

**SAFETY, HEALTH**

**AND**

**SURVIVAL SECTION**

**INTERNATIONAL ASSOCIATION**  
**OF FIRE CHIEFS**

**BY-LAWS**

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## Article I - Name and Mission

### Section 1. Name

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

### Section 2. Mission

The mission of the Safety, Health and Survival Section of the IAFC is to support and provide leadership for the advancement of occupational safety and health within the fire service and in the greater emergency response community.

## Article II – Membership and Dues

### Section 1. Membership Categories

Two categories of membership are established within the Safety, Health and Survival Section; "Regular" members and "Affiliate" members.

- A. Regular Section membership is available to those individuals who are Regular or Associate members of the IAFC. Regular Section members are eligible to hold office in the Section and to vote on all section ballots. Failure to maintain Association membership will result in the loss of regular section membership.
  1. Regular Section membership is also available to IAFC Life members. IAFC Life members do not pay Section dues. To receive free Section membership upon attainment of IAFC Life member status, the member must have been a dues-paying Section member for at least two consecutive years – at any time – prior to taking Life membership. These members of the Section are eligible to vote on all Section ballots but may not hold office.
- B. Affiliate Section membership is available to those individuals who are not eligible to become Regular members of the IAFC, but who wish to join the Section to participate in the mission and advance the cause of the Section. Affiliate members will pay the same Section dues as IAFC members plus an administrative fee for IAFC services. These members of the Section are eligible to vote on all Section ballots but may not hold office in the Section.

## **Section 2. Dues**

The annual dues shall be set by the section's Executive Board in an amount no greater than \$50.00. Section dues for IAFC members shall be payable in conjunction with the member's Association dues. Section dues for affiliate members shall be payable upon receipt of a Section invoice. Any IAFC member wishing to join the Section prior to the date of Association dues renewal shall pay the Section dues upon joining and, thereafter, when the Association membership dues are paid.

## **Article III – Section Officers**

### **Section 1. Elected Officers/Executive Committee**

The elected officers of the Section shall consist of the Section Chair, Vice chair, Secretary, and Treasurer. Each officer shall have a term of office of two (2) years or until his/her successor is elected. The eligibility requirements for elected officers are set forth in Article V, Section 4. The elected officers and the Section's International Director will serve as the Section's Executive Committee.

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

The Board of Directors of the Section shall consist of:

- A. The Section's four (4) officers, the Section's International Director and nine (9) at-large directors. Three directors shall be elected each year for a term of three (3) years. The eligibility requirements for elected directors are set forth in Article V, Section 4.
- B. Additional liaison representatives may be appointed to the Board of Directors. Each liaison representative shall be appointed for a one (1) year term by a majority vote of the elected members of the Board of Directors. Liaison representatives shall have a voice, but no vote, on matters before the Board of Directors. Expenses incurred by the liaison representative for Board of Directors activities will be covered by the sponsoring organization, not the Section. Liaison representatives to the Board of Directors may include one (1) representative from any organization with which the Board of Directors determines that a liaison relationship is appropriate.
- C. The International Director of the Section, who must be a current, Regular Section member and a non-retired, Regular member of the IAFC, will be appointed by the Section's Board of Directors to serve in this capacity at the pleasure of the Section's Board of Directors for the same two-year term that is in place for the four elected officers.

### **Section 3. Vacancies**

In the event of a vacancy occurring in the office of the Chair, the duties of the office shall devolve upon the vice-chair who shall serve for the unexpired term. In the event of a vacancy occurring in the office of the Vice-Chair, Secretary, Treasurer, or member-at-large, a 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 vote of the members.

In the event that a member retires while holding a Chair or Vice Chairposition in the Section, the member may continue to hold said office until the next annual election, at which time the unexpired term shall be filled by a vote of the members.

