



**Constitution and Bylaws**

**Revised and Adopted-**

**February 8, 2019**

# Alabama Association of Fire Chiefs

## **Mission Statement**

The Alabama Association of Fire Chiefs is dedicated to the free exchange of information to advance the delivery of emergency and non-emergency services throughout the State of Alabama. We will partner with other organizations and focus our attention on leadership, career development, education, legislation, risk reduction, and membership to enhance the professionalism and service delivery capabilities of our members.

*“Professionals Enhancing the Profession”*

## **Vision Statements**

“We envision the AAFC as being a key resource for the provision of technical and managerial information to Fire/EMS agencies within the State of Alabama.”....

“We will regard change simply as evolution and therefore an opportunity”....

“We will network with, and form partnerships with other agencies with similar strategic directions”...

“There will be sufficient resources to meet the expanding needs of the organization”...

“We will be a diverse and inclusive organization”....

“We will embrace professional development and educational opportunities for our membership”...

“Our Board of Directors, Executive Director, and committee members will be highly motivated individuals meeting the needs of the organization”...

## **Core Values**

Possess Organizational Integrity

Inclusiveness

Supportive of Membership

Knowledgeable

Proactive

Professional

## ALABAMA ASSOCIATION OF FIRE CHIEFS CONSTITUTION

### ARTICLE I SECTION I - TITLE

This Association shall be known as the Alabama Association of Fire Chiefs, herein after referred to as "Association".

### SECTION II - PURPOSE AND OBJECTIVES

The purposes and objectives of this Association are to bring together, at least twice a year, persons interested in the saving of life, protection of properties, preventing and extinguishing of fires; to discuss ways and means for the betterment of the fire and emergency rescue service, the reduction of the unnecessary loss of life and property, and the promotion of legislation through supporting the efforts of the Joint Fire Council; conducting fire research; making fire safety surveys, cooperating with governmental agencies, and for the development of the fire service through an all year-round educational program.

### SECTION III - COMPOSITION

This Association shall consist of members of career, volunteer, combination, military and industrial fire agencies, corporate members, life members, honorary members, Alabama State Fire Marshal and Deputies, and the Executive Director of the Alabama Fire College and Firefighters Personnel Standards and Education Commission.

### SECTION IV - MEMBERSHIP

The membership of this Association shall consist of:

1. **Active Membership**: Active membership shall be comprised of the Chief of Department, other chief officers, and division heads (training, fire prevention, etc.) of the regularly organized public, governmental, and industrial fire departments. Active members shall be eligible to be elected or appointed to office and have the right to vote.
2. **Associate Members**: Associate membership shall consist of city officials, company officers and members of fire departments interested in the protection of life and property from fire, and officers of recognized fire prevention organizations, Alabama State Fire Marshal and Deputies, Commissioners from the Alabama Firefighters Personnel Standards and Education Commission, and the Executive Director of the Alabama Fire College. Associate Memberships also apply to any Fire Chiefs associated through County Association Memberships as defined in the AAFC By-laws, Section I. Associate members shall be entitled to all privileges of the Association except to be elected or appointed to office. Associate members have the right to vote except for an Active Membership Only Vote Call.
3. **Life Members**: Life membership shall be conferred upon active members upon their retirement from the Fire Service provided they have been active members of the Association continuously for three (3) years immediately preceding their retirement. Life membership carries with it all of the privileges of the Association except to be elected or appointed to office or vote, except as in Section V.

4. **Honorary Members**: Honorary memberships may be conferred on a person who has rendered conspicuous service to this Association. Honorary membership carries with it all of the privileges of the Association except to be elected or appointed to office or vote, except as in Section V.
5. **Corporate Members**: Corporate membership shall consist of individuals, associations, firms and corporations concerned with matters consistent with the mission and vision of this Association. Corporate members shall be entitled to all privileges of the Association except to be elected or appointed to office or vote, except as in Section V.

#### SECTION V - POWER TO VOTE

Each and every Active and Associate Member in good standing shall be entitled to vote. If at any time, ten (10) or more Active Members request that voting shall be restricted to the Active Membership Only Votes for a particular subject, only Active Members shall vote on the particular subject. The right to vote may not be delegated to any person. The Chair shall have the discretion to call for a roll call at any time. Current board members who do not have Active Membership status in accordance with Article II, Section III shall be entitled to the same voting privileges as Active Members.

Voting by the use of paper or electronic balloting on Constitution and By-Law changes, election of officers, and other issues before the association shall be authorized when deemed appropriate by the majority of the Executive Committee.

