



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	1
Constitution Ref:	5.3.12
Subject:	Categories of Associate Members
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade may make a brigade rule establishing categories of associate members in accordance with the provisions of the Brigade Management Handbook.

Notes:

- As per the brigade constitution (2016), clause 5.3.14, an associate member must not;
 - a) Be elected as a field or administrative officer; or
 - b) Vote at any meeting or in any election

Rule:

The categories of associate membership of the brigade are:

- 1) [insert categories eg 'community fire unit member'; and
- 2) Social member]

- › As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	2	
Constitution Ref:	5.4.2	
Subject:	Establish Criteria for a Life Membership	
Date of Brigade Meeting (to adopt Brigade Rule):		Version No 1.0
Date District Manager Approved Brigade Rule:		
District Name:		

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The Brigade may make a brigade rule that sets out the criteria for the acknowledgement of a life member award.

Rule:

The acknowledgement of a Life Members Award is a prestigious and great honour that the brigade can provide. It should represent to the brigade the significant dedication, time, effort and respect they have for the individual.

The Brigade has determined that the criteria, whilst not exhaustive, shall give guidance to and scope for the acknowledgement of Life Membership to a brigade, which are;

[insert or amend criteria]

- *Length of service in the RFS and its predecessor organisations;*
- *Length of service in the [INSERT NAME OF BRIGADE] Rural Fire Brigade: and*
- *Contribution to the RFS and the [INSERT NAME OF BRIGADE] Rural Fire Brigade. The contribution could be in the form of operational activity, attendance & contributions at meetings, training or in support of the brigade.*
- *The nominee has consistently displayed that they embody the values of the RFS over a significant period of time.*

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	3		
Constitution Ref:	5.4.6		
Subject:	Transfer of Previous Life Membership		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade may make a brigade rule transferring any previous life membership awards to the new brigade from the merger of two or more brigades in accordance with the provisions of the Brigade Management Handbook.

Rule:

The life members of the [insert name of first merged brigade] and [insert name of second merged brigade] rural fire brigades are deemed to have been appointed as life members of the brigade with effect from [insert date of merger].

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	4		
Constitution Ref:	6.1.5		
Subject:	Quorum at Annual General Meeting		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The quorum for the annual general meeting, as per clause 6.1.5 is 15% of the ordinary members calculated at the time of the meeting unless the percentage is increased by a brigade rule and a brigade rule specifies the specific sub type of ordinary members not counted towards the quorum total

Notes:

The quorum cannot be less than the percentage in clause 6.1.5 – 15%

Ordinary Member sub types are; Operational, Operational Support, Administration, Reserve, Community Fire Unit. Operational, Operational Support and Administration should be counted towards the quorum total.

As per clause 7.1.6 a member who is unable to attend the annual general meeting may appoint another ordinary member to vote on his or her behalf by advising the secretary or returning officer of the name of that other member in writing before the meeting starts.

Rule:

The quorum for the annual general meeting is *[insert new percentage increase over 15% for quorum]* of the ordinary members calculated at the time of the meeting.

The quorum total for the annual general meeting only includes ordinary members who are classified by the following membership subtypes:

a) *[insert sub-types eg Operational, Operational Support and Administration]*

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	5
Constitution Ref:	6.1.9(c)
Subject:	Reports to be Provided to the AGM
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade may make a brigade rule to allow for a report to be given by other administrative officers who are required to provide a report to the annual general meeting.

Notes:

*As per clause 7.1.20 a) to c) the brigade must elect the following administrative officers;
President, Secretary, Treasurer*

As per clause 7.1.21 the brigade may make a brigade rule establishing additional administrative officer positions.

Rule:

The following additional administrative officers must provide a report to the annual general meeting in accordance with clause 6.1.9(c):

- a) *[insert officer position eg Community Education Officer (if established as per clause 7.1.21)]*

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	6		
Constitution Ref:	6.2.6		
Subject:	Quorum at General Meeting		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The quorum for the general meeting, as per clause 6.2.6 is 15% of the ordinary members calculated at the time of the meeting unless the percentage is increased by a brigade rule.

Notes:

The quorum cannot be less than the percentage in clause 6.2.6 – 15%

Ordinary Member sub types are; Operational, Operational Support, Administration, Reserve, Community Fire Unit. Operational, Operational Support and Administration should be counted towards the quorum total.

As per clause 6.2.7 only an ordinary member who is present can be counted towards the quorum.

Rule:

The quorum for the general meeting is *[insert new percentage increase over 15% for quorum]* of the ordinary members calculated at the time of the meeting.

