

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.  
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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,

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

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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.  
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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. Associate 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. Membership services for Affiliate  
47 members will be less than those afforded Regular and Associate Members.  
48

49 **2.2.4** Lifetime Membership in the EMS Section may be awarded to all past Chairs of the EMS  
50 Section when they complete their term as Immediate Past Chair. Lifetime membership in  
51 the EMS Section may also be awarded by a majority vote of the Executive Committee to  
52 any EMS Section Regular member deemed deserving of such an honor. Lifetime members  
53 are not eligible to hold office in the EMS Section or vote on all EMS Section ballots. The  
54 membership fee for Lifetime members is waived.  
55

56 **2.2.4.1** EMS Section Lifetime Membership shall be awarded to all Presidents who have  
57 served the IAFC.  
58

### 59 **Section 3 – IAFC Membership**

60 IAFC Membership is required for regular membership in the EMS Section. Failure to maintain  
61 association membership will result in loss of EMS Section membership.  
62

### 63 **Section 4 - Dues**

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65 **2.4.1** The EMS Section establishes a separate dues structure for the EMS Section of the IAFC.  
66 The annual dues shall be \$25.00 per year due and payable in conjunction with the payment  
67 of the member’s association dues. Any individual wishing to join the Section prior to the  
68 anniversary date of the primary membership shall pay the Section dues upon joining and  
69 again when the primary membership becomes due. Any member becoming delinquent in  
70 their dues to the IAFC shall lose membership in the EMS Section regardless of payment of  
71 their Section dues.  
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73 **2.4.2** The EMS Section establishes Associate Member dues of \$25.00 per year.  
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75 **2.4.3** The EMS Section establishes Affiliate Member dues of \$25.00 per year.  
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## 77 **Article III**

### 78 **Officers and Directors**

#### 79 **Section 1 – Executive Committee and Directors**

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82 **3.1.1** Executive Committee - The Executive Committee, also known as Section Officers, shall  
83 consist of the chair, vice chair, secretary/treasurer, and the international director. The term of  
84 office for Section Officers shall be for two (2) years.  
85

86 **3.1.2 Board of Directors** – The Board of Directors shall consist of the Executive Committee,  
87 immediate past chair, and two members at-large. The term of office for At-Large members shall  
88 be for two (2) years.  
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#### 90 **Section 2 - Eligibility**

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92 **3.2.1** Any member of the Section seeking election to the Executive Committee of the Section  
93 shall be a regular member in good standing of both the Association and the EMS Section,  
94 and meet the requirements of the IAFC By-Laws, Article II, Section 3, subsection (b).  
95 However, candidates for the office of Chair must have been elected to the Executive  
96 Committee for at least one year.  
97

- 98           **3.2.2** Any member of the Section seeking election to the Board of Directors of the Section shall  
99 be a regular member in good standing of both the Association and the EMS Section.  
100
- 101           **3.2.3** If at any time, a member of the Section’s Board of Directors accepts a position or engages  
102 in conduct that, in the opinion of the Section’s Board, conflicts with the interests and  
103 values of the Section, of the IAFC, then, after notice and an opportunity for presentation,  
104 the Section Board may, with a minimum of 75% voting in the affirmative, remove that  
105 member from office, thereby creating a vacancy in that office.  
106
- 107           **3.2.4** If at any time, a member of the Section’s Board of Directors accepts a position or engages  
108 in conduct that, in the opinion of the IAFC Board of Directors and the Section Board does  
109 not act, the IAFC Board may, after notice and an opportunity for presentation, and with a  
110 minimum of 75% of the IAFC Board voting in the affirmative, remove that member from  
111 office, thereby creating a vacancy in that office.  
112

### **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  
116 immediately assume the duties and authorities of that office. In the event of a vacancy  
117 occurring in the office of the vice-chair, secretary/treasurer or at-large members, the  
118 majority vote of the Board of Directors shall determine the selection of an individual to fill  
119 the remainder of the unexpired term. In the event an Executive Committee member vacates  
120 their fire service position through retirement or otherwise as a chief officer of a department  
121 while holding an elected office, the member may continue to hold said office until the  
122 completion of the term.  
123

