

# **International Association of Fire Chiefs**

## **Executive Fire Officer Section**

### **By-Laws**



**Approved August 26, 2015**

**Fire-Rescue International  
Atlanta, Georgia**

# International Association of Fire Chiefs Executive Fire Officers Section By-Laws

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

### **Section 1. Name**

This organization shall be known as the Executive Fire Officers (EFO) 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 Executive Fire Officers Section of the IAFC is to identify, produce, adopt by reference and encourage industry-wide and governmental acceptance of Executive Fire Officer Development programs, certifications and standards for all executive fire officers. This mission will be accomplished by working through and with various existing and future committees and professional organizations within and external to the fire service. It is the vision of the Executive Fire Officers Section to create a professionally recognized leadership environment in which all executive fire officers possess the appropriate combination of formal higher education, on-the-job experience and nationally, regionally and locally recognized credentials needed to lead the fire service through an ever-changing response environment.

In addition:

- It is the EFO Section's charge to develop and then recommend to the IAFC Board higher-education requirements and acceptable credentials that are properly matched to the executive fire officer's hands-on knowledge, skills and abilities in order to meet the evolving mission of the Fire/EMS service.
- The organizational culture of local fire/EMS departments, with the adoption by reference of the IAFC, must continually evolve and place a greater emphasis on the standardization of professional development as it pertains to current and future fire service leaders.
- The section will work with elected and appointed officials to help educate them on the need for professional and contemporary executive leadership as they develop local fire/EMS departmental management teams.
- The EFO Section will work closely with the IAFC Company Officers Leadership and Professional Development Committees. These committees have a charge that fits directly into the mission and vision of the EFO Section. These committees are the backbone of the development of strong officer leadership in the fire service and compliment what this section is tasked to accomplish, through the IAFC, in leadership development and the promotion of executive-officer requirements.

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

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

A. Section membership is available to those individuals who are Regular, Associate, 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.

B. Upon final official creation of the EFO Section of the IAFC, the National Society of Executive Fire Officers (NSEFO) will cease to exist. All resources of NSEFO will be transferred to the new EFO Section and used to support the mission of this section.

C. Section membership will be divided into three separate categories:

a. **EFO Members** – Members of the IAFC who are in good standing of the EFO Section and who are graduates of the National Fire Academy EFO Program will hold this section designation. These section members will be eligible to be active in any NFA committees and

task forces developed within this section. These designated members will have full voting rights on all section matters and are eligible to hold office within the section as described in Article III.

b. **Regular Members** – Members of the IAFC who are in good standing of the EFO Section and who have not completed the National Fire Academy's EFO Program will hold this section membership designation. These members will not be eligible to participate in the any NFA committees or task forces, but will be eligible to participate in any other committees and task forces that are developed within this section. These designated members will have full voting rights on all section matters and are eligible to hold office within the section as described in Article III.

c. **Affiliate Members** – Members of the IAFC who are in good standing of the EFO Section and who fall under the IAFC definitions in Article II Section IV.B of the IAFC Bylaws, *Members Other than Regular Members*, are designated as Affiliate members. These members shall be entitled to participate in the affairs of the section, except they are not eligible to hold elected office or have voting rights within the EFO Section.

D. Section membership is also available to IAFC Life members as well as anyone who was an NSEFO Life/Charter member upon establishment of this section. These 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/Charter member status, the member shall have been a dues-paying section member for at least two years prior to taking Life membership.

## **Section 2. Section Dues**

The annual section dues shall be set by the section's board of directors in an amount not greater than \$75. 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 and thereafter when the Association membership dues are paid.

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

The EFO Section supports the IAFC policy on suspension or revocation of membership to temporarily suspend or revoke the membership of any member for conduct unbecoming a member of the Association (IAFC CBL, Article II, Section 6). In addition, the EFO board reserves the right to suspend or revoke section membership after reviewing conduct unbecoming a member of the section prior to review by the IAFC board.

## **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, immediate past chair and international director (if applicable). Each officer shall serve a term of office of two (2) years or until his/her successor is elected. 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 by-laws and shall consist of:

A. The section's four or five (4 or 5) executive committee members (officers); seven (7) at-large members, at least two (2) of whom hold **EFO Member** status; and two (2) specialty representative members. At-large members shall have a term of three (3) years with at least two (2) at-large members to be elected each year.

