

# Eastern Division of the International Association of Fire Chiefs



## Constitution and By-Laws

April 20, 2018

# CONSTITUTION

## Eastern Division of the International Association of Fire Chiefs

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# CONSTITUTION

## Eastern Division of the International Association of Fire Chiefs

### Article I – General

#### Section 1 Name

The organization, a division of the International Association of Fire Chiefs (IAFC), Inc., shall be known as the Eastern Division of the International Association of Fire Chiefs, Inc., herein called the "EDIAFC", or "Division".

#### Section 2 Mission Statement

The mission of the Division is to support the goals and objectives of the International Association of Fire Chiefs by serving as the liaison between the IAFC and the Division's member states. The Division will do this by professionally consolidating regional issues and opinions, providing valuable and necessary input to the IAFC, and disseminating pertinent information from the International Association of Fire Chiefs to the Division's member states.

#### Section 3 Purpose and Objectives

The purpose of this organization is to serve as the representative of choice for career and volunteer leaders of fire and related emergency service organizations throughout the Division's community, and to support and enhance the work of those leaders and organizations in order that they may best provide for the protection of people and the environment from the occurrence and outcomes of fires and other natural, technological and human behavior caused emergencies. To carry out the aforementioned purpose, the Division shall provide its member career and volunteer leaders of fire and related emergency service organizations with the following:

- A. Information and education for use within fire and related emergency service and for use in educating the public;
- B. Representation, both within the Division and with governmental and non-governmental organizations;
- C. Act as a premier clearinghouse and point of exchange of experience, ideas and general knowledge in all areas encompassing fire and related emergencies, particularly effective response thereto;

- D. Support of, and primary point of Division contact for local, state, and regional organizations that share all or part of the goals of the Division; and
- E. Support in strengthening and enhancing all the diverse missions of the fire service with focus on core missions such as suppression, prevention, and emergency medical services.

The objectives of this organization are declared to be the following:

- A. To invite and urge all individuals and corporations eligible for membership to become members and to give their active and/or moral support to the cause of safeguarding life and property from the destruction of fire, environmental, natural and technological emergencies.
- B. To aid in the establishment of standards for apparatus, equipment and fire extinguishment methods in public and private fire departments.
- C. To aid in the establishment of standards for organizing, equipping and training volunteer, career and combination fire departments and encourage their adoption.
- D. To promote exhibitions of proper and efficient methods and evolutions for fire suppression.
- E. To promote and support legislation that will result in better building construction, greater safety to life and property and better the conditions in public fire departments.
- F. To distribute information on fire prevention and life safety and promote public comprehensive life safety education.
- G. To encourage fire department fire prevention activity as well as fire suppression activity.
- H. To support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma.

#### **Section 4 Division Location**

There shall be a Division headquarters office at a place approved by the EDIAFC Board of Directors. For all intent and purposes, the official address of the Division will most likely be the home address of the Executive Director or a post office box that is convenient for the Executive Director to access.

#### **Section 5 Bonding of Officers**

The Executive Director, and employees or officers authorized to receive and administer funds by the EDIAFC Board of Directors, shall be bonded by the Division in an amount approved by the EDIAFC Board of Directors.

## **Article II – Membership**

### **Section 1 Membership**

The Division shall include membership from the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, and the District of Columbia. For all matters relative to members with a District of Columbia addresses or affiliations, these members will be assigned to and be a part the State of Maryland.

### **Section 2 Membership and Membership Privileges**

The individual membership of the Division shall consist of:

#### **A. Regular Members**

Regular Membership shall include:

- a) The Chief of the Department and all chief officers, as designated by the chief, of regularly organized public, private, governmental or industrial fire departments. "Chief of the Department" is defined as those persons responsible for management of a regularly organized public, private, governmental or industrial fire department. Personnel who bear a title other than a chief or chief officer, including, but not limited to, Fire Commissioner and Chief Engineer also qualify for membership, if those persons responsible for management of a regularly organized public, private, governmental or industrial fire department. Additional titles will include: division chief, deputy chief, assistant chief, battalion chief, or similar.
- b) Regular members can also include fire department, city, county and/or state fire marshals, and their immediate subordinates as designated by the fire marshal, such as a Senior Deputy. Similar positions such as directors, administrator fire commissioner, chief engineer can be considered.
- c) All regular members; per Article II, Section 2 (A)(a) and (b), in retirement.
- d) At application, the individual shall provide documentation from his or her organization to validate their application.
- e) The members may currently hold or have held positions outlined per Article II, Section 2 (A)(a) and (b).
- f) Regular members, who maintain current dues-paying status shall be entitled to hold elective office, serve on the EDIAFC Board of Directors and vote on all matters requiring a vote of the general membership unless otherwise prohibited herein.
- g) New regular members shall be entitled to voting privileges fifteen (15) days after receipt of

initial membership dues.