## **Article IV Duties of the Officers**

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### **Section 1 – Chair**

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129 The Chair shall:

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- 131           **4.1.1** Be the official representative and spokesperson of the EMS Section  
132
- 133           **4.1.2** Serve as the chair of the Executive Committee and the Board of Directors  
134
- 135           **4.1.3** Preside at the meetings of the EMS Section and at the meetings of the Executive  
136 Committee and Board of Directors  
137
- 138           **4.1.4** Appoint committees as deemed necessary to conduct the business of the EMS Section  
139
- 140           **4.1.5** Call special meetings of the Executive Committee as deemed necessary to accomplish the  
141 business of the EMS Section  
142
- 143           **4.1.6** Submit annual work program and annual budget for IAFC Board of Directors approval.  
144
- 145           **4.1.7** Be elected for a two-year term in the odd-numbered years.  
146  
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- 148           **4.1.8** Serve as an ex-officio member of all committees with the exception of the Elections  
149           Committee.

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151 **Section 2 – Vice Chair**

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153 The Vice Chair shall:

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155           **4.2.1** Assume the duties of the Chair in the absence of/or inability of the Chair to perform the  
156           duties of the Chair  
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158           **4.2.2** Assist the Chair in conducting the business and policies of the EMS Section,  
159  
160           **4.2.3** Be responsible for maintaining and recruiting membership, and  
161  
162           **4.2.4** Perform such other duties as prescribed by the Executive Committee of the EMS Section.  
163  
164           **4.2.5** Be elected for a two-year term in the even-numbered years.  
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166 **Section 3 – Secretary/Treasurer**

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168 The Secretary/Treasurer shall:

- 169  
170           **4.3.1** Record the minutes of the EMS Section and Executive Committee meetings  
171  
172           **4.3.2** Distribute the minutes in a timely fashion to the members of the EMS Section and to the  
173           IAFC Headquarters  
174  
175           **4.3.3** Prepare reports or documents as directed by the membership, Executive Committee or  
176           Board of Directors  
177  
178           **4.3.4** Ensure communication of EMS Section activities and important EMS information to all  
179           Members  
180  
181           **4.3.5** Account for the monies of the EMS Section that are collected, deposited and disbursed  
182  
183           **4.3.6** Report to the EMS Section members on the financial condition of the EMS Section  
184  
185           **4.3.7** Develop an annual budget, for both the EMS Section and Annual Conference  
186  
187           **4.3.8** Be elected for a two-year term in the even-numbered years  
188

189 **Section 4 – At-Large Members**

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191 The At- Large members shall:

- 192  
193           **4.4.1** Represent the EMS Section members on the Board of Directors and  
194  
195           **4.4.2** Represent the EMS Section to other groups and organizations as assigned by the Executive  
196           Committee.  
197

- 198           **4.4.3** One member shall be elected for a two-year term in even-numbered years and one member  
199           shall be elected for a two-year term in odd-numbered years.

200  
201 **Section 5 – International Director**

202  
203 The International Director shall:

- 204  
205           **4.5.1** Be appointed by the EMS Section Board of Directors and subject to the ratification by the  
206           EMS Section membership at the next regular EMS Section meeting;
- 207  
208           **4.5.2** Represent the EMS Section at the meetings of the IAFC Board of Directors;
- 209  
210           **4.5.3** Report the actions of the IAFC Board of Directors to the EMS Section Board of Directors;
- 211  
212           **4.5.4** Present the EMS Section’s report at each of the IAFC Board of Directors meetings;
- 213  
214           **4.5.5** Take direction from the EMS Section Board of Directors;
- 215  
216           **4.5.6** Be responsible to the EMS Section Board of Directors;
- 217  
218           **4.5.7** Perform such other duties as prescribed by the EMS Section Board of Directors; and
- 219  
220           **4.5.8** Understand this position is representing the fire service as a whole versus total focus on  
221           EMS issues and activities;
- 222  
223           **4.5.9** The International Director’s term shall be for two (2) years and is appointed in odd-  
224           numbered years.

