



## **INTERNATIONAL ASSOCIATION OF FIRE CHIEFS**

### **Federal & Military Fire Services Section Bylaws**

**Approved August 2011**

**Revised February 2023**

**Atlanta, Georgia**

#### **SECTION ONE – PURPOSE:**

The purpose of the Federal & Military Fire Services Section of the International Association of Fire Chiefs (IAFC) is to provide an effective means of interaction for the members of the Association who share common interests and concerns in the Fire and Emergency Services profession. Specific goals of the Section include but are not limited to:

- Provide an avenue to initiate, support, and comment on legislative issues.
- Provide an information network through computer information systems and newsletters and the IAFC publication “*iCHIEFS Magazine*”.
- Share partnership skills, innovations, and ideas to improve business practices.
- Provide access to information resources.
  - Continue to recruit and retain members.

#### **SECTION TWO – COMPATIBILITY WITH THE IAFC:**

Nothing in these bylaws shall be construed to be in conflict with, or take precedence over, the established Articles and Sections of the Constitution and Bylaws of the IAFC. If such a conflict is in question, the possibility shall be referred to the Constitution, Bylaws and Resolutions Committee of the IAFC and, if necessary, to the Board of Directors of the IAFC for final resolution.

#### **SECTION THREE – MEMBERSHIP:**

The membership of the Federal & Military Fire Services Section shall be open to any Regular, Associate or Affiliate member of the IAFC who shares a common interest and concern in the issues of the Section set forth in its purpose. Membership in the IAFC is a requisite for membership in the Section and failure to maintain IAFC membership will cause an individual to lose membership in the Section. Affiliate members will have no section voting rights.

#### **SECTION FOUR – DUES:**

There is hereby established a separate dues structure for the Federal & Military Fire Services Section of the IAFC. The annual dues shall be twenty dollars (\$20.00) per year, due and payable in conjunction with the payment of the member's IAFC dues. Affiliate members shall pay the same section dues as Regular and Associate members. Any member becoming delinquent in their dues to the IAFC after the ninety (90) day grace period shall immediately lose membership in the Section. Life Members of the section, defined as members of ten (10) or more years and retired, who have petitioned the IAFC for Life Membership will have no dues withheld for the Federal & Military Fire Services Section membership.

#### **SECTION FIVE – OFFICERS:**

The Section shall be led by a Chair and Board of Directors elected by the membership.

The Chair shall serve a two-year term and be responsible for administering all business of the section in accordance with the rules of the IAFC, desires of the membership and direction from the Section Board of Directors. If entitled to a seat on the IAFC Board of Directors, the Chair will represent the Section and serve as the Section representative on the IAFC Board of Directors. At the end of the Chair's term, he/she will serve as "Advisor to the Section Board of Directors" for a period of two years. The Chair shall only vote during Section meetings to break a tie or election of officers. Should the position of Chair become vacant before his/her term expires the position shall be filled at the next regular election of officers, normally the annual meeting.

A Vice-chair shall be one of the agency-elected representatives who shall be elected annually by the Board of Directors at the January meeting. The Vice-chair will also serve as the Section Secretary/Treasurer. The Vice-chair will serve as acting Chair in the absence of the elected Chair and will fill the position of Chair should it become vacant prior to the annual meeting of the Section.

The Board of Directors currently consists of the Chair, and representatives from the Army, Air Force, Navy, Marine Corps, Coast Guard, Defense Logistics Agency, Space Force, one representative from the Bureau of Land Management (BLM) , and one at-large member from any Federal Fire Service Agency.. Each service representative shall serve a two-year term. The at-large member, Army, Air Force, Space Force, and BLM will be elected in odd years. Chair, Navy, Coast Guard, Defense Logistics Agency, and the Marine Corps will be elected in even years.

Regular members of the Section, from their respective federal agency, will elect their representative to the Board of Directors. When possible, the DoD representatives will represent different service components. However, if no service component representative is elected the

board may appoint an additional representative from an already represented component. At no time will one service component hold a majority on the board to prevent any one component from persuading section votes. Any vacancy of the Board of Directors will be filled by a majority vote of the Board of Directors of the Section until the next scheduled election of officers. All officers will be inducted to their respective positions during the Annual Section Meeting.

All officers should be active chief/company officers (Fire Chief, Deputy, Assistant, Battalion, Station Officers, etc) or an organizational supervisory equivalent assigned to field operational fire & emergency services units.

## **SECTION SIX – MEETINGS AND ELECTIONS:**

The Federal & Military Fire Services Section shall meet once annually. The annual meeting, at which time the induction of officers will occur, shall be held during the Annual Conference of the IAFC. Other Section meetings may be held at the call of the Board of Directors of the Section or at the call of the Board of Directors of the IAFC. The Board of Directors for the Section shall meet quarterly or at the call of the Chair. The location of the Board of Directors' meetings shall be at the IAFC Headquarters or at a place determined by majority vote of the Officers.

Not later than ninety (90) days prior to the annual meeting of the Section the Chair shall appoint a three (3) person Nominating Committee, each of whom shall be members in good standing of the IAFC and the Section. The Nominating Committee shall publish and distribute their slate of nominations to all members in good standing. Election of Officers will be conducted by electronic ballot using the same procedures as elections for IAFC Officers at least 30 days prior to the annual meeting. All officers shall be elected by a majority of the votes received in the electronic balloting of members.

## **SECTION SEVEN – QUORUM:**

A minimum of ten (10) members of the Section in good standing shall constitute a quorum at the annual Section meeting. Unless specifically provided for, all votes shall be approved by a majority of the members present and voting at a meeting properly called for and with a quorum present. A simple majority of the filled positions is the quorum size for meetings of the Board of Directors.

## **SECTION EIGHT – ORDER OF BUSINESS:**

The following Order of Business shall govern all meetings of the Section unless the Order is suspended by majority vote of the members present at the meeting.

- Call to Order
- Pledge of Allegiance and Invocation
- Any Request to Revise the Published Agenda
- Review and Adoption of Minutes of Previous Meeting(s)
- Treasurer's Report

- Reports from Officers
- Committee Reports
- Program and/or Presentation(s) from Guest and/or members
- Business Agenda
  - Old Business
  - New Business (Induction of Officers if appropriate)
- Selection of Date, Time, and Location of Next Meeting
- Good of the Section
- Adjournment

**SECTION NINE – RULES OF ORDER:**

All meetings of the Federal & Military Fire Services Section shall be held in accordance with the provisions of “Robert’s Rules of Order” except where they may directly conflict with either the provisions of these Bylaws or the Constitution and Bylaws of the IAFC.

**SECTION TEN – AMENDMENTS:**

These Bylaws may be amended at any regularly scheduled meeting of the Section by a two-thirds majority vote of the eligible members in attendance provided the following steps have been accomplished:

1. The amendment has been reduced to writing by the Board of Directors of the Section or by not less than ten (10) members of the Section.
2. The proposed amendment has been distributed to the membership of the Section at least thirty (30) days prior to the meeting at which time it will be considered.
3. The proposed amendment has been sent to the Chair of the IAFC’s Constitution, Bylaws, and Resolutions Committee and approved by the IAFC Board of Directors and the Section membership.