The Secretary/Treasurer or Executive Director of the Association shall be responsible for the dissemination and collecting of ballots. The counting of ballots shall be the responsibility of the Executive Committee by a called meeting by the President within five (5) business days from the voting deadline.

#### ARTICLE II SECTION I – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the elected officers of the Association and shall consist of the President, First Vice President, Second Vice President, and Secretary/Treasurer. Officers shall be elected by ballot at the mid-winter conference or session of the Association and take office at the annual conference or session of the Association in the same calendar year. They shall hold office until the annual conference in the calendar year following their taking office or until their successors shall be installed.

#### SECTION II – GENERAL DUTIES OF THE EXECUTIVE COMMITTEE

##### A. President

1. Shall be official representative and spokesman for the Association.
2. Shall serve as Chairman of the Executive Committee and the Board of Directors.
3. Shall preside at meetings of the Association and the meetings of the Executive Committee and the Board of Directors.
4. Shall appoint all committees not otherwise provided for in the Constitution and By-Laws.
5. Shall sign as such officer, papers executed by or on behalf of the Association as shall require the signature of such officer.
6. Shall receive and lay before the members at their meetings, and at such other times deemed necessary, the reports of the Executive Committee, Board of Directors, and committees, and generally do and perform such duties pertaining to his office as are required of him by the

Constitution and By-Laws or as are not specifically provided to be performed by some other officer or officers and as may be required of him by the Association, Board of Directors, or the Executive Committee.

7. Shall be Ex-Officio member of all committees, with power to vote only in case of a tie vote.

#### B. First Vice President

1. In the absence or inability of the President to perform all the duties of the office, the First Vice President shall be directed by the Executive Committee to assume the duties of the President.
2. Shall assist the President in every way possible to fulfill his duties.
3. In case of death or resignation, the First Vice President shall immediately be directed to assume all the duties and responsibilities of the office of the President.
4. Shall be a member of the Conference Planning Committee responsible for professional development issues by soliciting ideas from the membership of topics of interest and develop implementation plans for the next scheduled conference.
5. Shall be Chairperson of the Credential Committee and Budget Committee.

#### C. Second Vice President

1. Shall assist the President and First Vice President in conducting the business and policies of the Association.
2. In the absence or inability of the President and First Vice President, he/she shall immediately be directed by the Executive Committee to assume all of the duties and responsibilities of the President.
3. In case of death, resignation, or inability of the First Vice President to serve, the Second Vice President shall be directed to assume all duties of the First Vice President.
4. Shall be charged with the Association's recruiting efforts and will make a concerted effort to obtain both corporate and individual members.
5. Shall serve on the Conference Planning Committee and Resolution Committee.

#### D. Secretary / Treasurer

1. Shall generally do and perform the duties which usually pertain to his/her office, or as may be directed by the Executive Committee.
2. Shall attend all meetings of the Association and keep full minutes of the proceedings and actions taken thereat. He/She shall cause to be prepared and issued to members and all others to whom he/she may be directed by the Executive Committee a complete report of each session meeting.
3. Shall at each annual meeting, submit to the Association a written report of the work of his/her office for the preceding twelve months, and also submit a report of the financial condition of the Association. It shall be his duty to collect all monies, dues, and fees due the Association and shall keep an active and correct record of all disbursements in behalf of the Association. He/she shall, by and with consent of the Executive Committee, select a chartered bank or banks in which the funds of the Association shall be deposited, subject to such safeguards as the Executive Committee may from time to time determine.
4. Shall sign, as such officer, on proper warrants such checks and papers executed on behalf of the Association as may be required by the Executive Committee. Shall give such bond as the Executive Committee may require.
5. Shall be a member of the Conference Planning Committee.

- E. In addition to all other duties required of the President, the First and Second Vice Presidents, and the Secretary/Treasurer shall perform such other duties as may be required of them by the Association in conference assembled or by policy direction of the Executive Committee.
- F. All members of the Executive Committee shall hold the rank of Fire Chief or shall be the highest ranking member of their respective department.

### SECTION III – VACANCIES AND RESIGNATIONS

In the event of vacancy occurring in the Office of the President, First Vice President, Second Vice President, the next officer in line shall immediately be directed by the Executive Committee in writing or formal session to assume all duties and authorities of the vacant office, and an acting Second Vice President may be named by the Executive Committee for the unexpired term.

