

International Association of Fire Chiefs

Fire and Life Safety Section

By-Laws



Approved August 23, 2007

FRI – Atlanta GA

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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

The mission of the Fire and Life Safety Section of the IAFC is to provide leadership and vision for chief fire officers and managers throughout the international community in reducing the risk of injury, loss of life, and property loss in their communities through effective prevention efforts by being a resource for information, services and training for its members.

Article II – Membership and Dues

Section 1. Membership Categories

There are two categories of membership available within the Fire and Life Safety Section, "Regular" members and "Affiliate" members.

- A. Regular section membership is available to those individuals who are Regular or Associate 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. Regular 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.
- C. Affiliate section membership is available to those individuals who are not eligible to be Regular members of the IAFC but who wish to join the section to represent viewpoints from the education, engineering, and public safety communities. 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.

Section 2. Dues

The annual 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. 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; thereafter, when the Association membership dues are paid.

Article III – Section Officers

Section 1. Elected Officers

The elected officers of the section shall consist of the section chair and vice chair. Each officer shall have a term of office of one (1) year or until his/her successor is elected. See Article V, Section 4(A) for eligibility requirements.

Section 2. Board of Directors

The Board of Directors shall comply with all eligibility requirements as set forth in Article V, Section 4 of these by-laws and shall consist of:

- A. the section's two (2) officers, the international director, three (3) specialty members and six (6) at large members. The international director shall serve a two (2) year term. At large members shall have a term of three (3) years with two (2) at large members to be elected each year. Not more than two (2) at large members shall be elected from any single division of the IAFC. The Board of Directors may also appoint, by majority vote, two (2) ex-officio members, who offer expertise which would be helpful to assist the board with their work. Ex-officio members have a voice but no vote on matters before the Board of Directors and shall be appointed for a one (1) year term by a majority vote of the Board after elections at the annual business meeting.
- B. Specialty representatives shall consist of one (1) member from the education community, one (1) member from the engineering community, and one (1) member from the public safety community, and shall be appointed for a one (1) year term by a majority vote of the Board after elections at the annual business meeting. These members, who may be affiliate members, shall have a vote on matters before the Board of Directors.
- C. The Board of Directors shall appoint one at large member to serve as the section secretary/treasurer.
- D. The chair, vice chair, international director and secretary/treasurer shall serve as the Board's Executive Committee.

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.
- 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 determine the election of an individual who shall serve for the unexpired term.
- 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 determine the election of an individual who shall serve for the unexpired term.
- 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 determine the election of an individual who shall serve until the next election when the unexpired term shall be filled by a majority vote of the members.

- E. In the event that a board member no longer meets the eligibility requirements for the position held (see Article V, Section 4), 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.

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. serve as the chair of the Board of Directors and the Executive Committee.
- C. preside at the meetings of the section and at the 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 section meetings.
- B. distribute the minutes in a timely fashion to the members of the section's Board of Directors and to the IAFC headquarters.
- C. maintain records of the monies of the section that are collected, deposited and disbursed.
- D. prepare an annual budget, consistent with the format of the IAFC budget, for submission to the section's Board of Directors.
- E. be responsible for appropriate handling of any amendments to these By-laws.

Section 4. Duties of the International Director

The international director shall:

- A. Represent the FLSS Board at all IAFC Board meetings and phone conferences.
- B. Attend the FLSS Board meetings and communicate IAFC Board issues and developments.
- C. Attend FLSS Executive Committee meetings.
- D. Assist in the development of the FLSS Budget.
- E. Assist in the development of the Strategic Planning Goals.
- F. Represent the FLSS Board as assigned by the President or 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. amend or approve the budget prepared by the secretary/treasurer for submission to the IAFC Board of Directors.

Article V – Meetings and Elections

Section 1. Meetings

The section shall meet at the annual conference of the International Association of Fire Chiefs. Other 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 Board of Directors of the IAFC.

Section 2. Voting

A simple majority of those present who are eligible voting members shall constitute a quorum for the transaction of business at all meetings of the section provided that at least ten (10) days notice of such meeting has been given to all members of the section. If balloting is conducted by mail or by electronic balloting, a simple majority of ballots cast by eligible voting members shall decide the matter before the section members.

Section 3. Nominating Committee

Not later than one hundred and twenty (120) days prior to the annual meeting of the section, the chair shall appoint a Nominating Committee of three (3) members, all of whom shall be regular members of the section. The chair or vice chair may not be appointed to the Nominating Committee. Members wishing to be placed in nomination for the chair, vice chair, international director, or at large member positions shall submit their names to the Nominating Committee no later than ninety (90) days prior to the annual meeting of the section. The Nominating Committee shall forthwith submit the list of nominations to the secretary/treasurer.

Section 4. Eligibility for Office

- A. The chair, vice chair, and international director must be non-retired chief officers and regular members in good standing of the IAFC.
- B. The at large members of the Board can be any regular or associate member of the IAFC in good standing.
- C. Affiliate members in good standing are eligible to serve on the Board of Directors as specialty members in the positions of education, engineering and public safety.

Section 5. Elections

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 time of the vote or by majority vote of the section membership responding if the vote is conducted by mail ballot.

Article VI – Compatibility with IAFC

Section 1. Inconsistencies of By-laws

In any inconsistency 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 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 procedures for the conduct of its business. All such procedures must 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, procedures, staff and expenditures.

Article VII – Amendments

Section 1. Amendments to By-laws by Mail or Electronic Ballot

The section shall have the power to alter, amend, or revise these By-laws, provided:

- A. the amendment has been presented in writing by the Board of Directors, the section or by a member of the section and filed with the secretary/treasurer at least one hundred and twenty (120) days prior to the annual meeting.
- B. the amendment has been sent to the chair of the IAFC Constitution, By-laws & Resolutions Committee at least ninety (90) days prior to the annual meeting.
- C. the Executive Committee shall arrange to prepare and send a mail or electronic ballot to all members eligible to vote.
- D. the ballot shall be sent at least sixty (60) days prior to the annual meeting.
- E. the ballots shall be returned, as directed, at least fifteen (15) days prior to the annual meeting to be tabulated by the Nominating Committee at the annual conference of the International Association of Fire Chiefs
- F. In the case of electronic balloting, the ballot shall be sent with the IAFC electronic ballot and shall comply with all deadlines and requirements of that process.
- G. the results of the vote shall be presented at the annual meeting.
- H. 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.
- I. all changes will become effective upon adoption unless otherwise provided.
- J. All amendments to these By-laws must comply with Article VI, Section 1.

Section 2. Amendment at Conference

Nothing contained in the preceding section shall prevent the section at the annual meeting, from amending any section of the By-laws upon a four-fifths (4/5) majority vote of the members entitled to vote and who are present and voting, provided that notice of such action shall be given in writing and printed copies made available to all section members present at least forty-eight (48) hours prior to the time when such amendment is considered. All such amendments are subject to compliance with Article VI, Section 1.

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) 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 By-laws of the section or the Constitution and By-laws of the International Association of Fire Chiefs.

Passed: August 23, 2007

Amended:

Signed:

Adolf Zubia – Section Chair

Mark Light – Executive Director IAFC

Tom Lariviere – Section Vice Chair

John Rukavina – Chair IAFC By-law Committee