

1 **Emergency Medical Services Section**
2 **International Association of Fire Chiefs**
3 **By-Laws**

4
5 **Article I**

6 **Section 1 - Name**

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

9
10 **Section 2 - Purpose**

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

12
13 **1.2.1** - Providing a focus for addressing fire service EMS issues,

14
15 **1.2.2** - Providing guidance and direction to the IAFC Board and membership on fire service EMS
16 issues, and

17
18 **1.2.3** - Providing guidance and education on the future of fire service EMS.
19

20 **Article II**
21 **Membership**

22
23 **Section 1**

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

27
28 **Section 2 - Membership Categories**

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

31
32 **2.2.1** Regular section membership is available to those individuals who are Regular members of
33 the IAFC as long as they maintain their Association dues. These members of the section
34 are eligible to vote on all section ballots. Regular members of the IAFC are eligible to
35 hold office in the EMS Section as per IAFC By-Laws Article II, Section 3, subsection (b).
36

37 **2.2.2** Associate Members shall be persons interested in the goals and objectives of the EMS
38 Section who are not eligible for Regular Membership and who are Associate members of
39 the IAFC. Associate members shall have all the benefits of Regular Membership, except
40 they are not eligible to hold an elected EMS Section Board position or have voting
41 privileges.
42

43 **2.2.3** Affiliate Members shall be persons interested in the affairs of the EMS Section and the
44 IAFC who are not eligible for regular membership. Affiliate members shall have all the
45 benefits of Regular Membership, except they are not eligible to hold an elected EMS
46 Section Board position or have voting privileges.
47

48 **2.2.4** Lifetime Membership in the EMS Section may be awarded to all past Chairs of the EMS
49 Section when they complete their term as Immediate Past Chair. Lifetime membership in
50 the EMS Section may also be awarded by a majority vote of the Executive Committee to

51 any EMS Section Regular member deemed deserving of such an honor. Lifetime members
52 are not eligible to hold office in the EMS Section or vote on all EMS Section ballots. The
53 membership fee for Lifetime members is waived.

54
55 **2.2.4.1** EMS Section Lifetime Membership shall be awarded to all Presidents who have
56 served the IAFC.

57
58 **2.2.5** Basic Members shall include two and three bugle chief officers interested in the goals and
59 objectives of the EMS Section. Basic members shall have all of the benefits of Regular
60 Membership, except they are not eligible to hold an elected EMS Section Board position,
61 have Section voting privileges, or receive a discounted rate for IAFC EMS Section
62 functions.

63
64 **Section 3 – IAFC Membership**

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

67
68 **Section 4 - Dues**

69
70 **2.4.1** The EMS Section establishes a separate dues structure for the EMS Section of the IAFC.
71 The annual dues shall be \$25.00 per year due and payable in conjunction with the payment
72 of the member’s association dues. Any individual wishing to join the Section prior to the
73 anniversary date of the primary membership shall pay the Section dues upon joining and
74 again when the primary membership becomes due. Any member becoming delinquent in
75 their dues to the IAFC shall lose membership in the EMS Section regardless of payment of
76 their Section dues.

77
78 **2.4.2** The EMS Section establishes Associate Member dues of \$25.00 per year.

79
80 **2.4.3** The EMS Section establishes Affiliate Member dues of \$25.00 per year.

81
82 **2.4.4** The EMS Section establishes Basic Member dues of \$25.00 per year.

83
84 **Article III**
85 **Officers and Directors**

86
87 **Section 1 – Executive Committee and Directors**

88
89 **3.1.1 Executive Committee** - The Executive Committee, also known as Section Officers, shall
90 consist of the chair, vice chair, secretary/treasurer, and the international director. The term
91 of office for Section Officers shall be for two (2) years.

92
93 **3.1.2 Board of Directors** – The Board of Directors shall consist of the Executive Committee,
94 immediate past chair, and two members at-large. The term of office for At-Large members
95 shall be for two (2) years.

96
97
98
99 **Section 2 - Eligibility**

- 101 **3.2.1** Any member of the Section seeking election to the Executive Committee of the Section
102 shall be a regular member in good standing of both the Association and the EMS Section,
103 and meet the requirements of the IAFC By-Laws, Article II, Section 3, subsection (b).
104 However, candidates for the office of Chair must have been elected to the Executive
105 Committee for at least one year.
106
- 107 **3.2.2** Any member of the Section seeking election to the Board of Directors of the Section shall
108 be a regular member in good standing of both the Association and the EMS Section.
109
- 110 **3.2.3** If at any time, a member of the Section’s Executive Committee accepts a position or
111 engages in conduct that, in the opinion of the Section’s Board, conflicts with the interests
112 and values of the IAFC or Section, the Section Board may, after notice and an opportunity
113 for presentation, and with a minimum of 75% of the Section Board voting in the
114 affirmative, remove that member from office, thereby creating a vacancy in that office.
115
- 116 **3.2.4** If at any time, a member of the Section’s Board of Directors accepts a position or engages
117 in conduct that, in the opinion of the IAFC Board of Directors, conflicts with the interests
118 and values of the IAFC or Section, the IAFC Board may, after notice and an opportunity
119 for presentation, and with a minimum of 75% of the IAFC Board voting in the affirmative,
120 remove that member from office, thereby creating a vacancy in that office.
121