Other vacancies occurring on the Board of Directors of the Association shall immediately be filled by the President except in case of a vacancy of one of the regional representatives, whereas they shall be elected by that region.

In the event that a duly elected or appointed officer retires or otherwise leaves his or her Fire Department position resulting in a change of membership status, that officer may fulfill the remainder of his or her current term, subject to the remainder of this Section.

**Removal from Office** - In the event that a Board member is convicted of a felony while holding office, that Board member shall be deemed to have forfeited his/her office, and shall be removed from office. In the event that a Board member has committed an act or conduct, that in the opinion of the Board of Directors, conflicts with the interests and values of the Association, the Board of Directors may, with a minimum of 75% of the Board of Directors voting in the affirmative, remove that person from office, thereby creating a vacancy in that office.

**Censure or Suspension of Members** - In the event that a member has committed an act or conduct that, in the opinion of the Board of Directors, conflicts with the interests and values of the Association, the Board of Directors may, with a minimum of 75% of the Board of Directors voting in the affirmative, censure, either publicly or privately, or suspend a member for a period of time not to exceed the remainder of the Board's term of office. Members should be given an opportunity to defend themselves and their actions to the Board of Directors by providing ten (10) days notice before such vote.

**Removal of Members** - In the event that a member is censured or suspended by the Board of Directors, a recommendation may be put forth to the Association, at a special called or regular meeting, to expel this member and prohibit reinstatement with a two-thirds (2/3) majority of the members present and voting in the affirmative. Members should be given an opportunity to defend themselves and their actions to the Association by providing ten (10) days notice before such vote.

**Reinstatement of Members** - In the event that a member has been expelled from the Association, he/she may apply for reinstatement at the next regular meeting of the Association. Reinstatement shall be granted with a two-thirds (2/3) majority of the members present and voting in the affirmative.

### ARTICLE III SECTION I - BOARD OF DIRECTORS

There shall be a Board of Directors, which shall consist of the members of the Executive Committee (President, First Vice President, Second Vice President, Secretary/Treasurer), the Immediate Past President, the Association's representative to the Southeastern Association of Fire Chiefs, and the President or his/her designee from each of the four regional chapters (Southeast, Southwest, Central, and North).

A Parliamentarian and Sergeant-at-Arms may serve on the Board of Directors at the pleasure of the President; however, these members shall not have voting privileges on the Board of Directors.

The Parliamentarian shall ensure that the business of the Association is carried out utilizing Robert's Rules of Order as adopted by the Association. The Parliamentarian shall be appointed by the President at the beginning of his/her term and shall expire at the end of his/her term.

The Sergeant-at-Arms shall preserve the decorum and security of all meetings and perform other duties as the President may assign. The Sergeant-at-Arms shall be appointed by the President at the beginning of his/her term and shall expire at the end of his/her term.

### SECTION II - GENERAL DUTIES OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall transact the business of the Association and shall exercise jurisdiction and authority over all standing and special committees, and may require a report of their activities at any time. It may interpret the provisions of the Constitution and By-laws.
- B. A simple majority shall constitute a quorum for the transaction of business at all meetings of the Board of Directors.
- C. The Board of Directors shall serve as the Budget Committee to prepare the annual budget as recommended by the President. A balanced budget shall be approved and adopted prior to October 1.
- D. It shall approve a budget covering contemplated expenditures for each ensuing year. The Association shall be governed by such budget.
- E. It shall supervise and control all expenditures of the Association. It shall have authority to make reasonable allowances for expenses incurred by the officers or its members in the transaction of business in behalf of the Association.
- F. For the purpose of orderly administration and supervision, the Board of Directors shall carry out other duties assigned by the President.
- G. It shall have the receipts and disbursements of the Association audited by a committee appointed by the President at least once a year. It may employ a qualified auditor to audit the books of the Association when deemed necessary.
- K. It shall direct the Secretary / Treasurer to publish to the membership such reports and papers, as it deems important.
- L. It shall establish the order of business to be followed during sessions of the annual conference. In all other cases, Robert's Rules of Order shall govern the proceedings.
- M. The Board of Directors shall have two (2) annual meetings; one during the annual conference and one during the mid-winter conference. Additional meetings shall be called at the President's or the majority of the Board of Director's discretion as often as they deem necessary to conduct Association business.