- h) To change membership status from Regular Membership to Regular Life Membership, an individual may submit an application to and seek certification from the Executive Director of the International Association of Fire Chiefs.  
([http://www.iafc.org/files/1MBRSHIP/mbrship\\_applicLIFE.pdf](http://www.iafc.org/files/1MBRSHIP/mbrship_applicLIFE.pdf))

## **B. Regular Life Members**

Regular Life Membership shall include:

- a) Those who have retired from the fire service, provided that they have been members of the Division continuously for ten (10) years and further provided that they are not identified with fire protection commercially or have become a Chief, Assistant Chief, Deputy Chief, Battalion Chief, Commissioner, Fire Marshal or Fire Director of another public, governmental or industrial fire department. In some cases, where Board of Fire Commissioners is the governing body of a fire district or fire department, the position of commissioner will not be used to determine Active/Regular membership, but the position will allow prospective members to be Associate Members.
- b) Regular Life Members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the Constitution and By-laws, and shall be entitled to participate fully in the affairs of the Division with the exception of holding elective office.

## **C. Associate Members**

Associate Membership shall include:

- a) Fire Commissioners and/or Fire Directors who are not responsible for administration or firefighting operations; Directors of Public Safety, city officials, junior officers and members of fire departments, except those eligible for regular membership, individuals interested in the protection of life and property from fire, and officers of recognized fire prevention organizations.
- b) Associate Members shall be entitled to participate fully in the affairs of the Division with the exceptions of holding elective office and voting privileges.

## **D. Associate Life Members**

Associate Life Membership shall include:

- a) Those Associate Members who have retired from the service they represented as Associate Member, provided that they have been members of the Division for ten (10) years and further provided that they do not become identified with any of the services which would make them eligible for either Regular or Associate Membership.

- b) Associate Life Members shall be entitled to participate fully in the affairs of the Division, with the exception of holding elective office and voting privileges.
- c) Associate Life Membership may be obtained by application to and certification from the Executive Director of the International Association of Fire Chiefs, Inc.

### **E. Honorary Life Members**

Honorary Life Membership may be conferred:

- a) Upon any person who has rendered conspicuous service to the Division, or to its aims, and purposes, provided that such membership shall be recommended by the EDIAFC Board of Officers and receive a majority vote of the members present and voting at the Annual Conference of the Division.
- b) Honorary Life Members shall be entitled to participate fully in the affairs of the Division, with the exception of holding office and voting privileges.

### **F. Affiliate Membership**

Affiliate Members shall include:

- a) Persons interested in the purposes and objectives of the Division and who are not eligible for Regular, Associate or Sustaining Membership. Member services for Affiliate Members shall be less than those for Regular and Associate Members.
- b) Affiliate Members shall be entitled to participate in the affairs of the Division with the exceptions of holding elective office and voting privileges.
- c) Corporations, individuals or concerns engaged in the manufacture of fire apparatus, materials or any type of equipment used in or applicable to the fire services, or any individual or concerns interested in the field of fire protection or fire prevention.

### **G. Departmental Membership**

Departmental Membership shall include:

- a) Those fire/EMS departments serving populations of 10,000 or less.
- b) Departmental Members, who are chief officers, shall be entitled to participate fully in the affairs of the Division. This includes voting rights. A designated individual from a Departmental Membership, representing the Departmental members, may hold an elective office within the Division. A Departmental Membership must remain in good standing in order for that designated chief officer(s) to maintain their elected position within the Division



### **Section 3 Suspension or Revocation of Membership**

The EDIAFC Board of Directors may, after notice and an opportunity for presentation, temporarily suspend or permanently revoke the membership of any member for conduct unbecoming a member of the Division.

## **Article III – Officers and Directors**

### **Section 1 Elected Officers**

The officers of this Division shall consist of the President, Immediate Past President, First and Second Vice Presidents, Executive Director, state directors from each of the five (5) states included in the Division and the Eastern Director to the International Association of Fire Chiefs. (11 members)

- A. All officers shall be Regular members and have their legal residences within the states included in the Division. In the case of Division members who have a legal residence in one state and work or represent a fire agency in another Eastern Division state, that member will represent the state where their fire agency is located.
- B. Members of the EDIAFC Board of Directors shall be regular members and have their legal residences within the states included in the Division. In the case of Division members who have a legal residence in one state and work or represent a fire agency in another state, that member will represent the state where their association with a fire agency is located. Such affiliation may be a fire district, municipal, private, industrial, career or volunteer.
- C. The President, First and Second Vice-Presidents, shall be elected by ballot for a term of one (1) year.
- D. The Executive Director shall serve at the pleasure of the Board of Directors. This post shall be appointed, during the proper order of business at a Division board meeting, for a period of time to be determined by the Board of Directors.
- E. The Eastern Director to the International Association of Fire Chiefs shall be elected by ballot for a term of three (3) years. In keeping with the IAFC Constitution and Bylaws (CBL) and unlike the other Division officers, the Eastern Director to the IAFC must be non-retired and an active Regular member, per Article II, Section 2 (A)(a) and (b) or (e).
- F. The President may not serve successive terms, unless a situation occurs where the continuity of leadership is needed to ensure the Division is well represented and the affairs of the division are attended to. This decision will be made by the Board of Directors, weighing all the possibilities, in an effort to do what is best for the Division at that time. The Board of Directors may act, at any board meeting, to make such a determination

