

# **International Association of Fire Chiefs**

## **Executive Fire Officer Section**

### **By-Laws**



**Approved August 16, 2018**

**Fire-Rescue International  
Dallas, Texas**

# 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 Statement**

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.

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

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

A. Section membership is available to those individuals who are Regular, Departmental or Affiliate members of the IAFC as long as they remain an IAFC member in good standing. Failure to maintain Association membership will result in loss of section membership.

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

***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.

***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.

***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 4B 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.

**Life Members** - 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 7). 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 installed. See Article VI, Section 4 of these bylaws, 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 bylaws and shall consist of:

- A. Four or five (4 or 5) executive committee members (officers), eight (8) divisional members and one (1) at-large member from outside the U.S. and Canada.
- B. The eight (8) divisional members shall be elected by the section members within the IAFC division the member represents. One (1) divisional member shall be elected from each division: Canadian, Eastern, Great Lakes, Missouri Valley, New England, Southeastern, Southwestern, and Western. The at-large member shall be appointed by the Section board of directors. At least two (2) divisional members shall hold **EFO Member** status. The divisional members shall have a term of three (3) years with at least two (2) to be elected each year. The at-large member shall be appointed to a term of one (1) year. See Article VI, Section 4 E for at-large eligibility.

- C. 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.
- D. 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 (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 divisional representative, 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. Divisional 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 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 Individual may complete the remainder of their unexpired term but not be eligible for election unless they again meet the eligibility requirement for the position.

## **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 and board conference calls.
- B. Distribute the minutes in a timely fashion to members of the section's board of directors, section members and 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 delivery of proposed amendments to these bylaws to the section's board of directors for consideration and IAFC staff liaison if approved.

### **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 Treasurer.

#### **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**

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 as directed by official IAFC communications.

- 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 300-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 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 Board of Directors 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. To be eligible for election to the Chair, a member must have served one (1) year on the executive board.
- B. The international director (if applicable) shall be a non-retired, 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. The international director shall be appointed by the EFO Section Board of Directors and subject to the ratification by the EFO Section membership at the next regular EFO Section Meeting or electronic ballot for a term of two (2) years.
- C. The secretary/treasurer shall be a non-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 Board of Directors 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. To be eligible for election to an Executive Committee position, a member must have served on the section's Board of Directors for a period of at least one (1) year.

The divisional members shall be non-retired chief officers who remain active in the mission and vision of the EFO Section and are Regular members. The at-large member shall be appointed by the Board of Directors for a term of one (1) year.

in good standing of the IAFC and Regular or EFO members of the section throughout their terms in office. Divisional members must remain a member of the IAFC division they are elected to represent.

## **Section 5. Section Election**

- A. The EFO Section election process will fit within the overall IAFC election process. Each year the Election Committee will notify Section members of the election timeline and specify the dates of the nomination period for members to submit their nominations. The exact nomination period dates may differ from the IAFC's nomination period dates. The officers and divisional members of the board of directors of the section shall be elected by a majority vote of the section membership. Executive committee positions shall be selected by a majority vote of all section members. Divisional member positions shall be selected by a majority vote of section members within the IAFC division of the individual member.
- B. Members wishing to be placed in nomination for office shall submit their names to the Elections Committee who shall publish and distribute the slate of nominations to all EFO Section members who are regular members of the EFO Section.
- C. For all offices where there are two (2) or more candidates, the EFO Section will conduct an election as per IAFC policies and procedures and Section.
- D. At the end of the nomination period, if only one candidate has announced to run for an open board position, there will be no ballot sent out to EFO Section members to vote.
- E. Prior to the annual EFO Section meeting, the Elections Committee will meet to audit the election process and certify as official the results of the election. The official results of the vote, if any, will be presented to the membership during the annual EFO Section meeting. The candidate receiving the highest number of votes will be elected. In the event of a tie, the Board of Directors of the EFO Section will select the winner from the tied candidates.

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

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

Nothing in these by-laws shall be construed to be in conflict with, or take precedence over, the constitution and by-laws or policies of the International Association of Fire Chiefs. If conflict arises, the matter shall be referred to the Constitution and By-Laws Committee of the IAFC, and if necessary, to the Board of Directors of the Association for a final resolution of the conflict.

## **Article VIII – Amendments**

### **Section 1. Amendments to Bylaws**

The section shall have the power to alter, amend, or revise these Bylaws as follows:

- A. The board shall appoint a three-person bylaws committee consisting of section members in good standing to generate and/or review any proposed alterations or revisions, and provide their analysis on the impact of the proposed amendments to the Board of Directors. The Board of Directors shall review the information provided by the bylaws committee, make any revisions deemed necessary, and by a 2/3 vote of the board members present verify the proposed amendments are acceptable.
- B. The Board of Directors approved amendments and analyses shall be submitted in writing to the executive director of the association by February 1 in a form prescribed by the Constitution, Bylaws, and Resolutions Committee.
- C. The association's Constitution, Bylaws, and Resolutions Committee shall review the proposed amendments and advise if they create conflicts with the association's constitution and bylaws. If no conflicts are identified the proposed amendments shall be handled in accordance with Article VII (Amendments) in the IAFC Constitution and Bylaws and the proposed amendments and analysis shall be sent out for ballot by the section.

## **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.

**Approved by EFO Section Board of Directors:** January 10, 2018

**Approved by EFO Section Members via electronic ballot:** June 2018