### SECTION III – EXECUTIVE DIRECTOR

- A. **Definition:** The Executive Director is responsible for exercising the management functions necessary (planning, organizing, directing, coordinating, and controlling) in assisting with the activities of the Alabama Association of Fire Chiefs. The Executive Director shall achieve the goals and objectives of the association as determined by the Board of Directors. The Executive Director is responsible for the projects, activities and programs assigned by the association and its officers as authorized by its constitution and bylaws.
- B. **Nature of Work:** The Executive Director reports to the president of the association, and is responsible for planning, budgeting, controlling and auditing of the associations resources. The Executive Director reports to the Executive Board when they are in session, otherwise the Executive Director reports to the President of the Association. The Executive Director oversees design, marketing, promotion and delivery and quality of programs; works with the president and the Chairman of the Conference Committee to make sure the conference is a success; works with the Membership Committee to continually grow the membership base. He/She assists in the production of a quarterly membership newsletter; updates the association website regularly; organizes conferences with or without exhibits; coordinates promotional sales, professional seminars and other such activities as assigned by the president and/or Board of Directors.
- C. **Examples of Work:** The Executive Director facilitates office operations; develops, recommends and implements board policy, plans and coordinates the meetings of the Board of Directors, various committees and subcommittees of the board and meetings of the association membership; reports regularly to the board and the membership. Oversees design, marketing, promotion, delivery and quality of programs, products and services; sets up contracts with hotels as needed; prepares and recommends the yearly budget for the board approval and prudently manages the association's resources within those budget guidelines according to current bylaws and general good business practices.
- D. The Executive Director represents the association as spokesperson; coordinates and attends annual conference planning meetings; manages membership development and member services programs.
- E. **Minimum Educational and Experience Requirements:** The Executive Director shall have the combined educational and experiential background to effectively demonstrate the ability to lobby for and support a statewide professional association. The appropriate person shall possess the training and experience necessary to provide the knowledge, skills, aptitudes and demeanor considered necessary for the successful performance of the work expected by the position.
- F. **Essential Occupational Traits:** The Executive Director shall have a working knowledge of the association's policies and customary operations of a professional association and possess the association's aptitude for working with both paid and volunteer personnel resources effectively. The Executive Director shall have strong skills in influencing others and have demonstrated the ability to develop operational policies and procedures for association business. He/she will be well organized, industrious, and highly motivated self-initiating worker, capable of motivating and developing desirable behavior and attitudes for success.
- G. The Executive Director shall be a dedicated organizational leader, capable of effective association management and increasing levels of work and responsibility, He/she shall have strong people skills and the ability to control and manage controversy while demonstrating a positive and supportive demeanor to both the general membership and the Executive Committee and shall provide solid and consistent leadership to the association while presenting a flexible and participative management style.



H. Examples of job duties to be performed by the Executive Director and which are determined by available time and priorities established by the Board of Directors are:

1. **Financial:**

- a. Institutes and maintains appropriate financial, personnel and other controls and records as required.
- b. Designs and prepares, with the assistance of the president and the treasurer, annual reports for the association.
- c. Exercises general control over the association's business and budgetary affairs as defined by the Board of Directors and the treasurer.
- d. Administers the expenditures of funds and assures the appropriate use of all funds, physical assets, and other properties of the association.
- e. Assists in the preparation of the annual budget and annual audit.
- f. Designs, plans, and coordinates programs and projects which generate revenue for the association.
- g. Oversees the operation of the association website, utilizing the website for information sharing and revenue generation.

2. **Planning and Programming:**

- a. Assists with development and maintenance of the organizational plans of the association.
- b. Maintains a continuous, active interest in all projects and services of the association. Provides direction and coordination to accomplish current goals and priorities of the association.
- c. Develops plans for further expansion/modification of the association programs. Assists and participates in membership development programs.
- d. Assists and participates in member service programs.
- e. Participates in projects, committee studies and activities which have relevance to the association from an internal as well as external perspective.
- f. Assists the summer and midwinter planning committees.
- g. Assists in making travel arrangements for the Executive Committee when the board travels for the association.

3. **Liaison:**

- a. Maintains close, cordial contact with the members of the association; promotes and maintains close, cooperative working relationships with federal and state departments/agencies and other related agencies and associations.
- b. Promotes and maintains close, cooperative working relationships with vendors, publishers, contractors and others as necessary.

I. **Appointment:** The Executive Director shall be appointed by the Board of Directors. The Executive Director shall be appointed for an initial term of one (1) year. Subsequent appointments may be made by the Board of Directors for additional terms as stated in the contract agreement.

J. **Administrative Leave:** In the event that the Executive Director has committed an act or conduct that, in the opinion of the Executive Committee, conflicts with the interests and values of the Association, the Executive Committee may place the Executive Director on Administrative Leave with pay pending a review by the Board of Directors.