225  
226 **Section 6 - Immediate Past Chair**

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228 The Immediate Past Chair shall:

- 229  
230           **4.6.1** Serve as a member of the Board of Directors;
- 231  
232           **4.6.2** Assist the Chair in representing the Board of Directors as needed as a liaison to other  
233           organizations.

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235 **Section 7 – Records**

- 236  
237           **4.7.1** All officers of the Section will deliver all records of their office to their successors.

238  
239 **Section 8 – Taking Office**

- 240  
241           **4.8.1** Newly elected officers will take office effective with the close of business of the annual  
242           EMS Section Meeting.
- 243  
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245 **Section 9 – Duties of the Board of Directors**

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247 The Board of Directors shall:

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249 **4.9.1** Have general charge of the affairs of the EMS Section;

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251 **4.9.2** Review the work of the EMS Section and develop board policy for the EMS Section; and

252

253 **4.9.3** Amend or approve the budget prepared by the Secretary/Treasurer for submission to the  
254 IAFC Board of Directors.

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

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

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260 **4.10.1** Coordinate all current projects;

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262 **4.10.2** Coordinate future projects;

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264 **4.10.3** Assign various directors to specific projects;

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266 **4.10.4** Review the annual budget and make recommendations to the Board of Directors for its  
267 approval, disapproval or change;

268

269 **4.10.5** Study and evaluate the finances of the Association with the purpose of formulating plans  
270 for increasing revenues and budgeting control of present and future finances.

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272 **4.10.6** Carry out other duties assigned by the Board of Directors.

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**Article V**  
**Meetings and Elections**

**Section 1 – Meetings**

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**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.

**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 of the second meeting.

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

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

294 **Section 2 – Election of Officers**

295

296 **5.2.1** Members wishing to be placed in nomination for office shall submit their name to the  
297 Elections Committee who shall publish and distribute the slate of nominations to all EMS  
298 Section members who are regular members in the EMS Section not less than ninety (90)  
299 days prior to the annual meeting.

300

301 **5.2.2** For all offices where there are two (2) or more candidates, the EMS Section will conduct  
302 an election by mail or electronic ballot. The IAFC headquarters office and the Elections  
303 Committee will prepare and send a mail or electronic ballot to all regular members eligible  
304 to vote along with biographical information submitted by each of the nominees.

305

306 **5.2.3** The mail or electronic ballot must be sent at least forty-five (45) days and received at IAFC  
307 headquarters at least thirty (30) days prior to the start of the annual EMS Section meeting.  
308 At the end of the nomination period, if only one candidate has announced to run for an  
309 open board position there will be no ballot sent out to EMS Section members to vote.

310

311 **5.2.4** Prior to the annual EMS Section meeting, the Elections committee will meet to audit the  
312 election process and certify as official the results of the election. The official results of the  
313 vote, if any, will be presented to the membership during the annual EMS Section meeting.  
314 The candidate receiving the highest number of votes will be elected. In the event of a tie  
315 vote, the Board of Directors of the EMS Section will select the winner from the tied  
316 candidates.

317

318 **Section 3 – Voting Privileges**

319

320 **5.3.1** Each Regular and Lifetime member of the EMS Section in good standing is entitled to one  
321 vote.

322

323 **Section 4 – Order of Business**

324

325 **5.4.1** The following order of business shall govern all meetings of the EMS Section unless the  
326 order is suspended by majority vote of the members present at the meeting:

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328 Call to Order

329 Requests to revise the published agenda

330 Reading and approval of minutes.

331 Reports of Officers and Committees

332 Program and/or presentation(s) from guests

333 Unfinished business

334 New business

335 Election of officers

336 Selection of date, time and location of next meeting

337 Good of the EMS Section

338 Adjournment

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341 **Section 5 - Parliamentary Authority**

342

343 **5.5.1** The rules of the latest edition of Robert’s Rules of Order shall govern the meetings of the  
344 EMS Section so far as they are applicable and not inconsistent with the Bylaws, Standing  
345 Rules of Procedure, Standing Orders or the constitution and bylaws of the IAFC.

