

# **International Association of Fire Chiefs**

## **Fire and Life Safety Section Bylaws**



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## **Article I - Name and Mission**

### **Section 1. Name**

This organization shall be known as the Fire and Life Safety Section of the International Association of Fire Chiefs, Inc., herein called the "Association," or "IAFC. "

### **Section 2. Mission and Vision Statements**

The mission of the Fire and Life Safety Section of the IAFC is to reduce injury, life loss and property loss by advancing the field of fire prevention and life safety with leadership and vision for fire safety professionals.

- It is the vision of the Fire and Life Safety Section to create an environment in which: Deaths from structure fires are reduced to zero and property damage from structure fires is limited to the area of origin;
- Firefighter deaths due to fire ground operations are reduced to zero;
- The organizational culture of local fire departments and the International Association of Fire Chiefs places a greater priority on fire prevention and life safety;
- The public is clearly aware of the fire problem and their role in fire prevention.

## **Article II – Membership and Dues**

### **Section 1. Section Membership**

A. Section membership is available to those individuals who are Regular, Associate, Basic, Departmental or Affiliate members of the IAFC as long as they maintain their Association dues. Failure to maintain Association membership will result in loss of section membership. These members of the section are eligible to hold office in the section and vote on all section ballots.

B. Section membership is also available to IAFC Life members. IAFC Life members do not pay section dues. These members of the section are eligible to vote on all section ballots but may not hold office. To receive free section membership upon attainment of IAFC Life member status, the member shall have been a dues-paying section member for at least two years prior to obtaining Life membership.

### **Section 2. Section Dues**

The annual section dues shall be set by the section's Board of Directors in an amount no greater than \$75.00. Section dues for IAFC members shall be payable in conjunction with the member's Association dues. Any IAFC member wishing to join the section prior to the date of Association dues renewal shall pay the section dues upon joining; thereafter, when the Association membership dues are paid.

### **Section 3. Suspension or Revocation of Membership**

The FLSS Section supports the IAFC policy on suspension or revocation of members of the section, the section's Executive Committee, or the section's Board of Directors, if the member accepts a position or engages in conduct that, in the opinion of that section's Board of Directors, conflicts with the interests and values of that section, or of the IAFC. Refer to the IAFC Constitution and Bylaws, Article II for details.

## **Article III – Section Officers and Directors**

### **Section 1. Executive Committee**

The Executive Committee (officers) of the section shall consist of the section chair, vice chair, secretary/treasurer and international director. Each officer shall serve a term of office of two (2) years or until his/her successor is elected. The immediate past chair shall serve as an advisory member of the Executive Committee. See Article VI, Section 4 for eligibility requirements.

### **Section 2. Board of Directors**

The Board of Directors shall comply with all eligibility requirements as set forth in Article VI, Section 4 of these bylaws and shall consist of:

- A. The section's five (4) Executive Committee members (officers), six (6) at-large members, and four (4) specialty representative members. At-large members shall have a term of three (3) years with two (2) at-large members to be elected each year.
- B. Specialty representatives shall consist of one (1) member from the education community, one (1) member from the engineering community, one (1) member from the public safety community, and one (1) member from a non-US fire safety organization, and shall be appointed for a one-year term by a majority vote of the Board after the election at the annual business meeting, or at a regularly scheduled Board of Directors meeting if suitable candidates are not identified at the annual business meeting. These members shall be Regular, Associate or Affiliate members of the IAFC, members in good standing of the section, and shall have a vote on matters before the Board of Directors.
- C. The Board of Directors may appoint three (3) ex-officio advisors, who offer specific expertise which would be helpful to assist the board with their work. Ex-officio advisors have a voice but no vote on matters before the board and shall be appointed for a one-year term by a majority vote of the board after the annual business meeting. There will be no section funding provided for ex-officio advisors unless extenuating circumstances permit it at the discretion of the Executive Committee.
- D. The immediate past chair shall hold an ex-officio position as the immediate past chair. The immediate past chair shall serve in the position until the member is no longer the immediate past chair.