K. **Removal:** The Executive Director shall be removed by the Board of Directors for convictions of felonies and acts moral turpitude. The Executive Director may be removed if he/she has committed an act or conduct that, in the opinion of the Board of Directors, conflicts with the interests and values of the Association. The Executive Director may request a Due Process Hearing before the Board of Directors to appeal his/her removal.

#### SECTION IV – BOARD OF DIRECTORS MEETINGS

Meetings of the Board of Directors shall be held at such time and place as the President may designate. Special meetings may be called by the President upon request of a majority of the members thereof.

#### SECTION V – SPECIAL APPOINTMENTS

The President may be required to appoint members of the Association to serve in various capacities as representatives of the Association for the purposes of conducting business on behalf of the Association. Such appointments will expire upon the end of his/her term in office unless otherwise specified in the requirements of the appointment.

Reference **Addendum “Special Appointments”** for a list of appointment generally required. This list may vary from term to term depending on the business of the Association. Modifications to Addendum “Special Appointments” shall be approved by the Executive Committee and shall not require a modification to this Constitution and By-Laws.

#### ARTICLE IV SECTION I – MEETING SESSIONS/CONFERENCES

The Association shall hold an annual conference or session during the summer months of each year and a mid-winter conference or session during the winter months of each year. A session of this Association shall be considered all meetings that occur between the opening and closing of a session or conference as determined by the Board of Directors.

Twenty (20) active members shall constitute a quorum.

#### SECTION II – CONFERENCE PLANNING COMMITTEE

The annual conference of the Association shall be held at such place as a previous annual conference shall have designated, and upon such date as the Executive Committee may determine after consultation with the Fire Chief or the President of the regional chapter of the host site. The Conference Planning Committee will consist of appointees by the President.

#### SECTION III – COMPLIMENTARY CONFERENCE ATTENDEES

Invited speakers or distinguished visitors shall be permitted to register and receive the courtesies of the conference without cost, upon approval of the President of the Association.

All Past-Presidents of the Alabama Association of Fire Chiefs registration fee will be waived at the Mid-Winter Conference and Annual Conference.

#### SECTION IV – CONFERENCE CORPORATE PARTNERSHIP/SPONSORSHIPS

The Association may partner with other associations or entities to host conferences with accommodations funded through registration fees and sponsorships arranged by the Executive Committee.

ARTICLE V SECTION I – MEMBERSHIP DUES

Dues for memberships are located in the By-Laws, Section I.

SECTION II – FISCAL YEAR

The Fiscal Year of the Association shall begin on October 1 and end on September 30.

SECTION III - ASSOCIATION EXPENSES

No officer or member of the Association shall incur any expense in the name of the Association without approval of the Executive Committee except that, in case of emergency, the President is empowered to authorize the expenditure of sufficient funds not to exceed \$1,000 to meet the emergency, provided the funds are available.

SECTION IV – TRAVEL EXPENSES

Traveling expenses for all persons authorized or requested by the President or Executive Committee for the transaction of Association business may be paid by the Association. The Association shall cover travel expenses for the President to attend the Southeastern Association of Fire Chiefs Annual Conference.

ARTICLE VI SECTION I – ELIGIBILITY FOR MEMBERSHIP

Every person eligible and desiring to become a member of this Association shall make application to the Executive Director and, at the same time, pay the prescribed membership fee.

ARTICLE VII SECTION I – DISSOLUTION OF THE ASSOCIATION

Dissolution shall only be affected by an affirmative vote of the membership and shall be in compliance with the laws of the State of Alabama and pertinent laws of any other governmental authority. A failure to hold any annual conference at the time designated shall in no way make a dissolution of the Association.

SECTION II – DISPOSITION OF ASSETS

In the event of the dissolution of this Association, the Executive Committee shall donate all funds, monies, and property then owned by the Association to the International Association of Fire Chief's Southeastern Division.

ARTICLE VIII SECTION I – ALTERATIONS TO THE CONSTITUTION PART 1

The Association shall have full power at any meeting to alter, amend or revise this constitution, providing that notice of such alteration, amendment or revision shall have been given in writing to the President of the Association at least sixty (60) days prior to next conference. The President shall instruct the Secretary / Treasurer to see that every member shall have at least thirty (30) days clear notice of such proposed alteration, amendment or revision previous to the date set for the opening of

the next conference. A two-thirds ( $2/3$ ) vote of the members entitled to vote, who are present and voting, shall be necessary for the adoption of any such alterations, amendment or revision.

