

**Fire Service**

Cap. 163.

**FIRE SERVICE ASSOCIATION (ELECTION  
OF COMMITTEE) RULES, 1980**

1980/64.

**Authority:** These rules were made on 10th April, 1980 by the Chief Fire Officer under section 30 of the *Fire Service Act* after consultation with the Fire Service Association and approved by the Governor General.

**Commencement:** 1st May, 1980.

1. These Rules may be cited as the *Fire Service Association (Election of Committee) Rules, 1980*.

2. For the purposes of these rules,

"appointed day" means the first Monday in June of each year;

"Association" means the Fire Service Association established under section 29 of the Act;

"Chairman" means Chairman of the Association;

"Committee" means Committee of the Association;

"Rules" means the *Fire Service Association Rules, 1963*;

"Secretary" means the person for the time being performing the functions of secretary of the Association.

3. These rules apply to the election of persons to the Committee.

4. The Secretary shall, on or before the appointed day, post in a conspicuous place at each fire station a notice requesting nominations from among members of the Association for the purpose of the election of members to serve on the Committee.

5. (1) Each nomination must

(a) be in writing; and

(b) be signed by the person making the nomination, and the person nominated must sign the nomination as an indication of acceptance.

(2) Failure to comply with paragraph (1) makes the nomination void.

(3) Each nomination must be forwarded by registered mail addressed to the Secretary of the Fire Service Association so as to reach him not later than 14 days after the appointed day.

6. (1) Where, in relation to any rank in the service, the number of members of the Association nominated does not exceed the number of persons of that rank eligible to serve on the Committee pursuant to the Rules, the Chairman shall, not later than 16 days after the appointed day, declare by notice posted in a conspicuous position at each fire station, the members of the Association so nominated to be duly elected.

(2) Where, in relation to any rank in the Fire Service, the number of members of the Association nominated exceeds the number of persons of that rank eligible to serve on the Committee pursuant to the Rules, the Chairman must hold a poll in the manner provided in these rules.

7. The Secretary must, not later than 21 days after the appointed day, publish in a conspicuous position at each fire station

- (a) the date on which polling will take place;
- (b) a list of those persons nominated from each rank in respect of whom a poll is to be held; and
- (c) the number of candidates for whom a member is qualified to vote.

8. Each fire station shall be used as a polling station and polling must begin at 8.00 hours and cease at 16.00 hours.

9. The Chairman must prepare printed ballot papers which must contain, in alphabetical order, in respect of each rank, the names of all those persons duly nominated.

10. (1) The Chairman must

- (a) assign a presiding officer to each fire station; and
- (b) provide each presiding officer with

- (i) a ballot box,
- (ii) a sufficient number of ballot papers,
- (iii) a list, to be known as the "voters list", of those members of the Association attached to the fire station to which the presiding officer is assigned.

(2) A person who is not a member of the Association on polling day is not eligible to vote.

**11.** The Chairman must, immediately before delivering the ballot boxes to a presiding officer, inspect them in the presence of a witness and seal them.

**12.** A presiding officer shall preside over the polling at the station to which he is assigned and must keep in safe custody the ballot boxes, voters list and ballot papers delivered to him.

**13.** (1) Each person voting shall record his vote at the station to which he is posted by placing the letter "X" on the right hand side opposite the name of each candidate for whom he wishes to vote.

(2) The presiding officer shall as soon as a person votes, place a mark on the voters list next to the name of that person to indicate that he has already voted.

**14.** (1) At the close of the polls, the presiding officer shall, in the presence of a witness, seal the ballot box.

(2) The witness shall affix his signature to the ballot box after it has been sealed by the presiding officer.

(3) The presiding officer shall as soon as possible deliver the ballot box, voters list and the unused ballot papers to the Chairman.

**15.** The Chairman must keep in a safe custody the ballot boxes, voters list and ballot papers delivered to him and at 18.00 hours on polling day, shall open the ballot boxes at the Fire Station Headquarters and count the votes.

**16.** All members of the Association on duty at the Fire Service Headquarters and all other members of the Association who are

off duty, may witness the opening of the ballot boxes and the counting of the votes.

17. The Chairman must declare void any ballot on which votes are cast in contravention of these rules.

18. As soon as possible after the results of the poll have been ascertained, the Chairman must declare the result thereof, certify it in writing and publish it in a conspicuous place at Fire Service Headquarters.

19. Where the Chairman finds after the counting of votes that some candidates have equal votes and the addition of 1 vote would entitle any of these candidates to be declared elected to the Committee, a fresh poll must be taken in accordance with these rules in order to determine which of these candidates should be declared elected.

20. Where the Chairman is unable to act through illness or absence from Barbados, the Vice-Chairman of the Association shall perform the duties of the Chairman.

21. (1) The outgoing Committee shall remain in office until the first meeting of the new Committee is held.

(2) The first meeting of the new Committee shall be convened by the Chairman of the outgoing Committee not more than 30 days after polling day.

(3) The Chairman of the outgoing Committee shall preside at the first meeting of the new Committee for the purpose of electing a new Chairman.

(4) The election of Chairman shall be by secret ballot.

(5) On the election of a new Chairman,

(a) the Chairman of the out-going Committee shall withdraw from the meeting;

(b) the out-going Committee shall cease to function; and

(c) the new Committee is for all purposes the Committee of the Association.

(6) For the purposes of paragraph (1), "polling-day" means the final polling day where more than 1 poll is necessary to determine the election of a person to the Committee.

**22.** The new Committee must then elect, by secret ballot, a person to be Secretary and another person to be Assistant Secretary, to the Committee.

**23.** The Secretary must, on or before the appointed day, post in a conspicuous position at each fire station a copy of these rules.