### **Section 3. Vacancies**

- A. In the event of a vacancy occurring in the office of the chair, the duties of the office shall devolve upon the vice chair until a chair is elected in the next annual election for the remainder of the unexpired term. If the vice chair does not choose to assume the duties of the chair or there is a vacancy in the office of the vice chair, the majority vote of the Board of Directors shall appoint an individual as chair who shall serve until the next annual election when the unexpired term shall be filled by a majority vote of the members.
- B. In the event of a vacancy occurring in the office of the international director, the majority vote of the section's Board of Directors shall appoint an individual as international director who shall serve until the next annual election when the unexpired term shall be filled by a majority vote of the members.
- C. In the event of a vacancy occurring in the office of the vice chair or in the office of the secretary/treasurer, or in the event of a vacancy in the office of the chair when there is also a vacancy in the office of the vice chair, the majority vote of the section's Board of Directors shall appoint individuals to fill the vacant positions who shall serve until the next annual election when the unexpired terms shall be filled by a majority vote of the members. The office of the

vice chair and the secretary/treasurer may be left vacant if the position is vacated less than ninety (90) calendar days prior to the end of the term of said office.

D. In the event of a vacancy occurring in the office of a member at-large, the majority vote of the section's Board of Directors shall appoint an individual who shall serve until the next annual election when the unexpired term shall be filled by a majority vote of the members. At-large vacancies may be left vacant if vacated less than ninety (90) calendar days prior to the end of the term of said office.

E. In the event of a vacancy occurring in the office of immediate past chair, the position shall be offered to the immediately prior past chair. If the position is refused, the position shall remain vacant.

F. In order to be selected to fill vacancies on the Executive Committee or Board of Directors, individuals shall comply with applicable Article VI, Section 4 eligibility requirements.

G. In the event that a board member no longer meets the eligibility requirements for the position held (see Article VI, Section 4), the board, at their discretion, has the authority to allow the board member to continue to hold said office until the next annual election, at which time the unexpired term shall be filled by a majority vote of the members.

H. If at any time such officer accepts a position that, in the opinion of the Board of Directors, conflicts with the interests and values of the IAFC, the Board of Directors may, with a minimum of 75% of the Board voting in the affirmative, remove that person from office, thereby creating a vacancy in that office,

## **Article IV – Duties of the Officers and Directors**

### **Section 1. Duties of the Chair**

The chair shall:

- A. Be the official representative and spokesperson for the section.
- B. Serve as the chair of the Board of Directors and the Executive Committee.
- C. Preside at meetings of the section and at meetings of the Board of Directors and the Executive Committee.
- D. Appoint committees as deemed necessary to conduct the business of the section.
- E. Call special meetings of the Board of Directors and the Executive Committee as deemed necessary to accomplish the business of the section.

### **Section 2. Duties of the Vice Chair**

The vice chair shall:

- A. Assume the duties of the chair in the absence or inability of the chair to perform his/her duties.
- B. Assist the chair in conducting the business of the section.
- C. Perform such other duties as prescribed by the Board of Directors.

### **Section 3. Duties of the Secretary/Treasurer**

The secretary/treasurer shall:

- A. Record the minutes of the annual section meeting.
- B. Distribute the minutes in a timely fashion to the members of the section's Board of Directors and to the IAFC headquarters.
- C. Work with the section staff liaison to approve section funds that are collected, deposited and disbursed.
- D. Prepare an annual budget, with input from the section's Executive Committee, consistent with the format of the IAFC budget, for submission to the section's Board of Directors.

### **Section 4. Duties of the International Director**

The international director shall:

- A. Represent the FLSS Board at all IAFC Board meetings and teleconferences.
- B. Attend FLSS Board meetings and communicate IAFC Board issues and developments to the FLSS Board.
- B. Represent the FLSS Board as assigned by the IAFC President or IAFC Board.

### **Section 5. Duties of the Board of Directors**

The Board of Directors shall:

- A. Have general charge of the affairs of the section.
- B. Review the work of the section and develop board policy for the section.
- C. Review the budget prepared by the secretary/treasurer and approve it for submission to the IAFC Board of Directors.