The quorum total for the annual general meeting only includes ordinary members who are classified by the following membership subtypes:

a) *[insert sub-types eg Operational, Operational Support and Administration]*

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No: 7

Constitution Ref: 7.1.1

Subject: Term of Office for Field and Administrative Officers

Date of Brigade Meeting (to adopt Brigade Rule): **Version No** 1.0

Date District Manager Approved Brigade Rule:

District Name:

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The term of office for field and administrative officers shall be one year (unless increased by a brigade rule – Clause 7.1.1) to a maximum of three.

Notes;

- As per clause 7.1.13 the Field Officers are; Captain, Senior Deputy Captain, Deputy Captain(s)
- As per Clause 7.1.20 the Administrative officers are; President, Secretary, Treasurer and any other administrative officer established under clause 7.1.21
- All officers can put themselves up for re-election
- The terms can be different for the officer type (Field/Admin) or positions

Rule:

The term of office shall be as follows:

< Note: Delete options not relevant and leave only the option to be used >

Option 1 – Terms for Field and Administrative – Same term – Non Specific positions

Category	Term
Field & Administrative Officers	n* Years

*n = either 2 or 3

Option 2 -Terms for Field and Administrative Officers – Different Terms – Non Specific Positions

Category	Term
Field Officers	n* Years
Administrative Officers	m* Years

n & m = Either 2 or 3

Option 3 -Terms for Field and Administrative Officers – Different Terms – Specific Positions

Field Officers	Term	Administrative Officers	Term
Captain	n* Years	President	m* Years
Senior Deputy Captain	n* Years	Secretary	m* Years
Deputy Captains(s)	n* Years	Treasurer	m* Years
		Other positions	m* Years

n & m = Either 2 or 3

Option 4 – < insert any other methods considered by the brigade>.

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	8		
Constitution Ref:	7.1.2 (b)		
Subject:	Nomination Procedure		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

Procedure for nominations for the election of field and administrative officers.

Notes:

Clause 7.1.2 (a) already provides that nominations for the election of field and administrative officers may be made at the meeting at which the election will be held provided that, if the nominee is not at the meeting, he or she has agreed to accept the nomination.

Rule:

The procedure for nomination for the election of field and administrative officers shall be:

See attached sheet, Annexure 1 for Brigade Rule 8 procedure

- › As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	8	Annexure 1
Constitution Ref:	7.1.2 (b)	
Subject:	Procedure for nominations for election of field and administration officers	

< Delete other draft options and only leave on this page the option for adoption >

Option 1 – Individual nomination in writing before the meeting (no nominations accepted at the meeting)

Benefits

- All eligible members get the opportunity to either put up their own nomination that is seconded or nominate another person that they second.
- Nominations are completed before the meeting.

Disadvantages

- Lead time required to post out nomination forms, get back by due date etc.
- Security of ballot forms
- Members may not wish to nominate themselves or any other members.
- Potential for not all positions to have nominations.

Step 1 – Written nomination form completed by ordinary member eligible to vote (brigade management handbook to give examples of nomination forms).

Step 2 - Written nomination seconded by an ordinary member eligible to vote.

Step 3 – Nomination received by secretary prior to the meeting (brigade to determine when it is due to the secretary or returning officer).

Step 4 – The Secretary checks to see if the member is eligible for nomination (Check the membership, any training criteria set by the Service Standard 6.1.2 or the district manager). Secretary refers any eligibility discrepancies, before the meeting, back to the member, in writing. The member can then ask the District Manager to review the discrepancy. District Manager's determination is final.

Step 5 – Secretary gives the Chairman of the meeting the successful nominations for each position up for election.

Step 6 – Chairman asks for a motion to accept the nominations (wording of the motions is provided in the brigade management handbook).

Step 7 – Chairman gets a seconder for the motion. (in the event that the motion is not seconded, the motion lapses)

Step 8 – Motion voted upon by the eligible ordinary members (if the motion is passed by a majority of the members eligible to vote an election is held in the manner determined by the constitution (2016) or the brigade rule).



Option 2 – Nominations by ballot – In writing before the meeting (no nomination accepted at the meeting).

Benefits

- All eligible members get the opportunity to either put up their own nomination or give an indication of who they want to be nominated.
- This method gives voters an idea of the group's preferences without holding an actual election.

Disadvantages

- Lead time required to post out nomination forms.
- Security of ballot forms
- Members may not wish to nominate themselves or any other members.
- Potential ineligible nominations forms.
- Potential for not all positions to have nominations.

