

# **International Association of Fire Chiefs**

## **Industrial Fire & Safety Section**

### **Section By-Laws**



**Approved May 2020**

## **Article I. Organization**

### **Section 1.**

**Name** – This organization shall be known as the Industrial Fire & Safety Section of the International Association of Fire Chiefs (IAFC) hereinafter called the “Section”.

### **Section 2.**

**Mission Statement** – To provide a forum for members of the IAFC who share a common interest and concern with industrial emergency management and incident prevention services. Specific interests of the Section include addressing special concerns by members, centralizing the common ideas and opinions of the industrial emergency management community, providing meaningful information, and creating a professional network.

### **Section 3.**

**General** – Nothing in these bylaws shall be construed to be in conflict with or take precedence over the established articles and sections of the IAFC Constitution and Bylaws. If a conflict exists, the IAFC Constitution and Bylaws shall govern.

## **Article II. Membership**

### **Section 1.**

**Membership** – Section membership is open to any IAFC member in good standing who has an interest in industrial emergency management, incident prevention and safety issues.

### **Section 2.**

Membership in the IAFC is a requisite for membership in the Section. Failure to maintain association membership will result in loss of Section membership.

### **Section 3.**

**Dues** – The Section hereby establishes a separate dues structure for this Section of the IAFC. The annual dues shall be \$25.00, due and payable in conjunction with the payment of the member’s IAFC dues. Any IAFC member wishing to join the Section prior to the renewal date of their IAFC membership, shall pay the Section dues upon joining and again when the IAFC membership becomes due. Any member becoming delinquent in their dues to the IAFC shall lose membership in the Section, regardless of payment of their Section dues.

## **Article III. Section Officers**

### **Section 1.**

**Section Board** – The Section Board shall constitute the officers, which shall consist of the Chair and Vice Chair plus five At-Large Board Members. Board members are expected to participate in all regularly scheduled board meetings and teleconference calls. Should a board member fail to participate in at least half of the regularly-scheduled meetings and teleconference calls over the course of their term, a majority of the board may declare the seat vacant and appoint a replacement as per these bylaws.

### **Section 2.**

**Length of Term** – Each officer shall serve a three (3) year term. The Chair and Vice Chair will be elected in one year with the five At-Large Board Member positions elected in a subsequent year.

### **Section 3.**

**Eligibility to Run for Office** – Any member of the Section seeking election to any of the offices of the Section shall be a regular member in good standing of both the IAFC and the Section. Affiliate members are not eligible to hold office.

Any member of the Section seeking election to an At-Large Board position of the Section shall be a member in good standing of both the IAFC and the Section.

#### **Section 4.**

**Vacancies and Resignations** – In the event of a vacancy occurring in the office of the Chair, the office shall devolve upon the Vice Chair. In the event of a vacancy occurring in the office of the Vice Chair or one of the At-Large Board Member positions, the Chair shall appoint a successor chosen from the membership to fill the unexpired term of that position.

#### **Section 5.**

##### **Elections** –

The Section Chair shall appoint an Elections Committee who will establish the elections timeline in accordance with IAFC policies and procedures. 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. Regular or associate members interested in seeking election shall submit their names in nomination or be nominated by a Section member in good standing. The Elections Committee will verify eligibility and the individuals' acceptance to run. The Board will be notified of all submitted nominations.

The Section election process will fit within the overall IAFC election process. The candidate(s) receiving the most votes shall be elected. The new officers shall be installed at the Section's annual meeting held in conjunction with the annual IAFC conference.

#### **Section 6.**

**Voting Privileges** – Each Section member in good standing is entitled to one vote.

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

#### **Section 1.**

**Chair** – The Chair shall:

- a. Be the official representative and spokesperson of the Section.
- b. Serve as the Chair of the Board.
- c. Preside at the meetings of the Section and the meetings of the Board.
- d. Appoint committees as deemed necessary to conduct the business of the Section.
- e. Call special meetings of the Board as deemed necessary to accomplish the business of the Section.
- f. Submit annual work program and annual budget for IAFC Board of Directors approval.
- g. Designate responsibilities of Board Members.

#### **Section 2.**

**Vice Chair** – The Vice Chair shall:

- a. Assume the duties of the Chair in the absence or inability of the Chair to perform the duties of the Chair.
- b. Assist the Chair in conducting the business and policies of the Section.
- c. Be responsible for maintaining and recruiting membership.
- d. Perform such other duties as prescribed by the Section Chair.

#### **Section 3.**

**At-Large Board Members** – The five At-Large Board Members of the Section shall:

- a. On a rotational basis record the minutes of the Section and Board meetings.
- b. Distribute the minutes in a timely fashion to the members of the Section and to the IAFC Headquarters.
- c. Prepare reports or documents as directed by the Chair or Vice Chair.
- d. Ensure communication of Section activities and important industrial fire and safety information to all members.
- e. Coordinate the Section's activities and program at the annual conference and represent the Section of the IAFC Program Planning Committee.

- f. Represent the Section to other groups and organizations as assigned by the Board.

## **Article V. Meetings**

### **Section 1.**

**Meeting** – The Section shall have an annual meeting during the IAFC annual conference and monthly teleconference call meetings throughout the year. Minutes of the meeting shall be recorded by a designated At-Large Board Member on a rotating basis.

### **Section 2.**

**Quorum** – A majority members present shall constitute a quorum. Each member in good standing shall be entitled to one vote. A majority of members present shall ratify all Section business.

### **Section 3.**

**Order of Business** – The following order of business shall govern meeting procedures unless otherwise ordered by a simple majority vote of members present:

- a. Call to Order
- b. Requests to Revise the Published Agenda
- c. Review and Adoption of the Minutes of the Previous Meeting
- d. Membership and Financial Report
- e. Reports from Board Members
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Installation of New Officers (annual meeting)
- j. Program and/or Presentation(s) (annual meeting)
- k. Good of the Section
- l. Adjournment

### **Section 4.**

**Questions** – Any questions coming before the meeting, for which no provision has been made in the Constitution and Bylaws, will be addressed by the Chair who shall be guided in his/her decision by the rules laid down in Robert's Rules of Order Newly Revised to the extent that such rules are not superseded by the express provisions of the IAFC Constitution and Bylaws.

## **Article VI. Amendments**

### **Section 1.**

**Amendments** – Section bylaws may be amended upon approval of the IAFC Constitution, Resolutions and Bylaws Committee (CBR Committee), the IAFC Board of Directors, and Section members. Proposed amendments to Section bylaws shall be submitted by Section leaders to the IAFC CEO/executive director and the CBR Committee Chair by February 1 (in time for the March CBR Committee meeting) or by July 1 (in time for the meeting at FRI) for review. The CBR Committee will review the proposed changes at the next regularly scheduled meeting of the full committee. After reviewing the proposed changes for consistency with the general provisions of the IAFC Constitution and Bylaws, the committee will recommend action by the IAFC Board of Directors. The chair will submit a document to be reviewed and voted on by the IAFC Board of Directors during the board's next regularly scheduled meeting or conference call. The Section chair will be notified in writing by the CBR Committee chair about the board's action and will provide guidance if necessary, to the Section on presenting the proposed amendment(s) for Section membership vote. Newly-approved amendments, unless otherwise approved by the CBR Committee and IAFC Board of Directors, shall take effect after FRI.