B. Specialty representatives shall consist of one (1) section member from the professional credentialing community and one (1) section member representing the higher education community 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.

C. The chair, vice chair, immediate past chair, international director (if applicable) and secretary/treasurer shall serve as the board's executive committee.

D. The board of directors may appoint two (2) ex-officio advisors, who offer specific expertise that 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.

E. The immediate past serving 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.

B. In the event of a vacancy occurring in the office of the international director (if applicable), 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.

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 an individual who shall serve until the next annual election when the unexpired term 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 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 of vote of the members.

## **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.
- E. Be responsible for appropriate handling of any amendments to these bylaws.

### **Section 4. Duties of the International Director (if applicable)**

The international director shall:

- A. Represent the EFO board at all IAFC board meetings and teleconferences.
- B. Attend EFO board meetings and communicate IAFC board issues and developments to the EFO board.
- C. Represent the EFO board as assigned by the IAFC president or IAFC board.

### **Section 5. 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 EFO as requested by the board of directors and the chair.

### **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 board policy for the section.

C. Amend or approve the budget prepared by the secretary/treasurer for submission to the IAFC board of directors.

### **Section 7. Duties of the Executive Committee**

The executive committee shall:

A. Develop strategic planning goals.

B. Provide guidance to the IAFC staff liaison regarding the implementation of section policies.

C. Conduct executive committee teleconferences, as necessary.

D. Shall report actions or recommendations made by the executive committee to the EFO board at the next board of directors meeting.

## **Article V – Section Meetings**

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

The section shall meet at the annual conference of the IAFC. 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**

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 April 1 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 or vice chair shall not be appointed to the elections committee.

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

Members wishing to be placed in nomination shall provide the following information to the elections committee chair and the staff liaison no later than May 1 of each year.

- Name and office sought
- Employer and position within the organization
- Supervisor's (where applicable) written authorization for them to serve in the position being sought, where applicable
- Disclosure of any potential conflict of interest, including private contractual or consulting relationships
- 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.

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

A. The chair and vice chair shall be nonretired chief officers or retired chief officers who remain active in the mission and vision of the EFO Section and are Regular members in good standing of the IAFC and Regular or EFO members of the section throughout their terms 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 EFO Section.

B. The international director (if applicable) shall be a nonretired, Regular member in good standing of the IAFC and a Regular or EFO member of the section throughout his/her term of office. 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.

C. The secretary/treasurer shall be a nonretired chief officer or retired chief officer who remains active in the mission and vision of the EFO Section and is a Regular member in good standing of the IAFC and a Regular or EFO member of the section throughout his/her 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 EFO Section.

D. There shall be seven (7) at-large members, with one (1) each being elected from the Eastern, Great Lakes, Missouri Valley, New England, Southeastern, Southwestern and Western divisions of the IAFC. The at-large members shall be nonretired chief officers or retired chief officers who remain active in the mission and vision of the EFO Section and are Regular members in good standing of the IAFC and Regular or EFO members of the section throughout their terms in office.



### **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.

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

### **Section 1. Consistency of Bylaws**

In any inconsistency between these bylaws and the constitution, bylaws and policies of the IAFC, 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. All such policies shall be consistent with and not conflict with policies established by the IAFC board of directors or IAFC executive committee. The Executive Fire Officer Section's board of directors shall have the sole authority for implementing all section policies, procedures, staff and expenditures.

## **Article VIII – Amendments**

### **Section 1. Amendments to Bylaws by Mail or Electronic Ballot**

The section shall have the power to alter, amend or revise these bylaws, provided:

- A. The amendment has been presented in writing by the board of directors, the section or 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, Bylaws & Resolutions Committee at least ninety (90) days prior to the annual meeting.
- C. The Elections 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 twenty (20) days prior to the annual meeting to be reported by the elections committee at the IAFC's annual conference.
- F. In the case of electronic balloting, the ballot shall comply with the same timeframe as for the mail ballot.
- 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 bylaws shall comply with Article VI, Section 1.

## **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. Adoption of past minutes
- C. Adoption of Treasurer's report
- D. Officer's reports
- E. Committee reports
- F. Old business
- G. Elections (if necessary)
- H. New business
- I. Good and welfare of the section, and
- J. 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 IAFC.

**Passed:** August 26, 2015

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