### **Section 6. Duties of the Executive Committee**

The Executive Committee shall:

- A. Develop strategic planning goals
- B. Provide guidance to the IAFC staff liaison for supporting the work of the section.
- C. Conduct Executive Committee teleconferences, as necessary.
- D. Shall report actions or recommendations made by the Executive Committee to the FLSS board at the next Board of Directors meeting.

### **Section 7. Duties of the Immediate Past Chair**

The immediate past chair shall:

- A. Provide guidance and mentorship to the chair.
- B. Assist the Board of Directors and Executive Committee with historical perspective and decision-making
- C. Represent the FLSS as requested by the Board of Directors and the chair.

## **Article V – Section Meetings**

### **Section 1. Section Meetings**

The section shall meet at the annual conference of the International Association of Fire Chiefs. Other section meetings may be held at the call of the chair or a majority of the board of the section or at the call of the IAFC Board of Directors. Meetings of the section can be conducted by teleconference or other approved means.

### **Section 2. Quorum at Section Meetings**

A quorum for the conduct of business at a section meeting shall consist of not less than 10 eligible voting members of the section provided that at least ten (10) days' notice of such meeting has been given to all members of the section.

### **Section 3. Board of Directors Meetings and Executive Committee Meetings**

A Board of Directors and Executive Committee Meetings may be held at the call of the chair or by a majority of the board or Executive Committee. Meetings of the Board of Directors and Executive Committee may occur by teleconference or other approved means.

### **Section 4. Quorum at Board of Directors Meetings and Executive Committee Meetings**

A quorum for the conduct of business at a Board of Directors meeting shall consist of not less than half of the eligible voting members of the current Board of Directors. A quorum for the conduct of business at an Executive Committee meeting shall consist of not less than half of the eligible voting members of the current Executive Committee.

## **Article VI –Section Elections**

### **Section 1. Elections Committee**

Not later than January 1<sup>st</sup> of each year, the Chair shall appoint an Elections Committee of three (3) members, all of whom shall be members of the Section in good standing. The chair, vice chair and individuals running for office shall not be appointed to the Elections Committee.

### **Section 2. Candidate Application.**

Members running for office shall provide the following information to the Elections Committee Chair and the staff liaison no later than the announced deadline.

1. Name and office sought
2. Employer and position within the organization.
3. Their supervisor, where applicable, shall provide written authorization for them to serve in the position being sought.
4. Disclosure of any potential conflict of interest, including private contractual or consulting relationships.
5. A maximum 250-word biographical information/platform.

### **Section 3. Verification of Eligibility.**

The Elections Committee shall verify that all submitted information is received and that the candidate is eligible for the office being sought and submit the final list of candidates to the staff liaison no later than the deadline established for that year's election.

### **Section 4. Eligibility for Election to Office**

A. The chair and vice chair shall be non-retired chief officers or retired chief officers who remains active in the mission and vision of the FLSS and are Regular members in good standing of the IAFC and the section throughout their term of office. The elections committee shall have the authority and obligation to determine if a retired chief officer meets the eligibility requirement for remaining active in the mission and vision of the FLSS.

B. The international director shall be a non-retired chief officer of a fire department and a Regular member of the IAFC and the section in good standing at the time of filing and upon installation. If the international director vacates his/her position as chief officer (through retirement or otherwise) he/she may continue to hold the position until the end of the elected term as provided for in Article III of the IAFC Constitution and Bylaws.

C. The secretary/treasurer shall be a non-retired chief officer or retired chief officer who remains active in the mission and vision of the FLSS and is a Regular or Affiliate member in good standing of the IAFC and the section throughout their term of office. The elections committee shall have the authority and obligation to determine if a retired chief officer meets the eligibility requirement for remaining active in the mission and vision of the FLSS.

D. No more than three (3) at-large members shall be elected from any single division of the IAFC. The at-large members shall be non-retired chief officers or retired chief officers who remains active in the mission and vision of the FLSS and are Regular members in good standing of the IAFC and the section throughout their term in office, except as follows:

1. A maximum of two Associate members who are members in good standing of the IAFC and the section throughout their term in office shall be allowed to serve as at-large members at any given time.