346

347 **Section 6 - Position Statements**

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349 **5.6.1** The EMS Section may choose to adopt position statements. Before the position statement  
350 can be released outside of the EMS Section, it must be submitted for approval under the  
351 IAFC policy development and ratification process.

352

353 **Section 7 - Procedures**

354

355 **5.7.1** In the overall operation of the IAFC, the Board of Directors has the responsibility and  
356 authority to set policy for the organization. The EMS Section may choose to adopt  
357 procedures by which it will conduct business. All such procedures must be consistent and  
358 not in conflict with policies established by the IAFC’s Board of Directors or Executive  
359 Committee.

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**Article VI**  
**Committees**

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364 **Section 1 – Standing Committees**

365

366 **6.1.1** The following permanent committee is established and their members shall be appointed  
367 by the EMS Section Chair from the EMS Section ranks for staggered three (3) year terms.  
368 The appointments shall begin with the close of business of the annual EMS Section  
369 Conference.

370

371 **6.1.2** Elections Committee – The Elections Committee shall consist of a minimum of three  
372 Regular and/or Lifetime members in good standing of the Association and the EMS  
373 Section. The committee shall administer the election process as set forth in Article V of the  
374 by-laws and the EMS Section’s operating policies, and administer all EMS Section  
375 elections and conduct all balloting. The EMS Section Chair will appoint one of the three to  
376 serve as the Committee Chair.

377

378 **Section 2 – Special Committees**

379

380 **6.2.1** The EMS Section Chair may appoint special committees for specific purposes or tasks.  
381 Special Committees will be appointed by the EMS Section Chair for a time frame specified  
382 by the EMS Section Chair.

383

384



385 **Article VII**  
386 **Amendments**

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388 **Section 1- Amendments**  
389

390 **7.1.1** These By-Laws may be amended at any regularly scheduled meeting of the EMS Section  
391 by a 2/3 majority vote of the eligible members voting provided the following steps have  
392 been accomplished.  
393

394 **7.1.1.1** The amendment has been submitted in writing by the Board of Directors of the  
395 EMS Section or by not less than ten (10) members of the EMS Section.  
396

397 **7.1.1.2** The proposed amendment has been distributed in writing to the membership of the  
398 EMS Section at least thirty (30) days prior to the meeting at which it will be  
399 considered.  
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401 **7.1.1.3** The amendment has been sent to the chair of the IAFC's Constitution and By-laws  
402 Committee at least sixty (60) days prior to the meeting at which it will be  
403 considered.  
404

405 **7.1.1.4** A mail or electronic ballot may be utilized for those members unable to be present  
406 for voting.  
407

408 **7.1.2** The EMS Section may elect to post amendment changes on the IAFC website and send  
409 email notification of the proposed amendment changes to section members prior to the vote at the  
410 annual meeting.  
411

412 **7.1.3** Technical Amendments - The EMS Section board of directors may propose grammatical  
413 and non-substantive changes thereto, provided that such changes shall be published in a manner  
414 that provides for member review prior to the annual meeting.  
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416 **Section VIII**  
417 **Compatibility with IAFC**

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419 **Section 1 – Consistency**  
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421 **8.1.1** Nothing in these bylaws shall be in conflict with, or take precedence over, the constitution  
422 and bylaws or policies of the International Association of Fire Chiefs. If conflict arises, the  
423 matter shall be referred to the Constitution and Bylaws Committee of the IAFC and, if  
424 necessary, to the Board of Directors of the Association for a final resolution of the conflict.  
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427 By-laws and amendments voted on and passed by the EMS Section membership. September 2006.

428 April 2008

429 DRAFT November 2015 Version 1.1

430 DRAFT REVIEW January 2016 version 1.2 ML

431 DRAFT REVIEW January 2016 version 1.3 NC

432 DRAFT REVIEW January 2016 version 1.4 ML

433 FINAL MARKUP AS APPROVED BY IAFC CBR 031316 ML

- 434 Voted on and passed by the EMS Section membership. May 22, 2016.
- 435 Amended and passed by the EMS Section membership. August 18, 2016.