

Guidelines for
Conventions
And NNYVFA
Meetings

Adopted by the Membership:_____

Purpose of the Guidelines

These guidelines are intended to compliment the Northern New York Volunteer Firemen's Association By-Laws. Should these guidelines and the NNYVFA By-Laws be in conflict, the By-Laws shall prevail.

- A. These guidelines are intended to ensure the best possible meetings and conventions. They establish the Minimum guidelines that are a requisite for all conventions and meetings. Host Organizations and the NNYVFA Site Committee during the preparation and committee review of proposals to host are encouraged to comply with these guidelines in the spirit of staging the best convention and meetings possible. Efforts, associated activities and procedures above and beyond these guidelines are encouraged.
- B. It is imperative that all parties involved in proposing, reviewing accepting and administering activities included in the meeting/convention proposals throughout the period before and during those meetings/conventions maintain frequent and open communications.
- C. In every instance, it is important to recognize that each convention and meeting is a function of the Northern New York Volunteer Firemen's Association and is staged for the edification and fellowship of the volunteer firefighter, and to foster improved public relations with the general public.

Quarterly Meetings

Rooms needed for meeting during the day:

- A. One (1) secondary room for Legislative and Steering Committee meetings. (Time to be set by Administrative Committee)
- B. One (1) room for Parade and Drill Meeting (Time to be set by Drill Officials)
- C. Lunch served, Timing and refreshments to be served should be left to those organizing the meeting. NNYVFA also will reimburse the host the amount as specified in the By-Laws.
- D. Regular Meeting (Time to be set by Administrative Committee/By-Laws.)
- E. Ladies Auxiliary Meeting (Timing and setup to be set by Ladies Aux)
- F. Some additional rooms as may be required for Committee Meetings
- G. The host organization shall provide the NNYVFA Secretary within 30 days prior to the date of the meeting with proof of liability insurance and shall name the NNYVFA as an additional insured.

Advanced Preparation for the Annual Convention Meeting.

Secretary of NNYVFA

- A. Guest list for invitations is to be a joint decision of the Northern President and the Chairman of the Steering Committee. A list of invited guests shall be furnished to the office of the Secretary no later than February 1st. If additional persons are invited after February 1st, it is the responsibility of the person or group wishing to extend such invitation to give their contact information to the Office of the Secretary, however, the person(s) extending the invitation shall be responsible for communicating the information such as the schedule of events and available housing to such invitees.
- B. Send invitations out to State Officials of FASNY and other guests. (Jan or Feb preceding the convention)
 1. An invitation to attend the NNYVFA Annual Meeting and Convention including the schedule of all associated events.
- C. A follow-up letter will be sent confirming the receipt of the attendance of the guest and shall include the following information:
 1. Indicate the availability of rooms in the area for the convention.
- D. The Secretary will prepare the credentials for the membership and all invited guests at the Convention and disperse the same at the Convention.

Advanced Preparation

Host Organization

- A. Determine availability of rooms for meetings, area for motorized drill or drill and a suitable parade route. The host is also responsible for obtaining suitable locations and arrangements for any additional activities that have been included in the approved application to host the Annual Meeting and Convention.

Safety and Security

- A. It is the responsibility of the host to provide the necessary personnel to accommodate the safety and security of those participating in and spectators at all events.

Annual Meeting and Convention

Hospitality room for Guests and Officers

A room or area may be provided to have a hospitality room for visiting guests the evening prior to the Business Meeting.

Refreshments will be provided by the host. Reimbursement will come from the NNYVFA Steering Committee for costs incurred.

Should there be other guests (i.e. Mayor, Supervisor etc), the hospitality will be extended to them at the discretion of the Host Committee.

Annual Convention Meeting:

1. A room large enough for a meeting, with an American Flag. (125 minimum setup)
2. A podium and tables for Officers and Recording Secretary.
3. A speaker system with a floor microphone when necessary.
4. Drinking water for the head table.
5. A table for registration (12 ft in length)
6. The Fireman of the Year banner(supplied by the Secretary)
7. Lunch for Officers, guests and speakers.
 - a. Steering Committee will pay for the previously agreed guests.
 - b. The Administrative Committee Luncheon expenses will be covered by the NNYVFA.
 - c. Local Committee Luncheon expenses will be covered by the host.
 - d. A luncheon buffet is acceptable, or soup and sandwich.
8. A room large enough for the Ladies Auxiliary/an American Flag. Other items at the request of the ladies, consult with the President of the Ladies Auxiliary.
9. The order of Business at all meetings of this association unless otherwise adjusted by the President or ordered by the majority vote of the members present entitled to vote, shall be:

Invocation

National Anthem (Optional)

Pledge of Allegiance

Response by 1st Vice President

Other Addresses

Report of the Memorial Committee and service

Reading of the minutes of last convention

The order of business for all meetings including the Annual Convention Meeting should be set by the presiding officer and the secretary using the items included below in this section, but not necessarily in this order.