2. A maximum of three Affiliate members who are members in good standing of the IAFC and the section throughout their term in office shall be allowed to serve as at-large members at any given time.

F. Regular, Associate and Affiliate members who are members of the IAFC and the section in good standing are eligible to serve on the Board of Directors as specialty members in the positions of education, engineering and public safety and as ex-officio advisors.

### **Section 5. Section Election**

The officers and at-large members of the Board of Directors of the section shall be elected by a majority vote of the section membership present at the annual meeting or by majority vote of the section membership responding if the vote is conducted by mail or electronic ballot.

Regular, Affiliate, Associate, Life and Departmental members in good standing in the section are eligible to vote in the election.



## **Section 6. Election Results**

The Elections Committee shall review the results of the election and provide the Board of

Directors and staff liaison with a list of the candidates who were successful elected to office in accordance with the Section Bylaws. The staff liaison shall advise all candidates whether they were elected or not. A majority vote of the outgoing Board of Directors, typically held at the Section meeting, shall confirm the findings of the Elections Committee.

If multiple candidates are running for at-large positions of different durations, the candidates with the most votes shall be elected to the longer terms.

## **Article VII – Compatibility with IAFC**

### **Section 1. Inconsistencies of Bylaws**

In any inconsistency between these Bylaws and the Constitution and Bylaws or policies of the International Association of Fire Chiefs, the latter shall apply. If such inconsistency is in question, the matter shall be referred to the Constitution, Bylaws & Resolutions Committee of the IAFC and if necessary, to the IAFC Board of Directors for a final resolution.

### **Section 2. Position Statements**

Any position statements prepared by the section's Board of Directors or Executive Committee must be submitted to and receive approval from the IAFC Board of Directors before the position can be released outside the Association.

### **Section 3. Setting Policy**

The IAFC Board of Directors has the responsibility and authority to set policy for the Association. The section may adopt policies for the conduct of its own business by majority vote of the Board of Directors. All such policies shall be consistent with, and not conflict with policies established by the IAFC Board of Directors or IAFC Executive Committee. The Fire and Life Safety section's Board of Directors shall have the sole authority for implementing all section policies. Official section policies shall be posted on the Section's web site or be made available upon request.

## **Article VIII – Amendments**

### **Section 1. Amendments to Bylaws**

The section shall have the power to alter, amend, or revise these Bylaws, as follows:

A. The board shall appoint a three-person bylaws committee consisting of section members in good standing to generate and/or review any proposed alterations or revisions and provide their analysis on the impact of the proposed amendments to the Board of Directors. The Board of Directors shall review the information provided by the bylaws committee, make any revisions deemed necessary, and by a 2/3 vote of board members present verify the proposed amendments are acceptable.

B. The Board of Directors approved amendments and analyses shall be submitted in writing to the executive director of the association by February 1 in a form prescribed by the Constitution, Bylaws and Resolutions Committee.

C. The association's Constitution, Bylaws and Resolutions Committee shall review the proposed amendments and advise if they create conflicts with the association's constitution and bylaws. If no conflicts are identified the proposed amendments shall be handled in accordance with Article VII (Amendments) in the IAFC Constitution and Bylaws and the proposed amendments and

analysis shall be sent out for ballot by the section.

D. A two-thirds (2/3) majority of the members entitled to vote and voting shall be necessary for the adoption of any such alteration, amendment, or revision. The Elections Committee shall be responsible for determining if proposed amendments successfully pass ballot.

E. The results of the vote shall be presented at the annual meeting.

F. All changes will become effective upon adoption at the annual meeting unless otherwise provided.

## **Article IX – Section Operations**

### **Section 1. Order of Business**

The following order of business shall govern all meetings of the section unless the order is suspended by majority vote of those members present and voting:

- A) Call to order
- B) Officer's reports
- C) Committee reports
- D) Old business
- E) Elections (if necessary)
- F) New business
- G) Good and welfare of the section, and
- H) Adjournment

### **Section 2. Rules of Order**

The rules contained in the current *Robert's Rules of Order* shall govern the Section in all cases to which they are not inconsistent with the Bylaws of the section or the Constitution and Bylaws of the International Association of Fire Chiefs.