- Step 1 – Written nomination form completed by ordinary member eligible to vote for all positions vacant or up for election – nominations can be made for you or any other eligible member, provided they have been asked to accept the nomination. (brigade management handbook to give examples of nomination forms).
- Step 2 - Written nomination is sent back to secretary or returning officer, in a sealed, signed envelope (encased in a self addressed return envelope)
- Step 3 – All nominations close on a standard time and date.
- Step 4 – All nominations (the signed, sealed envelopes) are put into a ballot box that is securely held by the secretary or returning officer.
- Step 5 – All nominations are opened at a predetermined date time and place by at least two brigade executives. (Members of the brigade are also invited to attend).
- Step 6 – The secretary or returning officer compiles a candidate list report against the vacant position(s) or those position(s) up for election, along with the number of times a person was nominated for each position.
- Step 7 – The Secretary checks to see if the member is eligible for nomination (Check the membership, any training criteria set by the Service Standard 6.1.2 or the district manager). Secretary refers any eligibility discrepancies, before the meeting, back to the member, in writing. The member can then ask the District Manager to review the discrepancy. District Manager's determination is final.
- Step 8 – Secretary or returning officer confirms candidate list from step 7 and gives to the Chairman of the meeting.
- Step 9 – A motion is put to the meeting by the secretary to accept these nomination for the positions listed in the candidate list report, seconded by another executive and voted upon by the eligible ordinary members (if the motion is passed by a majority of the members eligible to vote an election is held in the manner determined by the constitution (2016) or the brigade rule).

Option 3 – Any other method described by the brigade.

Note;

- *that the brigade must ensure that any other method is fair, equitable and sets out to encourage all eligible members to be involved or the opportunity to be involved.*
- *Any method must be easy to administer*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	9		
Constitution Ref:	7.1.5		
Subject:	Open Ballot		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The ballot procedure (if not a secret ballot – Clause 7.1.5) for voting for the election of field and administrative officers.

Rule:

The elections for field and administrative officers must be conducted using an open ballot ie 'show of hands'.

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	10
Constitution Ref:	7.1.15
Subject:	Entitlement to Vote in Election of Field Officers
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

Every ordinary member is entitled to vote in the election of field officers unless specific criteria for entitlement to vote in the election of field officers have been set by a brigade rule.

Rule:

An ordinary member may vote in the election of field officers provided:

Note: No other criteria can be used like attendance, no of incidents etc as we want to have an inclusive membership able to determine matters within the brigade, the sub type classification is the method to manage membership voting rights, as an example.

< Note: Delete relevant sub types to only leave the ones to be used >

- They are an ordinary member, sub type of:
 - operational,
 - operational support
 - Administration
 - Reserve
 - CFU

› As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	11		
Constitution Ref:	7.1.16		
Subject:	Seniority of Deputy Captains		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade must make a brigade rule to determine the order of seniority of the deputy captains.

Notes:

- *Clause 7.1.17 - If the Brigade does not determine the order of seniority of the deputy captains in accordance with clause 7.1.16 of this Constitution their seniority must be determined by the District Manager in consultation with the captain.*

Rule:

The seniority of the deputy captains shall be determined by:

< Note; Delete/add relevant criteria to only leave the ones to be used >

Option 1 – Captain and Senior Deputy

The Captain and Senior Deputy Captain.

Option 2 – Voting results

The Seniority of the Deputy Captains will be determined by the number of first preferences votes, then number of second preferences votes and so on. In the event of a tied vote at any preference stage the next level of preferences will be used to determine the vote.

Option 3 – Experience #1

Total number of previous years experience as an operational officer. If tied, then previous years experience at a higher level (eg Captain, Senior Deputy, Ranking of previous Deputy Captains role)

Option 3 – Experience #2

Total number of previous years of service. If tied, then previous years experience at a higher level (eg Captain, Senior Deputy, Ranking of previous Deputy Captains role) or who has the highest level of qualifications or who has had the highest level of qualification the longest.

- › *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	12
Constitution Ref:	7.1.21
Subject:	Additional Administrative Officers
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade may make a brigade rule to establish additional administrative officer positions.

Note:

As per Clause 7.1.20 the brigade must have a President, Secretary and Treasurer

Rule:

The brigade shall have the following additional administrative positions:

< Note; Delete/add relevant positions to only leave the ones to be used >

- Community Engagement Officer;
- Social Officer;
- Station Officer;
- Equipment Officer;
- Training Officer;
- Cadet Co-ordinator;
- **<insert other positions as required by the brigade>**

› *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	13
Constitution Ref:	7.1.23
Subject:	Entitlement to Vote in Election of Administrative Officers
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

Every ordinary member is entitled to vote in the election of administrative officers unless specific criteria for entitlement to vote in the election of administrative officers have been set by a brigade rule.

Rule:

An ordinary member may vote in the election of field officers provided:

Note: No other criteria can be used like attendance, no of incidents etc as we want to have an inclusive membership able to determine matters within the brigade, the sub type classification is the method to manage membership voting rights, as an example.

