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, associate, and/or affiliate members is required to maintain section status. The membership of the EMS Section will be open to regular, associate, and affiliate 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 as per IAFC By-Laws Article II, Section 3, subsection (b).

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 an elected EMS Section Board position 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. Affiliate members shall have all the benefits of Regular Membership, except they are not eligible to hold an elected EMS Section Board position or have voting privileges.

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.

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

Section 3 – IAFC Membership
IAFC Membership is required for 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 Member dues of $25.00 per year.

2.4.4 The EMS Section establishes Basic Member dues of $25.00 per year.

Article III
Officers and Directors

Section 1 – Executive Committee and Directors

3.1.1 Executive Committee - 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.

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

Section 2 - Eligibility
3.2.1 Any member of the Section seeking election to the Executive Committee of the Section shall be a regular member in good standing of both the Association and the EMS Section, and meet the requirements of the IAFC By-Laws, Article II, Section 3, subsection (b). However, candidates for the office of Chair must have been elected to the Executive Committee for at least one year.

3.2.2 Any member of the Section seeking election to the Board of Directors of the Section shall be a regular member in good standing of both the Association and the EMS Section.

3.2.3 If at any time, a member of the Section’s Executive Committee accepts a position or engages in conduct that, in the opinion of the Section’s Board, conflicts with the interests and values of the IAFC or Section, the Section Board may, after notice and an opportunity for presentation, and with a minimum of 75% of the Section Board voting in the affirmative, remove that member from office, thereby creating a vacancy in that office.

3.2.4 If at any time, a member of the Section’s Board of Directors accepts a position or engages in conduct that, in the opinion of the IAFC Board of Directors, conflicts with the interests and values of the IAFC or Section, the IAFC Board may, after notice and an opportunity for presentation, and with a minimum of 75% of the IAFC Board voting in the affirmative, remove that member from office, thereby creating a vacancy in that office.

Section 3 – Vacancies and Resignations

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

Article IV

Duties of the Officers

Section 1 – Chair

The Chair shall:

4.1.1 Be the official representative and spokesperson of the EMS Section

4.1.2 Serve as the chair of the Executive Committee and the Board of Directors

4.1.3 Preside at the meetings of the EMS Section and at the meetings of the Executive Committee and Board of Directors

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 an annual budget, for both the EMS Section and Annual Conference

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

Section 4 – At-Large Members

The At-Large members shall:

4.4.1 Represent the EMS Section members on the Board of Directors and
4.4.2 Represent the EMS Section to other groups and organizations as assigned by the Executive Committee.

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

**Section 5 – International Director**

The International Director shall:

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

4.5.2 Represent the EMS Section at the meetings of the IAFC Board of Directors;

4.5.3 Report the actions of the IAFC Board of Directors to the EMS Section Board of Directors;

4.5.4 Present the EMS Section’s report at each of the IAFC Board of Directors meetings;

4.5.5 Take direction from the EMS Section Board of Directors;

4.5.6 Be responsible to the EMS Section Board of Directors:

4.5.7 Perform such other duties as prescribed by the EMS Section Board of Directors; and

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

4.5.9 The International Director’s term shall be for two (2) years and is appointed in odd-numbered years.

**Section 6 - Immediate Past Chair**

The Immediate Past Chair shall:

4.6.1 Serve as a member of the Board of Directors;

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

**Section 7 – Records**

4.7.1 All officers of the Section will deliver all records of their office to their successors.

**Section 8 – Taking Office**

4.8.1 Newly elected officers will take office effective with the close of business of the annual EMS Section Meeting.

**Section 9 – Duties of the Board of Directors**
The Board of Directors shall:

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

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

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

Section 10 – Duties of the Executive Committee

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

4.10.1 Coordinate all current projects;

4.10.2 Coordinate future projects;

4.10.3 Assign various directors to specific projects;

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

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

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

Article V
Meetings and Elections

Section 1 – Meetings

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

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

5.1.3 Other meetings may be held as needed.

5.1.4 Any director, or member (if and to the extent authorized in advance by the board), may participate in a meeting by means of a conference telephone or virtual communications platform allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence at a meeting.
5.1.4 Quorum - A simple majority of the Board of Directors shall constitute a quorum for the transaction of business of the EMS Section.

Section 2 – Election of Officers

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

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

5.2.3 The mail or electronic ballot must be sent at least forty-five (45) days and received at IAFC headquarters at least thirty (30) days prior to the start of the annual EMS Section meeting. 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 EMS Section members to vote.

5.2.4 Prior to the annual EMS 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 EMS Section meeting. The candidate receiving the highest number of votes will be elected. In the event of a tie vote, the Board of Directors of the EMS Section will select the winner from the tied candidates.

Section 3 – Voting Privileges

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

Section 4 – Order of Business

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

Call to Order
Requests to revise the published agenda
Reading and approval of minutes.
Reports of Officers and Committees
Program and/or presentation(s) from guests
Unfinished business
New business
Election of officers
Selection of date, time and location of next meeting
Good of the EMS Section
Adjournment

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.

6.1.1.1 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.

**Article VII**

**Amendments**

**Section 1- Amendments**

7.1.1 These By-Laws may be amended at any regularly scheduled meeting of the EMS Section by a 2/3 majority vote of the eligible members voting provided the following steps have been accomplished.
7.1.1.1 The amendment has been submitted in writing by the Board of Directors of the EMS Section or by not less than ten (10) members of the EMS Section.

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

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

7.1.1.4 A mail or electronic ballot may be utilized for those members unable to be present for voting.

7.1.2 The EMS Section may elect to post amendment changes on the IAFC website and send email notification of the proposed amendment changes to section members prior to the vote at the annual meeting.

7.1.3 Technical Amendments - The EMS Section Board of Directors may propose grammatical and non-substantive changes thereto, provided that such changes shall be published in a manner that provides for member review prior to the annual meeting.

Section VIII
Compatibility with IAFC

Section 1 – Consistency

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

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

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