122 **Section 3 – Vacancies and Resignations**

123

- 124 **3.3.1** In the event of a vacancy occurring in the office of the chair, the vice chair shall
125 immediately assume the duties and authorities of that office. In the event of a vacancy
126 occurring in the office of the vice-chair, secretary/treasurer or at-large members, the
127 majority vote of the Board of Directors shall determine the selection of an individual to fill
128 the remainder of the unexpired term. In the event an Executive Committee member vacates
129 their fire service position through retirement or otherwise as a chief officer of a department
130 while holding an elected office, the member may continue to hold said office until the
131 completion of the term.
132

133 **Article IV**

134 **Duties of the Officers**

135

136 **Section 1 – Chair**

137

138 The Chair shall:

139

- 140 **4.1.1** Be the official representative and spokesperson of the EMS Section
141
- 142 **4.1.2** Serve as the chair of the Executive Committee and the Board of Directors
143
- 144 **4.1.3** Preside at the meetings of the EMS Section and at the meetings of the Executive
145 Committee and Board of Directors
146
- 147 **4.1.4** Appoint committees as deemed necessary to conduct the business of the EMS Section
148
- 149 **4.1.5** Call special meetings of the Executive Committee as deemed necessary to accomplish the
150 business of the EMS Section
151

152 4.1.6 Submit annual work program and annual budget for IAFC Board of Directors approval.

153
154 4.1.7 Be elected for a two-year term in the odd-numbered years.

155
156 4.1.8 Serve as an ex-officio member of all committees with the exception of the Elections
157 Committee.

158
159 **Section 2 – Vice Chair**

160
161 The Vice Chair shall:

162
163 4.2.1 Assume the duties of the Chair in the absence of/or inability of the Chair to perform the
164 duties of the Chair

165
166 4.2.2 Assist the Chair in conducting the business and policies of the EMS Section,

167
168 4.2.3 Be responsible for maintaining and recruiting membership, and

169
170 4.2.4 Perform such other duties as prescribed by the Executive Committee of the EMS Section.

171
172 4.2.5 Be elected for a two-year term in the even-numbered years.

173
174 **Section 3 – Secretary/Treasurer**

175
176 The Secretary/Treasurer shall:

177
178 4.3.1 Record the minutes of the EMS Section and Executive Committee meetings

179
180 4.3.2 Distribute the minutes in a timely fashion to the members of the EMS Section and to the
181 IAFC Headquarters

182
183 4.3.3 Prepare reports or documents as directed by the membership, Executive Committee or
184 Board of Directors

185
186 4.3.4 Ensure communication of EMS Section activities and important EMS information to all
187 Members

188
189 4.3.5 Account for the monies of the EMS Section that are collected, deposited and disbursed

190
191 4.3.6 Report to the EMS Section members on the financial condition of the EMS Section

192
193 4.3.7 Develop an annual budget, for both the EMS Section and Annual Conference

194
195 4.3.8 Be elected for a two-year term in the even-numbered years

196
197
198 **Section 4 – At-Large Members**

199
200 The At- Large members shall:

201
202 4.4.1 Represent the EMS Section members on the Board of Directors and

- 203
204 **4.4.2** Represent the EMS Section to other groups and organizations as assigned by the Executive
205 Committee.
206
207 **4.4.3** One member shall be elected for a two-year term in even-numbered years and one member
208 shall be elected for a two-year term in odd-numbered years.
209

210 **Section 5 – International Director**

211 The International Director shall:

- 212
213 **4.5.1** Be appointed by the EMS Section Board of Directors and subject to the ratification by the
214 EMS Section membership at the next regular EMS Section meeting;
215
216 **4.5.2** Represent the EMS Section at the meetings of the IAFC Board of Directors;
217
218 **4.5.3** Report the actions of the IAFC Board of Directors to the EMS Section Board of Directors;
219
220 **4.5.4** Present the EMS Section’s report at each of the IAFC Board of Directors meetings;
221
222 **4.5.5** Take direction from the EMS Section Board of Directors;
223
224 **4.5.6** Be responsible to the EMS Section Board of Directors:
225
226 **4.5.7** Perform such other duties as prescribed by the EMS Section Board of Directors; and
227
228 **4.5.8** Understand this position is representing the fire service as a whole versus total focus on
229 EMS issues and activities;
230
231 **4.5.9** The International Director’s term shall be for two (2) years and is appointed in odd-
232 numbered years.
233
234

