recognizes that images of emergency and non-emergency dispatches may have an adverse reaction on the citizens of our coverage area. Therefore, no member of the Lancaster County Fire Police Task Force shall place upon any social media, whether they be administered by The Lancaster County Fire Police Task Force or personal, any images which will provide information that would violate the privacy of those impacted by an emergency or non-emergency dispatch.

## **Law XIII – Conflict of Interest**

### **Law XIII.A - Purpose**

The Lancaster County Fire Police Task Force, in its goal of full disclosure, has established this law to avoid any direct, indirect, or appearance of conflict of interest between members of the Executive Board, as defined in Law III, Subsection III.A – Executive Board, and any business or organization.

### **Law XIII.B - Definition**

For the sake of this law, conflict of interest shall be defined as any activity whereby a member of the Executive Board may directly or indirectly benefit, or appear to benefit, from a financial transaction between the Lancaster County Fire Police Task Force and any business or organization.

### **Law XIII.C – Full Disclosure**

In the event of a direct, indirect, or appearance of conflict of interest, the member shall:

1. Notify the Executive Board of the possible conflict of interest prior to the next regular monthly or special meeting. In the event the member with the possible conflict is unable attend the

meeting, the president shall announce the possible conflict of interest and open the meeting for discussion.

2. In the event a member identifies a conflict of interest during the discussion of a proposed financial transaction at a regular monthly or special meeting, it shall be the member's responsibility to notify the Executive Board of the potential conflict. The president shall then stop the discussion on the financial transaction and allow the member to describe the conflict of interest.

Upon conclusion of the discussion on the conflict of interest, the Executive Board may continue its discussion of the financial transaction, and if agreed, approve the financial transaction as outlined in Law XIII.D – Acceptance of Conflict of Interest.

#### Law XIII.D – Acceptance of a Conflict of Interest

The Lancaster County Fire Police Task Force recognizes that acceptable conflicts of interest exist. These may be, but not limited to, entering into a financial transaction with a member for improvements or repairs to facilities, equipment, apparatus, and other such items. However, said conflict of interests must be disclosed and accepted by the Executive Board prior to entering into the financial transaction.

#### Law XIII.E – Failure to Disclose

In the event a member fails to disclose any conflict of interest, whether direct, indirect, or appearance of, the member may be subject to disciplinary action as defined in the Lancaster County Fire Police Task Force SOG Manual.

After a vote of 5 to approve and 0 to reject, the By-Laws of the Lancaster County Fire Police Task Force is hereby adopted this 14<sup>th</sup> day of July, 2021.

Those members of the Executive Board present this day and voting were:

\_\_\_\_\_  Accept  Reject  Present  
Luke Gerhart – Commander

\_\_\_\_\_  Accept  Reject  Present  
Bob Billett – Deputy Commander

\_\_\_\_\_  Accept  Reject  Present  
Vacant – Task Force 1 Captain

\_\_\_\_\_  Accept  Reject  Present  
Merle Weaver – Task Force 2 Captain

\_\_\_\_\_  Accept  Reject  Present  
Jason Beiler – Task Force 3 Captain

\_\_\_\_\_  Accept  Reject  Present  
Kevin T. Fuentes – Secretary

Submitted by:

\_\_\_\_\_  
Kevin T. Fuentes, Secretary