



EMS Section of The International Association of Fire Chiefs

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Adopted May 22, 2016

Emergency Medical Services Section International Association of Fire Chiefs By-laws

Article I

Section 1 - Name

Name - This organization shall be known as the Emergency Medical Services Section of the International Association of Fire Chiefs, hereinafter referred to as the EMS Section.

Section 2 - Purpose

Mission Statement - The purpose of the EMS Section is to promote fire service EMS by:

1.2.1 - Providing a focus for addressing fire service EMS issues,

1.2.2 - Providing guidance and direction to the IAFC Board and membership on fire service EMS issues,
and

1.2.3 - Providing guidance and education on the future of fire service EMS.

Article II Membership

Section 1

Membership - A minimum of 150 regular and/or associate members is required to maintain section status. The membership of the EMS Section will be open to regular and associate members of the IAFC.

Section 2 - Membership Categories

There are four categories of membership available within the EMS Section, Regular members, Associate members, Affiliate members, and EMS Section Lifetime members.

2.2.1 Regular section membership is available to those individuals who are Regular members of the IAFC as long as they maintain their Association dues. These members of the section are eligible to vote on all section ballots. Regular members of the IAFC are eligible to hold office in the EMS Section. Associate members of the IAFC are not eligible to hold office in the EMS Section.

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2.2.2 Associate Members shall be persons interested in the goals and objectives of the EMS Section who are not eligible for Regular Membership and who are Associate members of the IAFC. Associate members shall have all the benefits of Regular Membership, except they are not eligible to hold elective EMS Section Office or have voting privileges.

2.2.3 Affiliate Members shall be persons interested in the affairs of the EMS Section and the IAFC who are not eligible for regular membership and who are Affiliate members of the IAFC. Affiliate members shall have all the benefits of Regular Membership, except they are not eligible to hold elective EMS Section Office or have voting privileges. Membership services for Affiliate members will be less than those afforded Regular and Associate Members.

2.2.4 Lifetime Membership in the EMS Section may be awarded to all past Chairs of the EMS Section when they complete their term as Immediate Past Chair. Lifetime membership in the EMS Section may also be awarded by a majority vote of the Executive Committee to any EMS Section Regular member deemed deserving of such an honor. Lifetime members are not eligible to hold office in the EMS Section or vote on all EMS Section ballots. The membership fee for Lifetime members is waived.

2.2.4.1 EMS Section Lifetime Membership shall be awarded to all Presidents who have served the IAFC.

Section 3 – IAFC Membership

IAFC Membership is required for regular membership in the EMS Section. Failure to maintain association membership will result in loss of EMS Section membership.

Section 4 - Dues

2.4.1 The EMS Section establishes a separate dues structure for the EMS Section of the IAFC. The annual dues shall be \$25.00 per year due and payable in conjunction with the payment of the member’s association dues. Any individual wishing to join the Section prior to the anniversary date of the primary membership shall pay the Section dues upon joining and again when the primary membership becomes due. Any member becoming delinquent in their dues to the IAFC shall lose membership in the EMS Section regardless of payment of their Section dues.

2.4.2 The EMS Section establishes Associate Member dues of \$25.00 per year.

2.4.3 The EMS Section establishes Affiliate Members dues of \$25.00 per year.

Article III Officers and Directors

Section 1 - Executive Committee and Directors

3.1.1 The Executive Committee, also known as Section Officers, shall consist of the chair, vice chair, secretary/treasurer, and the International Director. The term of office for Section Officers shall be for two (2) years.