235 **Section 6 - Immediate Past Chair**

236 The Immediate Past Chair shall:

- 237
238 **4.6.1** Serve as a member of the Board of Directors;
239
240 **4.6.2** Assist the Chair in representing the Board of Directors as needed as a liaison to other
241 organizations.
242
243

244 **Section 7 – Records**

- 245 **4.7.1** All officers of the Section will deliver all records of their office to their successors.
246

247 **Section 8 – Taking Office**

- 248 **4.8.1** Newly elected officers will take office effective with the close of business of the annual
249 EMS Section Meeting.
250
251

252 **Section 9 – Duties of the Board of Directors**

254 The Board of Directors shall:

255

256 **4.9.1** Have general charge of the affairs of the EMS Section;

257

258 **4.9.2** Review the work of the EMS Section and develop board policy for the EMS Section; and

259

260 **4.9.3** Amend or approve the budget prepared by the Secretary/Treasurer for submission to the
261 IAFC Board of Directors.

262

263 **Section 10 – Duties of the Executive Committee**

264

265 The Executive Committee will serve as the primary leadership of the EMS Section, and shall:

266

267 **4.10.1** Coordinate all current projects;

268

269 **4.10.2** Coordinate future projects;

270

271 **4.10.3** Assign various directors to specific projects;

272

273 **4.10.4** Review the annual budget and make recommendations to the Board of Directors for its
274 approval, disapproval or change;

275

276 **4.10.5** Study and evaluate the finances of the Association with the purpose of formulating plans
277 for increasing revenues and budgeting control of present and future finances.

278

279 **4.10.6** Carry out other duties assigned by the Board of Directors.

280

281 **Article V**

282 **Meetings and Elections**

283

284 **Section 1 – Meetings**

285

286 **5.1.1** The EMS Section shall meet a minimum of twice annually. The election of the Board of
287 Directors shall take place at the annual EMS Section meeting, which is held in conjunction
288 with the annual conference of the IAFC. In the event that the IAFC annual conference is
289 not held, then the EMS Section Board shall designate the time, date, and location (in
290 person or virtual) to conduct the elections and meeting.

291

292 **5.1.2** The second meeting shall be held during the EMS Section business meeting during the
293 annual conference of the EMS Section. In the event that an EMS Section conference is not
294 held, then the EMS Section Board shall designate the time, date, and location (in person or
295 virtual) of the second meeting.

296

297 **5.1.3** Other meetings may be held as needed.

298

299 **5.1.4** Any director, or member (if and to the extent authorized in advance by the board), may
300 participate in a meeting by means of a conference telephone or virtual communications
301 platform allowing all persons participating in the meeting to hear each other at the same
302 time. Participation by such means shall constitute presence at a meeting.

303

304 **5.1.4** Quorum - A simple majority of the Board of Directors shall constitute a quorum for the
305 transaction of business of the EMS Section.
306

307 **Section 2 – Election of Officers** 308

309 **5.2.1** Members wishing to be placed in nomination for office shall submit their name to the
310 Elections Committee who shall publish and distribute the slate of nominations to all EMS
311 Section members who are regular members in the EMS Section not less than ninety (90)
312 days prior to the annual meeting.
313

314 **5.2.2** For all offices where there are two (2) or more candidates, the EMS Section will conduct
315 an election by mail or electronic ballot. The IAFC headquarters office and the Elections
316 Committee will prepare and send a mail or electronic ballot to all regular members eligible
317 to vote along with biographical information submitted by each of the nominees.
318

319 **5.2.3** The mail or electronic ballot must be sent at least forty-five (45) days and received at IAFC
320 headquarters at least thirty (30) days prior to the start of the annual EMS Section meeting.
321 At the end of the nomination period, if only one candidate has announced to run for an
322 open board position there will be no ballot sent out to EMS Section members to vote.
323

324 **5.2.4** Prior to the annual EMS Section meeting, the Elections committee will meet to audit the
325 election process and certify as official the results of the election. The official results of the
326 vote, if any, will be presented to the membership during the annual EMS Section meeting.
327 The candidate receiving the highest number of votes will be elected. In the event of a tie
328 vote, the Board of Directors of the EMS Section will select the winner from the tied
329 candidates.
330

