

International Association of Fire Chiefs

Fire and Life Safety Section By-Laws



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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, 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 taking 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 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 FLSS 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 and international director. 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 (4) Executive Committee members (officers), six (6) at-large members, and three (3) 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, and one (1) member from the public safety 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. These members shall be Regular, Associate, Life or Affiliate members of the IAFC, 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 serving 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.

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 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 By-laws.

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. Amend or approve the budget prepared by the secretary/treasurer 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 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 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 April 1st 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 1st of each year.

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, where applicable.
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.

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, regular member in good standing of the IAFC and the section. 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 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 two (2) 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, Life and Affiliate 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.

Article VII – 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 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 Fire and Life Safety 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 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 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 annual conference of the International Association of Fire Chiefs
- 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 By-laws 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) 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: April 9, 2015

Fire Chief Adolf Zubia (ret)
FLSS Section Chair

Battalion Chief Lorrie Kalos
IAFC Constitution & Bylaws Chair