In the event of a vacancy of an At-Large Director the position will be filled in accordance with the below criteria:

1. If the vacancy occurs between an election in the spring and the beginning of the new terms at FRI, the candidate with the next highest number of votes will be asked to fill the newly open position. If that individual declines to fill the position, the current members of the Board will select an eligible member to fill the vacancy.
2. If the vacancy occurs after the new term beginning at FRI and before the next election cycle, and the Board is unable to constitute a quorum with the remaining members, then a majority of the remaining Board members may appoint an interim At-Large Director to fill the vacancy. Such an interim director shall hold office only until his or her successor is elected and qualified.

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

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

The Chair shall:

- A. Be the official representative and spokesperson for the Section.
- B. Preside at the meetings of the Section and at the meetings of the Board of Directors.
- C. Appoint committees as deemed necessary to conduct the business of the Section.
- D. Call special meetings of the Board of Directors and the Section 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 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**

The Secretary shall:

- A. Record the minutes of the Section meetings and Board of Directors meetings.
- B. Distribute the minutes in a timely fashion to the members of the Section's Board of Directors and to the IAFC headquarters.

**Section 4. Duties of the Treasurer**

The Treasurer shall:

- A. Maintain records of the monies of the Section that are collected, deposited and disbursed.
- B. Prepare an annual budget, consistent with the format of the IAFC budget, for submission to the Section's Board of Directors.

**Section 5. Duties of the International Director**

The International Director shall:

- A. Represent the interests and mission of the Section's Board of Directors and membership first and foremost, while balancing the interests and mission of the IAFC overall.

**Section 6. 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 policy for the Section.

- C. Amend or approve the budget prepared by the treasurer for submission to the IAFC Board of Directors.

## Section 7. Duties of the Executive Committee

The Executive Committee shall:

- A. Have all the duties of the Section's Board of Directors when a quorum of the Board of Directors is not present at any scheduled meeting. When, due to the criticality of an issue, a Board of Directors meeting cannot be scheduled, the Executive Committee will act in the best interests of the Section with subsequent ratification by the entire Board of Directors either by electronic balloting or by approval at the next meeting.
- B. Study and evaluate the Section's operations and finances with the purpose of formulating plans, policies and procedures to present to the Board of Directors for consideration and approval.
- C. The Chair shall act on behalf of the Board of Directors when the IAFC Officers, IAFC Board of Directors or IAFC Executive Director requires an immediate decision or action. The Board of Directors will be notified of such action.
- D. Perform other duties assigned by the Board of Directors.

# **Article V – Meetings and Elections**

## **Section 1. Meetings**

The annual business meeting of the Section shall be conducted at the annual conference of the International Association of Fire Chiefs (Fire-Rescue International). Other meetings may be held at the call of the Chair or a majority of the Board of Directors of the Section or at the call of the Board of Directors of the IAFC, provided that at least ten (10) business days' notice of such meeting has been given to all members of the Section.

## **Section 2. Voting**

A minimum of 20 regular section members, to include the Executive Committee, shall constitute a quorum for the transaction of business at all meetings of the Section.

## **Section 3. Election Committee**

Not later than one hundred and twenty (120) calendar days prior to the annual meeting of the Section, the Section chair shall appoint an Election Committee of three (3) members, all of whom shall be Regular members of the Section and none

of whom shall be seeking a position in the election for which they are officiating. No member of the sitting Board of Directors may be appointed to the Election Committee. The chair of the Election Committee should be selected from the prior year's Election Committee to maintain continuity and he/she may serve as chair no more than two consecutive years.

Members wishing to be placed in nomination for the Chair, Vice chair, Secretary, Treasurer or at-large director positions shall submit their names to the Election Committee no later than ninety (90) days prior to the annual Section meeting. The Election Committee shall verify candidate eligibility and forthwith submit the list of nominations to the Section Chair and staff liaison.

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

Section members who are Associate members of the IAFC may not serve on the Section's Board of Directors.