331 **Section 3 – Voting Privileges** 332

333 **5.3.1** Each Regular, Basic, and Lifetime member of the EMS Section in good standing is entitled
334 to one vote.
335

336 **Section 4 – Order of Business** 337

338 **5.4.1** The following order of business shall govern all meetings of the EMS Section unless the
339 order is suspended by majority vote of the members present at the meeting:
340

341 Call to Order
342 Requests to revise the published agenda
343 Reading and approval of minutes.
344 Reports of Officers and Committees
345 Program and/or presentation(s) from guests
346 Unfinished business
347 New business
348 Election of officers
349 Selection of date, time and location of next meeting
350 Good of the EMS Section
351 Adjournment
352

353 **Section 5 - Parliamentary Authority**

354 5.5.1 The rules of the latest edition of Robert’s Rules of Order shall govern the meetings of the
355 EMS Section so far as they are applicable and not inconsistent with the Bylaws, Standing
356 Rules of Procedure, Standing Orders or the constitution and bylaws of the IAFC.
357

358 Section 6 - Position Statements

359
360 5.6.1 The EMS Section may choose to adopt position statements. Before the position statement
361 can be released outside of the EMS Section, it must be submitted for approval under the
362 IAFC policy development and ratification process.
363

364 Section 7 - Procedures

365
366 5.7.1 In the overall operation of the IAFC, the Board of Directors has the responsibility and
367 authority to set policy for the organization. The EMS Section may choose to adopt
368 procedures by which it will conduct business. All such procedures must be consistent and
369 not in conflict with policies established by the IAFC’s Board of Directors or Executive
370 Committee.
371

372 Article VI

373 Committees

374 Section 1 – Standing Committees

375
376
377 6.1.1 The following permanent committee is established and their members shall be appointed
378 by the EMS Section Chair from the EMS Section ranks for staggered three (3) year terms.
379 The appointments shall begin with the close of business of the annual EMS Section
380 Conference.
381

382 6.1.1.1 Elections Committee

383 The Elections Committee shall consist of a minimum of three Regular and/or Lifetime
384 members in good standing of the Association and the EMS Section. The
385 committee shall administer the election process as set forth in Article V of the by-
386 laws and the EMS Section’s operating policies, and administer all EMS Section
387 elections and conduct all balloting. The EMS Section Chair will appoint one of the
388 three to serve as the Committee Chair.
389

390 Section 2 – Special Committees

391
392 6.2.1 The EMS Section Chair may appoint special committees for specific purposes or tasks.
393 Special Committees will be appointed by the EMS Section Chair for a time frame specified
394 by the EMS Section Chair.
395

396 Article VII

397 Amendments

398 Section 1- Amendments

399
400 7.1.1 These By-Laws may be amended at any regularly scheduled meeting of the EMS Section
401 by a 2/3 majority vote of the eligible members voting provided the following steps have
402 been accomplished.
403

- 404 **7.1.1.1** The amendment has been submitted in writing by the Board of Directors of the
 405 EMS Section or by not less than ten (10) members of the EMS Section.
 406
- 407 **7.1.1.2** The proposed amendment has been distributed in writing to the membership of the
 408 EMS Section at least thirty (30) days prior to the meeting at which it will be
 409 considered.
 410
- 411 **7.1.1.3** The amendment has been sent to the chair of the IAFC’s Constitution and By-laws
 412 Committee at least sixty (60) days prior to the meeting at which it will be
 413 considered.
 414
- 415 **7.1.1.4** A mail or electronic ballot may be utilized for those members unable to be present
 416 for voting.
 417
- 418 **7.1.2** The EMS Section may elect to post amendment changes on the IAFC website and send
 419 email notification of the proposed amendment changes to section members prior to the vote at the
 420 annual meeting.
 421
- 422 **7.1.3** Technical Amendments - The EMS Section Board of Directors may propose grammatical
 423 and non-substantive changes thereto, provided that such changes shall be published in a manner
 424 that provides for member review prior to the annual meeting.
 425

426 **Section VIII**
 427 **Compatibility with IAFC**
 428

429 **Section 1 – Consistency**
 430

- 431 **8.1.1** Nothing in these bylaws shall be in conflict with, or take precedence over, the constitution
 432 and bylaws or policies of the International Association of Fire Chiefs. If conflict arises, the
 433 matter shall be referred to the Constitution and Bylaws Committee of the IAFC and, if
 434 necessary, to the Board of Directors of the Association for a final resolution of the conflict.
 435

436 By-laws and amendments voted on and passed by the EMS Section membership. September 2006.
 437 April 2008

438 DRAFT November 2015 Version 1.1

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 446