G. Officers shall serve until their successors have been installed.

## **Section 2 Officer Eligibility**

Any members of the Division seeking election to any of the elective offices specified in Article III, Section 1 of the Constitution and By-Laws shall:

- A. Serve or have served as a chief officer or other designee, for one (1) year minimum and as outlined in Article II, Section 2 (A) (a),(b) or (e) only; in a fire and/or EMS department within the states included in the Division. The individual shall be a regular member of the Division, in good standing, at the time of filing a letter of intent and upon installation. The Board of Directors and/or the Nominations and Elections Committee will require documented proof of such chief officer positions held.
- B. In keeping with the IAFC CBL's, and unlike the other Division officers, the Eastern Director to the IAFC must be non-retired and an active Regular member, per Article II, Section 2 (A)(a) and (b) or (e).
- C. Questions of eligibility shall be resolved by the Elections Committee (By-Laws Section III, Sub-Section 1).

## **Section 3 State Directors**

- A. In addition to the President, the Vice Presidents, the immediate Past President, the Executive Director and the International Director, the EDIAFC Board of Directors shall consist of five (5) additional members; one (1) from each of the States of this Division. For the purposes of this Section, members from the District of Columbia will be grouped with Maryland for the election of a Director. The Directors shall be elected for a two (2) year term at a caucus of the members from the State present and registered at the Annual Conference or a special business meeting, in lieu of the Annual Conference. In the event of a tie vote, the voting on the second ballot shall be confined to the nominees tied.
- B. In the event of a vacancy at state director between conferences, or in mid-term, the Board of Directors (BOD) will ask the respective state fire chief's organization to submit a name for consideration as an appointment, to fill the unexpired term. Such nominated candidates will need to have the proper qualifications as per the Division CBL's. State fire chief's organization will submit a letter to the BOD, stating their endorsement for their candidate, with biographical information, to include supplemental documents of chief officer positions held. Action to fill the vacancy can be taken at any ED BOD regular or tele-conference board meeting

## **Section 4 State Directors' Eligibility**

Directors shall be regular members in good standing; per Article III, Section 1, and shall be selected in accordance with the Constitution and By-Laws of the Division. A Director, who vacates their position as chief officer, through retirement or otherwise, while holding the position of Director, may continue to hold the position until the end of their term. Such officers, who retire or otherwise leave active fire service duty, can remain as division officers, as long as they maintain Regular membership status

It is the requirement of the Division Board of Directors, that all caucus nominations for the election of the State Directors, be endorsed and/or submitted by the respective state fire chief's organization.

## **Section 5 EDIAFC Board of Officers**

There shall be an EDIAFC Board of Officers, which shall consist of the President, Immediate Past President, First Vice President, Second Vice President, Executive Director, Eastern Director to the International Association of Fire Chiefs and five (5) State Directors. The EDIAFC Board of Directors shall meet, in person or via tele-conference, at such time and place as the President shall designate. Either method, a face to face meeting or a tele-conference, will be considered as an official meeting of the Board of Director's, where there is an agenda, business is conducted, votes taken, and minutes posted.

## **Section 6 Ex-Officio Committee Member**

The President shall be ex-officio member of all committees, except the nominating committee, and may appoint as the Presidential alternate any other officer of the Division. The President may exercise the right to appoint chair officers as liaisons to any or all committees.

## **Section 7 Vacancies and Resignations**

- A. In the event of a vacancy occurring in the office of the President or 1<sup>st</sup> Vice President, the next officer in line shall immediately be directed by the EDIAFC Board of Officers in writing or in formal session, to assume all duties and authorities of the vacant President's and 1<sup>st</sup> Vice Presidents office, and serve as acting President or acting First Vice President for the unexpired term. At the end of the acting, unexpired term, he/she will then fulfill their Presidential or 1<sup>st</sup> Vice Presidential term in accordance with the order of progression set forth by these Constitution and By-Laws. Move ups that leave the 2<sup>nd</sup> Vice President's position open, or a vacancy at only the 2<sup>nd</sup> Vice President's position, will not be filled until the next conference or next official meeting of the division.
- B. In the event of a vacancy occurring in the office of the Executive Director, an acting treasurer shall immediately be appointed by the President and, upon approval of the EDIAFC Board of Directors, until such time a new Executive Director is appointed. In the event that there needs to be coverage for the secretarial duties, the Board of Directors shall appoint a secretary, until such time a permanent Executive Director can be appointed.