88 **3.1.2** Board of Directors – The Board of Directors shall consist of the Executive Committee, immediate
89 past chair, and two members at-large. The term of office for At-Large members shall be for two (2) years.
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91 **Section 2 - Eligibility and Directors**
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93 **3.2.1** Any member of the Section seeking election to the Executive Committee of the Section shall be a
94 regular member in good standing of both the Association and the EMS Section, and meet the
95 requirements of the IAFC Bylaws, Article II, Section 3, subsection (b). However, candidates for
96 the office of Chair must have been elected to the Executive Committee for at least one year.
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98 **3.2.2** Any member of the Section seeking election to the Board of Directors of the Section shall be a
99 regular member in good standing of both the Association and the EMS Section
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101 **3.2.3** If at any time, a member of the Section’s Board of Directors accepts a position or engages in
102 conduct that, in the opinion of the Section’s Board, conflicts with the interests and values of the
103 Section, of the IAFC, then, after notice and an opportunity for presentation, the Section Board
104 may, with a minimum of 75% voting in the affirmative, remove that member from office, thereby
105 creating a vacancy in that office
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107 **3.2.4** If at any time, a member of the Section’s Board of Directors accepts a position or engages in
108 conduct that, in the opinion of the IAFC Board of Directors and the Section board does not act, the
109 IAFC Board may, after notice and an opportunity for presentation, and with a minimum of 75% of
110 the IAFC Board voting in the affirmative, remove that member from office, thereby creating a
111 vacancy in that office.
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113 **Section 3 – Vacancies and Resignations**
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115 **3.3.1** In the event of a vacancy occurring in the office of the chair, the vice chair shall immediately
116 assume the duties and authorities of that office. In the event of a vacancy occurring in the office of
117 the vice-chair, secretary/treasurer or at-large members, the majority vote of the Board of Directors
118 shall determine the selection of an individual to fill the remainder of the unexpired term. In the
119 event an Executive Committee member vacates their fire service position through retirement or
120 otherwise as a chief officer of a department while holding an elected office, the member may
121 continue to hold said office until the completion of the term.
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124 **Article IV**
125 **Duties of the Officers**

126 **Section 1 - Chair**
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128 The Chair shall:
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130 **4.1.1** Be the official representative and spokesperson of the EMS Section
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132 **4.1.2** Serve as the chair of the Executive Committee and the Board of Directors
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134 **4.1.3** Preside at the meetings of the EMS Section and at the meetings of the Executive Committee and
135 Board of Directors

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- 4.1.4 Appoint committees as deemed necessary to conduct the business of the EMS Section
- 4.1.5 Call special meetings of the Executive Committee as deemed necessary to accomplish the business of the EMS Section
- 4.1.6 Submit annual work program and annual budget for IAFC Board of Directors approval.
- 4.1.7 Be elected for a two-year term in the odd-numbered years.
- 4.1.8 Serve as an ex-officio member of all committees with the exception of the Elections Committee.

Section 2 - Vice Chair

The Vice Chair shall:

- 4.2.1 Assume the duties of the chair in the absence of/or inability of the chair to perform the duties of the chair
- 4.2.2 Assist the chair in conducting the business and policies of the EMS Section,
- 4.2.3 Be responsible for maintaining and recruiting membership, and
- 4.2.4 Perform such other duties as prescribed by the Executive Committee of the EMS Section.
- 4.2.5 Be elected for a two-year term in the even-numbered years.

Section 3 – Secretary/Treasurer

The Secretary/Treasurer shall:

- 4.3.1 Record the minutes of the EMS Section and Executive Committee meetings
- 4.3.2 Distribute the minutes in a timely fashion to the members of the EMS Section and to the IAFC Headquarters
- 4.3.3 Prepare reports or documents as directed by the membership, Executive Committee, or Board of Directors
- 4.3.4 Ensure communication of EMS Section activities and important EMS information to all members.
- 4.3.5 Account for the monies of the EMS Section that are collected, deposited, and disbursed
- 4.3.6 Report to the EMS Section members on the financial condition of the EMS Section
- 4.3.7 Develop and annual budget, for both the EMS Section and Annual Conference

184 **4.3.8** Be elected for a two-year term in the even-numbered years

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186 **Section 4 – At-Large Members**

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188 At-Large members shall:

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190 **4.4.1** Represent the EMS Section members on the Board of Directors and

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192 **4.4.2** Represent the EMS Section to other groups and organizations as assigned by the Executive
193 Committee.