Fall, Spring, and Mid-Winter Minutes

Report of the Administrative Committee

Report of the Secretary

Report of the Treasurer

Report of the Finance and Investment Committee

Report of the Parade Committee

Report of the Credential Committee

Report of the Topics Committee

Report of the Fire Training Committee

Report of the Resolutions Committee

Report of the Tournament Committee

Report of the Site Committee

Designation of place to hold next meeting or convention

Report of other committees

Unfinished business

New business

Election of Officers

Installation of Officers

Adjournment

Memorial Service Requirements

The following arrangements shall be coordinated by the NNYVFA Memorial Committee and the Host Agency:

1. Consult with the Ladies Auxiliary for their inclusion of Auxiliary names for the service
2. Provide Altar Flowers for the service if needed.
3. It is the responsibility of the Northern Memorial Committee to make arrangements for the service with consultation from the local committee.
4. Provide a place of Public Assembly, Church, Hall, etc
5. Provide an organ or piano and someone to play it.
6. Have a printed program for the Memorial Service.
7. Provide a choir or an individual soloist. (Consult the Northern Comm.)
8. Provide a Color Guard and personnel necessary for the Memorial Service (for flowers, lights or bell ringer)
9. Provide bell or gong for the Necrology.

EMS-Fire Training Exercise or Activity.

1. A cooperative effort or the Fire Training Committee, EMS Committee, the local committee, host Department and area Fire Departments, rescue units and Fire Police.
2. The host should attempt to have a different activity from the proceeding ones. Additional activities can be done at the discretion of the host committee with consultation of the Northern Committee.
3. Each drill should demonstrate to the public, spectators and fellow fire fighters, the cooperation and efficiency of the volunteer service.

Tournament/Motorized Drill

1. Establish site and function according to the rules and regulations of the NYS Firemen's Parade and Drill Team Captains Association and these guidelines.
2. The Efficiency contest of the tournament shall have a cash prize totaling \$100.00 to be paid from Association Funds.
3. Supply trophies and cash prizes for placing's as per these guidelines (See listings attached)
4. Supply a bag lunch with non-alcoholic beverages for the Officials on the track during the drill.
5. Supply electricity to the judge's platform for the timing equipment.
6. Supply an adequate loudspeaker system
7. Supply a program-scoring booklet
8. Supply a cover for the judge's stand
9. Supply workers, sandbags and speedy-dri on the track.
10. Request of the NNYVFP&DTCA well in advance for the timing truck.
11. The Tournament Committee of this Association shall be appointed by the President for a term of one year. The Chairman of this Committee shall be the President of the Northern New York Parade and Drill Team Captains Association. It shall be the duty of this committee to see that insurance coverage for the drill/motorized drill meets the required application qualifications as set by the New York State Drill Team Captains Association Inc. to receive sanction by the State, the cost is to be borne by the host department or company.
12. All additional insureds shall be named on the insurance coverage.

Tournament prizes for the Northern Convention

Suggested prize money & appropriate trophies, and it should be noted that the prize list is negotiated by the NNYDTCA and not the NNYVFA other than the NNYVFA Efficiency event.

Individual Ladder	\$40	\$30	\$20	\$10
Three Man Ladder	\$40	\$30	\$20	\$10
B Ladder	\$40	\$30	\$20	\$10
C Ladder	\$40	\$30	\$20	\$10
B Hose	\$40	\$30	\$20	\$10
C Hose	\$40	\$30	\$20	\$10
Motor Hose Repl	\$40	\$30	\$20	\$10
Efficiency	\$40	\$30	\$20	\$10
NNYVFA Efficiency	\$100 to 1 st Place			
Motor Pump	\$40	\$30	\$20	\$10
Buckets	\$40	\$30	\$20	\$10
All other drills	\$20	\$15	\$10	\$5

Trophies for: 1st, 2nd 3rd Place

Overall

Sportsmanship

Parade. . . Host obligations

1. Establish route of parade as per NNYPD&DTCA, NYSP&DTCA and NNYP&DOA standards and requirements.
2. Judging as per rules NYS Volunteer Firemen's Parade and Drill Team Captains Association with changes and deviations approved by that organization.
3. Supply main reviewing stand and secondary judging stations with signs denoting "Judges. . . 100 ft" and a sign denoting "Disbanding Area".
4. Furnish a Color Guard to lead the parade.
5. Provide cars for transporting Officers, Dignitaries and Ladies Auxiliary Officials
6. Furnish transportation for parade judges to and from areas if considerable distance is involved.
7. Award cash prizes and trophies as per NNY Guidelines (see chart)
8. Provide two rooms for use of parade officials, both before and after the parade.
9. Provide parade entry blanks indicating name of marching unit, if Auxiliary will march, If department will march with music, deadline for entry and any other pertinent information.
10. Obtain Band Judges, can be local musicians, to select best appearing band. (3 Places)
11. Provide accommodations for awarding of parade and tournament prizes and for installation of Officers following the parade.