- C. In the event of a vacancy for the International Director, the Board of Directors will receive letters of intent from qualified division members for review and under the proper order of business at a board meeting or a board conference call, the Board of Directors can appoint a member to fill the unexpired term. The normal term for the International Director is three years.
- D. Any officer who vacates their position as chief officer, through retirement or otherwise, while holding an officers position, may continue to hold the position until the end of their term of office. Such officers, who retire or otherwise leave active fire service duty, can remain as division officers, as long as they maintain Regular membership status. When this section refers to the International Director, which will need to be an active chief, this officer will serve till the end of his term, which is in accordance with the IAFC's CBL's.
- E. In the event that a State Director shall resign, retire, pass or otherwise be incapable of serving, that position will remain vacant until the next conference of the Division, when a replacement will be elected at state caucus to either fill the unexpired term or be elected to a full two year term, depending on the cycle.
- F. It is the request of the Division Board of Directors, that all caucus nominations for the election of the State Directors, be endorsed by and/or submitted by the respective state fire chief's organization. Such submittals should be accompanied by documentation of chief officer positions held.

## **Section 8    Removal from Office**

- A. In the event that an officer is convicted of a felony while holding office, that officer shall be deemed to have forfeited their office, and shall be removed from that office, by the Board of Directors.
- B. If at any time, it comes to the attention of the Board of Directors, that an officer's address, work status, or other qualification related problem exists, the Board of Directors can initiate an internal investigation to insure that the specific officer still meets the requirements within the CBL's. At the conclusion of the inquiry, with proper documentation, a vote by the Board of Directors, at an official board meeting or an official conference call, could remove the person in question from office.
- C. When attendance records indicate lack of participation by an officer, the situation will be reviewed by the Board of Directors. Discussion at a regular board meeting or on a conference call, could result in a vote to remove said officer from office, due to lack of participation in the affairs of the Division.
- D. In the event that an Officer becomes impaired physically or mentally to such an extent that the officer holder is unable to discharge the powers and duties of said office, that Officer shall be removed from office if the following action is taken:

A minimum of five members of the Board of Directors vote in favor of removal from office, therefore creating a vacancy in that office.

## **Article IV - Duties of Officers**

### **Section 1 Duties of Elected and Appointed Officers**

The duties of the elected officers are as follows:

A. The President shall:

- a. Be the official representative and spokesperson for the Division.
- b. Serve as the chair of the EDIAFC Board of Directors.
- c. Preside at all meetings of the Division and its EDIAFC Board of Directors.
- d. Ensure that all committees, work groups or task forces operate according to the Constitution and By-Laws and Division policies.
- e. Call a special meeting of the EDIAFC Board of Directors when so requested by a majority of the EDIAFC Board of Directors or whenever the President determines necessary.
- f. Will ensure that all officers of the Division regularly participate in Board of Directors meetings, conference calls and other Division affairs. At least five (5) days notification shall be given for the special meeting with the reason for the special meeting stated, except when the President determines that an unusual emergency exists.
- g. Name additional committees, work groups, or task forces and appoint their chairs for the term of office to accomplish the goals and objectives of the Division.
- h. Appoint a committee of three (3) from the EDIAFC Board of Directors to audit the accounts of the Executive Director.
- i. Perform such other duties as may be incident to the office.

B. The 1<sup>st</sup> and 2<sup>nd</sup> Vice President shall:

- a. In order of succession, the vice presidents, in the absence or inability of the President to perform all duties of that office, will be directed to assume the duties of the President.
- b. Assist the President in conducting the business and enforcing the policies of the Division.
- c. Perform such other duties as are prescribed by the EDIAFC Board of Directors.

C. The Executive Director shall:

- a. Keep a complete record of the proceedings of the meetings of the Division and the EDIAFC Board of Directors.
- b. Receive and answer promptly all communications pertaining to the business of the Division.
- c. Keep a true and correct record between the Division and its members.
- d. Have custody of the funds of the Division with all the monies belonging to the Division deposited in a chartered bank approved by the EDIAFC Board of Officers.
- e. Deposit all monies in the name of the Division.
- f. Keep a true and correct record of all monies received and disbursed. Have the records reviewed by the Board of Directors annually.
- g. Present a written or printed detailed report of all moneys received and disbursed during the preceding term at each Annual Conference.
- h. Two (2) signatures are required on all Division financial documents, including transfers of funds, checks, etc.
- i. Have the books audited at least once every six (6) years by a Certified Public Accountant who shall be approved by the EDIAFC Board of Directors.
- j. Close the books of the office on December 31<sup>st</sup> of each year and attend, with all books and documents, the meeting of the EDIAFC Board of Directors held the day preceding the Annual Conference for auditing the records of the Division. The accounting year of the division shall be January 1<sup>st</sup> to December 31<sup>st</sup>
- k. Maintain attendance records for the BOD, to ensure that the officers are regularly attending and participating in board meetings, conference calls and other IAFC and Division affairs, that require the division officer's being present at.