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195 **4.4.3** One member shall be elected for a two-year term in even-numbered years and one member shall
196 be elected for a two-year term in odd-numbered years

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198 **Section 5 – International Director**

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200 **4.5.1** Be appointed by the EMS Section Board of Directors and subject to the ratification by the EMS
201 Section membership at the next regular EMS Section meeting

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203 **4.5.2** Represent the EMS Section at the meetings of the IAFC Board of Directors

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205 **4.5.3** Report the actions of the IAFC Board of Directors to the EMS Section Board of Directors

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207 **4.5.4** Present the EMS Section’s report at each of the IAFC board of Directors meetings

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209 **4.5.5** Take direction from the EMS Section board of Directors

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211 **4.5.6** Be responsible to the EMS Section Board of Directors

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213 **4.5.7** Perform such other duties as prescribed by the EMS Section Board of Directors

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215 **4.5.8** Understand this position is representing the fire service as a whole versus total focus on EMS
216 issues and activities

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218 **4.5.9** The International Director’s term shall be for two (2) years and is appointed in even-numbered
219 years

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221 **Section 6 - Immediate Past Chair**

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223 The Immediate Past Chair shall:

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225 **4.6.1** Serve as a member of the Board of Directors

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227 **4.6.2** Assist the Chair in representing the Board of Directors as needed as a liaison to other
228 organizations

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230 **Section 7 – Records**

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232 **4.7.1** All officers of the Section will deliver all records of their office to their successors.
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234 **Section 8 – Taking Office**
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236 **4.8.1** Newly elected officers will take office effective with the close of business of the annual EMS
237 Section Conference.
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239 **Section 9 - Duties of the Board of Directors**
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241 The Board of Directors shall:

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243 **4.9.1** Have general charge of the affairs of the EMS Section;
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245 **4.9.2** Review the work of the EMS Section and develop board policy for the EMS Section; and
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247 **4.9.3** Amend or approve the budget prepared by the Secretary/Treasurer for submission to the IAFC
248 Board of Directors
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250 **Section 10 – Duties of the Executive Committee**
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252 The Executive Committee will serve as the primary leadership of the EMS Section, and shall:
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254 **4.10.1** Coordinate all current projects
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256 **4.10.2** Coordinate future projects
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258 **4.10.3** Assign various directors to specific projects
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260 **4.10.4** Review the annual budget and make recommendations to the Board of Directors for its approval,
261 disapproval, or change
262

263 **4.10.5** Study and calculate the finances of the Association with the purpose of formulating plans for
264 increasing revenues and budgeting control of present and future finances
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266 **4.10.6** Carry out other duties assigned by the Board of Directors
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268 **Article V**
269 **Meetings and Elections**
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271 **Section 1 - Meetings**
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273 **5.1.1** The EMS Section shall meet a minimum of twice annually. The election of the Board of Directors
274 shall take place at the annual EMS Section meeting, which is held in conjunction with the annual
275 conference of the IAFC.
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277 **5.1.2** The second meeting shall be held during the EMS Section business meeting during the annual
278 conference of the EMS Section. In the event that an EMS Section conference is not held, then the
279 EMS Section Board shall designate the time, date, and location of the second meeting.

280 **5.1.3** Other meetings may be held as needed

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282 **5.1.4** Quorum - A majority of the Board of Directors shall constitute a quorum for the transaction of
283 business of the EMS Section.

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285 **Section 2 - Election of Officers**

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287 **5.2.1** Members wishing to be placed in nomination for office shall submit their name to the Elections
288 Committee who shall publish and distribute the slate of nominations to all EMS Section members
289 who are regular members in the EMS Section not less than ninety (90) days prior to the annual
290 meeting.

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292 **5.2.2** For all offices where there are two (2) or more candidates, the EMS Section will conduct an
293 election by mail or electronic ballot. The IAFC headquarters office and the Elections Committee
294 will prepare and send a mail or electronic ballot to all regular members eligible to vote along with
295 biographical information submitted by each of the nominees.

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297 **5.2.3** The mail or electronic ballot must be sent at least ninety (90) days and received at IAFC
298 headquarters at least forty-five (45) days prior to the start of the annual EMS Section meeting. At
299 the end of the nomination period if only one candidate has announced to run for an open board
300 position there will be no ballot sent out to EMS Section members to vote.

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302 **5.2.4** Prior to the annual EMS Section meeting, the Elections committee will meet to audit the election
303 process and certify as official the results of the election. The official results of the vote, if any, will
304 be presented to the membership during the annual EMS Section meeting. The candidate receiving
305 the highest number of votes will be elected. In the event of a tie vote, the Board of Directors of the
306 EMS Section will select the winner from the tied candidates.