The Chair and Vice Chair of the Section's Board of Directors must be active, non-retired, current, Regular Section and IAFC members at the time of their candidacy and, if elected, must maintain IAFC and Section membership for the duration of their term.

The Secretary and Treasurer of the Section's Board of Directors may be either active or retired Chief Officers. They must be current, Regular Section and IAFC members at the time of their installation and, if elected, must maintain IAFC and Section membership for the duration of their term.

To be an officer of the Section, the member must have served a minimum of one 3-year term as a member of the Section's Board of Directors.

At least eleven (11) of the fourteen (14) members of the Section's Board of Directors must be non-retired, current, Regular Section and IAFC members at the time of their candidacy and, if elected, must maintain IAFC and Section memberships for the duration of their term. No more than three of the individuals serving as at-large directors, secretary, or treasurer may be retired chief officers.

If the Chair or Vice Chair retires while in office, he or she shall be permitted to remain in office until the next regular annual meeting of the Section, when a new Chair or Vice Chair shall be elected by the membership to fill the vacancy.

If the Secretary or Treasurer retires while in office, he or she shall be permitted to remain in office for the remainder of their term.

Any at-large director of the Section's board who retires while in office shall be permitted to remain in office for the duration of the term as long as the number of retired members on the board does not exceed three. If a retirement causes

this number to rise to four, the individual shall remain in office until the next regular annual meeting of the Section, when a new director or officer shall be elected by the membership.

The Section's International Director will be appointed by the Section's Board of Directors. The appointee must be a Regular, non-retired IAFC member and a Regular Section member for the duration of the term of office. To be eligible for the position of International Director, appointee must have served a minimum of one (1) full 3-year term as an At-Large member of the SH&S Section Board of Directors.

Elected board members that fail to attend three consecutive monthly stated meetings shall be removed from the board and shall not be permitted to run for election to the SHS for a period of three years following. Board members may submit a written letter to the chair to request an excused absence from a meeting. Written requests for excused absence shall be read at the next monthly board meeting and voted upon by the full board of directors.

### **Section 5. Elections**

The Section election process will fit within the overall IAFC election process. Each year the Section Election Committee will notify Section members of the election timeline and specify the dates of the nomination period for members to submit their nominations to the Section board. The exact nomination period dates may differ from the IAFC's nomination period dates. Members wishing to be placed in nomination for office shall submit their name to the Elections Committee by the established deadline. Nominations received after the deadline will not be considered. A candidate may only run for one (1) position at a time.

The Elections Committee shall submit the list of nominations to the Secretary/Treasurer within seven days after the nomination period closes. If no more than one eligible member is nominated for any of the offices to be filled, the Secretary/Treasurer shall cast a ballot for those nominated and notify the members of the Section of the election of new officers. If more than one eligible member is nominated for any of the offices to be filled, then the Elections Committee shall arrange the sending of electronic ballots to all Section members eligible to vote.

The results of this election will be made official at the annual meeting of the Section.

## **Article VI – Compatibility with IAFC**

### **Section 1. Inconsistencies of By-laws**

If any inconsistency is found between these by-laws and the constitution and by-laws 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, By-laws & 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 Board of Directors or Executive Board 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 shall adopt procedures for the conduct of its business, which must be consistent with, and not in conflict with policies established by the IAFC Board of Directors or IAFC Executive Committee. The Board of Directors of the Safety Health and Survival Section shall have the sole authority for implementing all Section policies, procedures, staff assignments and expenditures.

## **Article VII – Amendments**

### **Section 1. Amendments to the By-Laws**

Section by-laws may be amended following policies and procedures outlined by the IAFC.

## **Article VIII – 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. Officers' 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 By-laws of the Section or the Constitution and By-laws of the International Association of Fire Chiefs.

Passed :                    2005    Amended: 2024

Signed:

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Chair, SHS Section

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Executive Director, IAFC

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Vice Chair, SHS Section

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Chair, CBR Committee