## **Section 2 Duties of EDIAFC State Directors**

The State Directors shall:

- A. Regularly participate in Division Board of Directors meetings and conference calls.
- B. Be the link between the EDIAFC and their respective states and their respective state chief's organizations.
- C. They shall represent the EDIAFC in all respective state fire matters, attend state regional and local activities, and report on those activities.
- D. They will be responsible for two-way communication between their states and the EDIAFC.
- E. They will be a proponent and supporter of the IAFC, IAFC Sections and EDIAFC.

- F. They shall represent their respective States as a State Director and as the same time, represent the EDIAFC as a 2<sup>nd</sup> Vice President, followed by a 1<sup>st</sup> Vice President, followed by the President.

### **Section 3 Duties of EDIAFC Board of Directors**

The EDIAFC Board of Directors shall:

- A. Have general charge of the affairs of the Division and transact all business of the Division between meetings.
- B. Direct its activities and expenditures.
- C. Establish the date and place of the Annual Conference or Annual Meeting.
- D. Review the annual budget as proposed and make recommendations.
- E. Study and evaluate the finances of the Division with the purpose of formulating plans for increasing revenues, and budgeting control of present and future finances, and approving investment of Division funds.
- F. Present the annual budget for approval by the general membership at the Annual Conference.
- G. Carry out other duties, responsibilities, and courses of action, that are needed to insure that the division remains financial sound, represents the Division membership at IAFC level, and fulfills the Division Mission Statement and the follows direction of the CBL's.
- F. Will regularly attended/participate in Board of Directors meetings and conference calls.

### **Section 4 Records**

All officers shall deliver all records of their office to their successors within 30 days.

## **Article V - Meetings**

### **Section 1 Annual Conference**

- A. There shall be an Annual Conference of the Division at a time and location approved by the EDIAFC Board of Directors.
- B. In lieu of a conference, the CBL's will allow for a Special Meeting or Annual Meeting, to conduct Division business, in accordance with the CBL's. Such meetings will be held at a central location that is readily accessible to all areas of the division. Such meetings can be one-day in length.
- C. In the event that conference or a special/annual meeting is not held, all actions described herein that are carried out at a conference, shall be carried out at a special meeting of the Division's EDIAFC Board of Directors as soon as possible. A division meeting held in conjunction with IAFC's Fire Rescue International (FRI) can be an option for the BOD to evaluate.
- D. The Annual Conference shall include a business meeting. The quorum for purposes of calling the business meeting to order shall be 20 members eligible to vote. Once the business meeting is called to order, the quorum for transaction of business shall be a number equivalent to a simple majority. This quorum number shall also apply to any special or annual meeting.

## **Section 2 EDIAFC Board of Directors Meetings**

There shall be an EDIAFC Board of Directors meeting to approve, adopt, change or amend all budgets as recommended by the EDIAFC Board of Directors, as well as conduct the business of the Division. Meetings may be by tele-conference in lieu of a face-to-face meeting. All officers should regularly attend/participate in Board of Directors meetings and/or conference calls. The Executive Director will log participation on conference calls at the start of the call and prior to ending the call. Officers needing to leave the call, will be asked to notify the chair when exiting the call. Minutes of the call will reflect all of the above actions.

A simple majority shall constitute a quorum for the transaction of business at all meetings of the EDIAFC Board of Directors.

## **Section 3 Reimbursement**

Reimbursement of expenses for all authorized meetings shall be determined by the EDIAFC Board of Directors. When the services of the President and Executive Director are needed at any International Association of Fire Chiefs function, their expenses shall be paid by the Division within the limits approved by the EDIAFC Board of Directors.

When deemed needed or necessary, the president and/or the Board of Directors, can request



specific members of committees and work groups, to attend board meetings, with consideration being given for the EDIAFC to cover full or partial expenses involved for those required to be in attendance.

#### **Section 4 Parliamentary Order**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall provide guidance for the Division in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules of order that the Division may adopt.

#### **Section 5 Quorum**

A simple majority shall constitute a quorum for the transaction of business at all meetings of the EDIAFC Board of Directors.

### **Article VI – Amendments**

#### **Section 1 Ballot Amendments**

- A. The Division shall have full power to alter, amend or revise this Constitution and By-Laws. Members requesting such alteration or revision shall submit their proposal in writing to the Executive Director of the Division by February 1<sup>st</sup> to be considered by the full membership at the next conference. Any proposed changes must have the approval of the EDIAFC Board of Directors and/or the Constitution and By-Laws Committee OR by a petition signed by 50 regular members of the Division. The Nominations and Elections Committee shall establish and approve safeguards required to maintain the integrity of the balloting process prior to the initiation of any balloting.
- B. The BOD or the CBL Committee shall reserve the right to wordsmith such submittals, for proper content and the need for multiple changes to be made when a submittal references multiple sections. If such changes radically change the intent of the CBL change, the submitting member will be contacted to review the modified submittal, for their review.
- C. The Executive Director shall see that notice of the proposed CBL changes and a ballot is prepared. The Elections Committee shall facilitate electronic balloting and/or mail-in ballots (upon request to the Executive Director) no later than 60-days prior to the first day of the Annual Conference; where eligible members may cast their ballot prior to the election closing date, 30-days prior to the first day of the Annual Conference. The Elections Committee shall count the ballots cast, including the combined electronic ballots and the mailed-in ballots. The Election Committee shall report the results to the President, the Vice Presidents and the Executive Director 14-days prior to the first day of the Annual Conference.