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308 **Section 3 - Voting Privileges**

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310 **5.3.1** Each Regular and Lifetime member of the EMS Section in good standing is entitled to one vote.

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312 **Section 4 - Order of Business**

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314 **5.4.1** The following order of business shall govern all meetings of the EMS Section unless the order is
315 suspended by majority vote of the members present at the meeting.

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317 Call to Order

318 Requests to revise the published agenda

319 Reading and approval of minutes.

320 Reports of Officers and Committees

321 Program and/or presentation(s) from guests

322 Unfinished business

323 New business

324 Election of officers

325 Selection of date, time and location of next meeting

326 Good of the EMS Section

327 Adjournment

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Section 5 - Parliamentary Authority

5.5.1 The rules of the latest edition of Robert’s Rules of Order shall govern the meetings of the EMS Section so far as they are applicable and not inconsistent with the Bylaws, Standing Rules of Procedure, Standing Orders or the constitution and bylaws of the IAFC.

Section 6 - Position Statements

5.6.1 The EMS Section may choose to adopt position statements. Before the position statement can be released outside of the EMS Section, it must be submitted for approval under the IAFC policy development and ratification process.

Section 7 - Procedures

5.7.1 In the overall operation of the IAFC, the Board of Directors has the responsibility and authority to set policy for the organization. The EMS Section may choose to adopt procedures by which it will conduct business. All such procedures must be consistent and not in conflict with policies established by the IAFC’s Board of Directors or Executive Committee.

**Article VI
Committees**

Section 1 – Standing Committees

6.1.1 The following permanent committee is established and their members shall be appointed by the EMS Section Chair from the EMS Section ranks for staggered three (3) year terms. The appointments shall begin with the close of business of the annual EMS Section Conference.

6.1.2 The Elections Committee – The Elections Committee shall consist of a minimum of three Regular and/or Lifetime members in good standing of the Association and the EMS Section. The committee shall administer the election process as set forth in Article V of the by-laws and the EMS Section’s operating policies, and administer all EMS Section elections and conduct all balloting. The EMS Section Chair will appoint one of the three to serve as the Committee Chair.

Section 2 – Special Committees

6.2.1 The EMS Section Chair may appoint special committees for specific purposes or tasks. Special committees will be appointed by the EMS Section Chair for a time frame specified by the EMS Section Chair.

372 **Article VII**
373 **Amendments**

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376 **Section 1 - Amendments**
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378 **7.1.1** These By-Laws may be amended at any regularly scheduled meeting of the EMS Section by a 2/3
379 majority vote of the eligible members voting provided the following steps have been
380 accomplished.

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382 **7.1.1.1** The amendment has been submitted in writing by the Board of Directors of the EMS
383 Section or by not less than ten (10) members of the EMS Section.

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385 **7.1.1.2** The proposed amendment has been distributed in writing to the membership of the EMS
386 Section at least thirty (30) days prior to the meeting at which it will be considered.

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388 **7.1.1.3** The amendment has been sent to the chair of the IAFC's Constitution and By-laws
389 Committee at least sixty (60) days prior to the meeting at which it will be considered.

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391 **7.1.1.4** The amendment is subsequently sent to the IAFC Board of Directors for final approval.
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393 **7.1.1.5** A mail or electronic ballot may be utilized for those members unable to be present for
394 voting.
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396 **7.1.2** The EMS Section may elect to post amendment changes on the IAFC website and send email
397 notification to the proposed amendment changes to section members prior to the vote at the annual
398 conference.
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400 **Section VIII**
401 **Compatibility with IAFC**

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403 **Section 1 - Consistency**
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405 **8.1.1** Nothing in these bylaws shall be construed to be in conflict with, or take precedence over, the
406 constitution and bylaws or policies of the International Association of Fire Chiefs. If conflict
407 arises, the matter shall be referred to the Constitution and Bylaws Committee of the IAFC and, if
408 necessary, to the Board of Directors of the Association for a final resolution of the conflict.
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412 By-laws and amendments voted on and passed by the EMS Section membership in September 2006, April
413 2008, and May 2016.
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