< Note: Delete relevant sub types to only leave the ones to be used >

- They are an ordinary member, sub type of:
 - operational,
 - operational support
 - Administration
 - Reserve
 - CFU

› As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	14
Constitution Ref:	8.1.2
Subject:	Additional Members of the Executive Committee
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The brigade may make a brigade rule to increase the membership of the executive committee to include other administrative officers, other field officers or other ordinary members who are not officers.

Note:

As per Clause 8.1.1 the executive committee is President, Secretary and Treasurer, plus the Captain.

Rule:

The brigade shall have the following additional executive committee members:

< Note; Delete/add relevant positions to only leave the ones to be used >

Field Officers:

- Senior Deputy Captain
- Deputy Captain x **<insert number>**

Administrative Officers

- Community Engagement Officer;
- Social Officer;
- Station Officer;
- Equipment Officer;
- Training Officer;
- Cadet Co-Ordinator;
- **<insert other positions as required by the brigade>**

Ordinary members

- **<insert individual members name or other specific identification (role/function)>;**

› *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	15
Constitution Ref:	8.3.4
Subject:	Quorum at Executive Committee Meetings
Date of Brigade Meeting (to adopt Brigade Rule):	Version No 1.0
Date District Manager Approved Brigade Rule:	
District Name:	

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The quorum for the executive committee meeting, as per clause 8.3.4 is three members or 25% of the executive committee, calculated at the time of the meeting unless the percentage is increased by a brigade rule.

Notes:

*The quorum cannot be less than the percentage in clause 8.3.4 - three members or 25%
As per clause 8.3.5 only executive committee members present can be counted towards the quorum.*

Rule:

The quorum for the executive committee meeting is three members or [*insert new percentage increase over 25%*] of the executive committee members calculated at the time of the meeting, whichever is the greater.

- *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No: 16
Constitution Ref: 9.4.4(b)
Subject: Authority to Sign Cheques and Authorise Payments
Date of Brigade Meeting (to adopt Brigade Rule): **Version No** 1.0
Date District Manager Approved Brigade Rule:
District Name:

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The Brigade may make a brigade rule that all cheques or other authorities to pay monies out of the Brigade's accounts, including any electronic payments or transfers, must be signed or otherwise authorised by at least two administrative or field officers in accordance with a brigade rule.

Notes:

- As per clause 9.4.4(a) – This provides for any two of the treasurer, president, captain and secretary to authorise payments of funds on behalf of the brigade.
- The brigade does not have to make a brigade rule if any two of the officers mentioned in clause 9.4.4(a) are nominated to authorise payment of behalf of the brigade.

Rule:

The brigade authorises the following field or administrative officers to pay monies out of the brigade account(s), including any electronic payments or transfers;

Field Officer	Administrative Officer
<insert field officer position name>	Treasurer
<insert field officer position name>	<insert admin officer position name>

Note:

The brigade can authorise two field officers, two administrative officers or one of each. It is strongly recommended that one of the positions is the treasurer.

- › As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.



<INSERT BRIGADE NAME> BRIGADE RULE

Rule No:	17		
Constitution Ref:	11.3		
Subject:	Methods of Giving Notice		
Date of Brigade Meeting (to adopt Brigade Rule):		Version No	1.0
Date District Manager Approved Brigade Rule:			
District Name:			

Authorisation:

This brigade rule is made and authorised in accordance with clause 12 of the brigade constitution (2016) and is done so within the limitations as specified in clause 12.2 a) to d)

Preamble:

The Brigade may make a brigade rule that varies the method by which members may be given notice, as specified in clause 11.1, provided that any other method of giving notice gives not less than the required notice period as specified within this constitution.

Notes:

As per clause 11.1 – Provides for notices may be, delivered to the member personally, posted by prepaid letter addressed to the last known place of residence, business or post office box of the member, sent by email to an email address specified by the member, in correspondence or otherwise, as an address to which emails to the member may be sent; or sent by facsimile transmission to a number specified by the member, in correspondence or otherwise, as a number to which facsimile transmissions to the member may be sent.

Rule:

The brigade shall, in addition to the methods specified in clause 11.1 also give notice to members by;

< Note: Delete/add relevant methods to only leave the ones to be used >

- Affixing notice to the brigade notice board (provided this is accessible to members).
- Use of SMS (text)
- Use of electronic appointment booking calendar (outlook, google calendar etc)
- Sending each member a schedule of general meetings
- Posting to MyRFS
- **<insert other methods as determined by brigades>**

› *As per clause 12.7 of the Brigade constitution a brigade rule does not come into effect until it is approved by the District Manager and posted on MyRFS by the District Manager or a person authorised by the District Manager.*