- D. In lieu of an expensive mail ballot, the Division may use a simple “blast” style email, to any Division member having their email address registered with the IAFC. Members receiving the email will vote via a returned email to a designated Nominations and Election Committee member or a designated CBL Committee members. It is suggested that the Division website, in conjunction with a possible postcard mailing, be used for notifying the membership of impending matters.
- E. Prior to the business meeting of the Annual Conference, the full Elections Committee will meet to audit the process and certify the “official results.” A two-thirds majority vote of the members entitled to vote, and voting, shall be necessary for the adoption of such alteration, amendment or revision. Results of the vote will be presented to the membership during the business meeting of the Annual Conference.

## **Section 2 Conference Amendments**

Nothing contained in the preceding section shall prevent the Division, in meeting assembled, from altering, amending or revising any part of the Constitution upon a favorable vote of a four-fifths majority vote of the members entitled to vote, who are present, registered at the conference, and voting, providing however, that notice of such action shall be given and printed copies made available to all Regular, Regular Life, and Departmental Members present, at least twenty four (24) hours prior to the time when all proposed alterations, amendments or revisions shall be read in an open meeting. Amendments with less than twenty four (24) hours notice shall be referred to the EDIAFC Board of Directors for their consideration and recommendation to the next Annual Conference for action.

## **Section 3 Election without an Annual Conference**

In the event the Division Annual Conference is not held, the President shall notify all members of the Division that a special business meeting will be held at the IAFC Annual Conference, or at a location within the Division, at which time the election of officers and other business shall be transacted. The decision on which venue to use for the special meeting, shall be determined by the Board of Directors and the membership will be notified via email.

## **Section 4 Technical Amendments**

The Constitution and By-Laws Committee may propose, and the EDIAFC Board of Directors may approve, grammatical and non-substantive changes thereto, provided that such changes shall not be published in a manner that provides for member review prior to the Annual Conference.

## **Section 5 Adopting Amendments to the Constitution**

No amendment to the Constitution shall be made except when written notice of such amendment has been received and read in open session of the conference; a two-thirds majority vote of the members voting shall be required to adopt such amendment.

## **Section 6 Effective Date of Amendments**

All amendments, alterations, or revisions of any part of the Constitution shall take effect immediately, upon approval of the IAFC,s Board of Directors.

# BY-LAWS

## Eastern Division of the International Association of Fire Chiefs

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# **BY-LAWS**

## **Eastern Division of the International Association of Fire Chiefs**

### **Section I – General**

#### **Sub-Section 1                      Dues**

Annual dues for regular, departmental and affiliate members of the Division and the International Association of Fire Chiefs shall be due and payable by the member's anniversary date. Regular Life, Associate Life and Honorary Life Members shall be exempt from the payment of dues, but may be charged for Division services.

#### **Sub-Section 2                      In Arrears**

No members in arrears for dues or assessments shall be eligible to vote. Any member in arrears 90 calendar days after the member's renewal date shall be removed from the membership roll and from the mailing list of the Executive Director.

#### **Sub-Section 3                      Retired Regular Members**

All members in good standing may, after retirement from active duty, continue to be regular members by a continuance of payment of the annual dues and assessments.

#### **Sub-Section 4                      Applications**

Application for regular, associate, departmental, affiliate, life, honorary and corporate sponsorship shall be made to the Association through the Executive Director on forms provided by the Association.

#### **Sub-Section 5                      Accounting Year**

The accounting year of the Division shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

#### **Sub-Section 6                      Adopting Amendments to the By-Laws**

No amendment to these Bylaws or Rules of Order shall be made except when written notice of such amendment has been received and processed as provided in Article VI of the Constitution; a two-thirds majority vote of the members voting shall be required to adopt such amendment.

**Sub-Section 7                      Effective Date of Amendments to the By-Laws**

All amendments, alterations, or revisions of any part of these Bylaws or Rules of Order shall take effect immediately upon approval of the IAFC Board of Directors.

**Sub-Section 8                      Technical Amendments**

The Constitution and Bylaws Committee may propose, and the Board of Directors, may approve grammatical and non-substantive changes thereto, provided that such changes shall be published in a manner that provides for members to review prior to the Annual Conference.

**Sub-Section 9                      Resolutions**

The Division may adopt resolutions. Resolutions shall be submitted to the Constitution and Bylaws Committee. Adoption of resolutions shall be at the Annual Conference by a majority vote of members properly assembled. Adopted resolutions shall be valid for a period not to exceed three years after the date of presentation at the Annual Conference. A copy of each resolution shall be retained for historical purposes.