Application for Annual Meeting and Convention for _____

Such city, town or village desiring to invite the Annual Meeting and Convention shall present its invitation at any such meeting of the Association, which will be referred to the Site Committee for study. Such invitation shall be presented in the following form. Form can be obtained from the Association Secretary.

Name of Department _____

Department Address _____

Population(city, town, village) _____

Meeting Locations _____

Tournament Track information:

Track available Yes/No _____

Length of Track _____

Hydrant Pressure _____

Type of Tower & width _____

Drill Location Information:

Schedule (Date & Time) _____

Location _____

Drill Subject/Activity _____

Other Relevant Information _____

Appropriate Safety Considerations _____

Proof of Insurability or Certificate of Insurance: A certificate naming the NNYVFA and the NNYP&DTCA shall be required prior to acceptance of the proposal to host the events.

Application (continued)

Available Housing

Within	5 miles	10 miles
Hotels	_____	_____
Motels	_____	_____
Rooming Houses	_____	_____
Restaurants	_____	_____

Date Last NNYVFA Convention held there _____

Signed by Fire Chief _____

See additional pages for appropriate details and information

The Northern New York Vol. Firemen's Association
Constitution & By-Laws Proposal Form

Received by the NNYVFA Secretary on _____, 20____

Forwarded to Chairpersons of the Resolutions and By-Laws Committee on _____ 20____

Submission Date _____

Article number _____

Section number _____

Currently Reads:

Change/New:

Reason for Change:

Submitted by: (Member Organization, Member or NNYVFA Committee)

Resolutions and By-Laws Committee Received date _____ 20____

Action Date: _____ Returned for Resubmission _____

First Reading date: _____ Second reading Date: _____

Vote Tally: YEA- _____ NAY- _____

Approved: _____ Disapproved: _____

Committees

The following committees are appointed by the Administrative Committee to serve for one (1) year. These committees will be required to report to the membership when requested by the President.

Fire Prevention/Life Safety Committee: This committee shall have the charge of representing this Association and its members in preservation and assistance of Fire Prevention and Life Safety programs.

Legislative Committee: This committee shall have the charge to keep members of the Association advised of all pending legislation to the benefit or detriment of the “Volunteer Firefighter” and to enlist the support of the membership towards the enactment or defeat of such measures. It shall be the additional duty of this committee to have full charge of any legislation proposed by this Association, and the committee shall meet thirty (30) days prior to the meeting of the legislative clearing house of the Firemen’s Association of then State of New York. At this meeting one member of the committee shall be selected to attend the Clearing House meeting.

Membership Committee: This committee shall be composed of the Secretaries (one from each fire department, company or exempt benevolent association) covered by this Association. It shall be the charge of this committee to seek to enlarge the membership of the Association by inducing new members and companies to join.

Tournament Committee: This committee shall be chaired by the President of the Northern New York Parade and Drill Team Captains Association and shall have the charge to insure that insurance coverage for the drill tournament meets the required application qualifications as set by the New York State Drill Team Captains Association Inc. To receive sanction by the State, the cost is to be borne by the host organization.

Parade Committee: This committee shall have the charge to meet with and instruct the parade judges, in the proper procedure for judging the contestants in the annual parade. They shall also review the parade route and the line-up with the local committee to insure that the proper order has been followed.

Topics Committee: This committee shall have the charge to arrange with the local committee, for the presentation of suitable speakers and exhibits at the Annual Convention Meeting of this Association.

EMS & Fire Training Committee: This committee shall have the charge of promoting Emergency Medical Services and Fire Training programs for member organizations. This can be done through notification of statewide training programs, Seminars, Demonstration of Hands on Activities at the Annual Convention. Courses available through the internet should also be reviewed.

Site Committee: This committee shall serve for a one (1) year term. The NNYVFA Second Vice President shall serve as Committee Chairman. The committee will be composed of 1 member of NNYVFA at large, 1 Member of the NNYLA and the current President of the Drill Team Captain's Association. This committee shall review the annual convention bids and shall investigate the bidding cities, villages or towns as to their facilities and capabilities in properly conducting the annual convention meeting and report their findings to the Annual Meeting membership in June of each year. Additional members may be added at the discretion of the Committee Chair.