**Section II – Committees**

**Sub-Section 1                      Standing Committees**

In addition to those committees provided in the Constitution, the following standing committees are established whose chairpersons and members shall be appointed annually by the President of the Division. Committee vacancies shall be immediately filled by the appointing authority.

- A. Constitution and Bylaws Committee
- B. Nominations and Elections Committee
- C. Valor Committee

EDIAFC Liaisons to IAFC Committees

- A. Constitution & Bylaws
- B. Elections

EDIAFC Liaisons to Fire Rescue GPO

- A. Fire Rescue GPO
- B. Fire Rescue GPO State Coordinators

**Sub-Section 2****AD Hoc Committees/Work Groups/Task Forces**

The President may name committees, work groups, or task forces for his/her term of office to accomplish the goals and objectives of the Division. All EDIAFC members are eligible for such committee appointments and all members are entitled to vote as members on such committees.

**Section III – Election of Officers****Sub-Section 1****Candidates**

The Nominations and Elections Committee (NEC) shall solicit candidates for the various offices of the Division in the official publication of the Division. Members who desire to be candidates and are qualified in accordance with Article III, Section 1 of the Constitution, shall submit a Letter of Intent including their names, membership numbers, office being sought, a profile of their qualifications, and their platform (not to exceed 300 words) to the Executive Director by February 1<sup>st</sup>.

The Nominations and Elections Committee shall present their report during a session of the first day of the Annual Conference giving a complete list of the nominations for the elective offices of the Division. In the event that no candidate for a given elected office meets the February 1st deadline described in Sub-Section 1 above, the presiding officer shall call for nominations from the floor for the office. Nominations from the floor shall require the nominee's concurrence in writing or verbal concurrence from the floor at the time of nomination, and some proof of their meeting the office's requirements and qualifications will need to be researched or produced. After calling three times for any further nominations, the presiding officer shall declare the nominations closed.

**Sub-Section 2****Publication of Candidate Information**

The Executive Director shall see that the profile and platform submitted by candidates be printed in the official publication of the Division in a manner consistent with the policy that shall be established by the Board of Directors.

**Sub-Section 3****Withdrawal of Nomination**

Any nominee who desires to withdraw their name may do so at any time prior to the election. Candidates withdrawing shall not make any address in support of any candidate in the contest from which they withdraw.



**Sub-Section 4                      Unanimous Ballots**

For any office for which there is only one nomination, the presiding officer shall declare such nominee elected.

**Sub-Section 5                      Election Campaign Practices**

Election campaigns are expected to be conducted on the highest level. Any questions concerning ethics of the campaign should be referred to the Elections Committee.

**Sub-Section 6                      Candidate Information**

Any candidate for office shall be allowed to address the members prior to the election. Such information shall be distributed electronically, 60-days prior to the Annual Conference, and will be included with any mail-in ballot, upon request.

**Sub-Section 7                      Mail-In/Electronic Votes**

If a member is unable to vote electronically, that member may request a mail-in ballot from Executive Director no later than 60-days prior to the Annual Conference. Such requests must include member's name and membership number. Upon verification of eligibility, the Executive Director shall mail a ballot and envelope to the member making the request, in lieu of electronic balloting, if desired. The Executive Director must receive all mail-in ballots no later than 30-days prior to the first day of the Annual Conference for those mail-in ballots to be included in the vote totals.

**Sub-Section 8                      Election Process**

For all offices for which there are two or more nominees, the Nominations and Elections Committee shall prepare ballots showing the name of the nominees and the office for which they are nominated. The Nominations and Elections Committee shall facilitate electronic balloting and/or mail-in ballots (upon request to the Executive Director) no later than 60-days prior to the first day of the Annual Conference; where eligible members may cast their ballot prior to the election closing date, 30-days prior to the first day of the Annual Conference. The Nominations and Elections Committee shall count the ballots cast, including the combined electronic ballots and the mailed-in ballots. The Election Committee shall report the results to the President, the Vice Presidents and the Executive Director 14-days prior to the first day of the Annual Conference.

For the ballot count, in the event there is not a full Nominations and Elections Committee present at the conference or special meeting of the Division, the President shall appoint a temporary NEC chair, and appoint one election teller from each of the five states, to assist in the tally of the ballots. If the NEC is short members, the President can appoint an election teller(s) to insure there is at least one person per state participating in the tally of the ballots

### **Sub-Section 9                      Election**

The candidate receiving the highest number of votes for an office shall be elected. In the event of a tie vote, a second ballot shall take place at the second day of the Annual Conference. Voting shall be limited to the nominees so tied. In the event that a tie remains after the second ballot, the Board of Directors shall select the winner from the candidates tied.

### **Sub-Section 10      Conduct of Election and Disputes**

The complete conduct of the elections and decisions in any matters of dispute that may arise during such elections shall be in the hands of the Nominations and Elections Committee. The Committee Chair shall serve as its spokesperson to announce its decision and ruling to the conference.

### **Sub-Section 11      Election without an Annual Conference**

In the event the Division Annual Conference is not held, the President shall notify all members of the Division that a special business meeting will be held, within the division or at the IAFC F.R.I Annual Conference at which time the election of officers and other business shall be transacted.

In the event that there is no annual conference or meeting, and there is a full slate of non-contested and nominated officers, the Board of Directors shall have the authority to move, second and vote to approve the nominated slate.

## **Section IV – Miscellaneous**

### **Sub-Section 1                      Installation of Officers**

The installation of officers shall take place at the annual membership meeting with appropriate ceremonies and officers shall swear to the oath of office.

## **Sub-Section 2                      Special Ballots**

In the event of an urgent question arising which necessitates an expression of opinion by the members, and such question is not of sufficient importance to summon an emergency meeting of the Division, the President shall have the authority to instruct the Executive Director to have a mail ballot or electronic ballot sent to each member entitled to vote, and to name a date upon which said ballot shall be returned to the Executive Director. The President shall appoint three members of the Board of Directors to count said ballots and report the results to the President. Results shall be preserved until the adjournment of the Annual Conference in case a recount should be required. Due to the financial impact of a full mail ballot, the Board of Directors will have the say, as to which form of voting will be used

## **Section V – Rules of Order**

### **Sub-Section 1                      Preservation of Order**

The presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the conference, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reasons for the decision given and shall put the question as follows: "Shall the decision of the chair be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the chair.

### **Sub-Section 2                      Members Speaking**

Every member when speaking or offering a motion shall rise, state their name and place of residence, and respectfully address the presiding officer, and when finished speaking shall at once resume their seat.

### **Sub-Section 3                      Presiding Officer Decides**

When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

### **Sub-Section 4                      Point of Order**

A member called to order shall immediately cease speaking and resume their seat until the point of order in question has been decided, when they shall again be entitled to the floor.

### **Sub-Section 5                      Calling the Question**

A motion to take the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate and if supported by a majority vote of those present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

### **Sub-Section 6                      Motion to Adjourn**

A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote is being taken or it has been decided that vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

### **Sub-Section 7                      First Business Day**

Presentation of all proposed amendments to the Constitution, Bylaws, or Rules of Order of which has been given prior to the opening of the conference shall be on the first business day of the conference.

### **Sub-Section 8                      Question without Provision**

Any question coming before the conference for which no provision has been made in the Constitution, Bylaws, or Rules of Order, the presiding officer shall be guided by the rules laid down in *Robert's Rules of Order*, revised.

### **Sub-Section 9                      Memorial Services**

An appropriate memorial service in honor of the deceased members shall be held at each Annual Conference.

### **Sub-Section 10                    Order of Business**

The order of business at the Annual Conference shall be:

- A. Opening ceremonies
- B. Opening business session
  - a. Adoption of minutes of previous conference
  - b. Appointment of special committees
  - c. Reports of Divisional Officers
  - d. Reading of communications
  - e. Special needs of the conference or Division

- C. Reports from committees shall be scheduled by the Executive Director. Nominations and Elections Committee report and the election process shall be held in accordance with the provisions of the Bylaws.
- D. Unfinished business
- E. New business
- F. Remarks for the good and welfare of the Division
- G. Report of attendance and place of next conference
- H. Adjournment

**Sub-Section 11      Installation of or Swearing-In of the Elected Officers**

- A. Where there is a banquet or a dinner associated with the close of the Annual Conference, all present newly elected officers will take their oath of office.
- B. When there is no banquet or dinner, the decision on how, where and when to install the new Division officers, will be decided by the Board of Directors.
- C. In the event that a newly elected officer, cannot attend the ceremony, said officer will sign a paper oath, provided by the Executive Director. Such signed oath, will be signed by a witness, returned to the Division, and noted in the minutes of the next board meeting.
- D. The officers oath of office shall read:

I DO HEREBY SWEAR, THAT I WILL SUPPORT THE CONSITUTION AND BY-LAWS, AND AT ALL TIMES, BEAR TRUE ALLEGIANCE TO, THE GOALS AND PURPOSES OF THE EASTERN DIVISION OF THE INTERNATIONAL ASSOCIATION OF FIRE CHIEFS.

I FURTHER SWEAR, TO PERFORM THE DUTIES AND RESPONSIBILITIES OF MY OFFICE, TO THE BEST OF MY ABILITY, AND AT THE END OF MY TERM OF OFFICE, I WILL DELIVER TO MY SUCESSOR, ALL RECORDS OF THE SAID OFFICE, SO HELP ME GOD

\_\_\_\_\_  
 President                      Date

\_\_\_\_\_  
 Vice-President              Date

\_\_\_\_\_  
 Executive Director      Date

\_\_\_\_\_  
 Chair, CBL                      Date