#### SECTION II – ALTERATIONS TO THE CONSTITUTION PART 2

Nothing contained in the preceding section shall prevent the Association in the conference regularly assembled from altering, amending or revising any part of the Constitution upon a four-fifths ( $4/5$ ) majority of the members entitled to vote, and present and voting, provided however, that notice of any such action shall be given in writing and printed copies made available to all active members present at least twelve (12) hours previous to the time when such proposed alterations, amendments or revisions shall be read in open conference when first presented. Amendments with less than twelve (12) hours notice shall be referred to the Board of Directors for their consideration and recommendation to the next conference for action.

BY-LAWS SECTION I – MEMBERSHIP DUES/DISCOUNTS

The annual dues for active and associate members of the Alabama Association of Fire Chiefs shall be \$75.00. For departments with more than three (3) members of the Alabama Association of Fire Chiefs, the annual dues shall be \$50.00 per member starting with the fourth (4<sup>th</sup>) member. The reduced dues will be conditional in the receipt of a single payment for the entire membership of said department. This sum is due and payable on October 1 and delinquent after December 31. All reduced membership fees and some benefits may be forfeited after December 31. First time applicants shall pay \$50 if they apply for membership at the Mid-Winter Conference.

Volunteer and (Predominantly Volunteer) Combination Departments:

Membership dues will be \$25.00 annually for a Chief Officer of a Volunteer Department or a (Predominantly Volunteer) Combination Department. Volunteer/ Combination Department must meet the definition as defined by the Alabama State Forestry Commission.

County Association Memberships- County Fire Department Associations may provide memberships for the Fire Chiefs of Volunteer Departments represented in each Alabama County VFD Association. These memberships apply only to the Fire Chief of Volunteer or Combination Departments in the County Association and are considered Associate Members as defined in the AAFC Constitution, Section IV, 2. In order to be included in a County Association Membership, the Department must be considered a Volunteer Department and the Fire Chief must be included in the VFD Tag List, both as identified by the Alabama Forestry Commission.

The rate for County Association Memberships is \$300 annually per County Association. County Associations shall complete and update a membership roster as approved by the Board of Directors annually.

Corporate Memberships:

Non-voting memberships are available to individuals or organizations other than Fire Department personnel because many of these people and groups support the Association financially throughout the year and at conferences, the rates are \$25 per individual, \$75 per organization.

Member discounts to attend the Mid-Winter and Annual Conference:

Reducing member rates to conferences would be a tangible benefit to being a member. A reduction of \$20 for members (excluding Corporate Members) for each conference can itself nearly justify the membership rate to a council or manager, and will most likely help to increase both annual memberships and conference attendances.

Honorary and Life Members shall not pay dues upon approval by the Board of Directors. To be eligible for this category of membership, the individual shall submit a request to a member of the Board of Directors.

Membership dues shall be established by recommendation of the Board of Directors and confirmed by a vote of the members in accordance to Article VIII Section I and Section II.

## SECTION II – MEMBERSHIP DISQUALIFICATION

No member in arrears for dues or assessments shall be entitled to vote, and any member in arrears after January 1st of any calendar year shall, after due notice of such arrears, have his name removed from the membership roll by the Secretary / Treasurer, and his name shall be dropped from the mailing list.

## SECTION III – STANDING COMMITTEES

By the terms of the Constitution, the following committees are established and shall be appointed at the pleasure of the President:

Committee on Resolutions  
 Committee on Nominations and Elections  
 Committee on Credentials  
 Special Committees

By the terms of the Constitution, the Board of Directors shall constitute the Budget Committee.

## SECTION IV - COMMITTEE ON RESOLUTIONS

The Committee on Resolutions will submit with a recommendation of approval or disapproval or no recommendation to the Association all resolutions pertaining to the business of the Association or on any subject affecting the welfare of the members of the Association. Any member desiring to present a resolution shall first refer same to the Resolution Committee.

Resolutions may also be proposed from any member in good standing of the Association during a regular meeting session. If the resolution receives a second from another member of the Association, it may be brought for discussion and a vote by the members present. Resolutions shall be recorded in the official minutes of the meeting.

## SECTION V - COMMITTEE ON NOMINATIONS AND ELECTIONS

The Committee on Nominations and Elections shall consist of four (4) active members, one from each region of the Association and shall be appointed by the President. The President shall designate one of the members to be the Chairperson.

The Committee on Nominations and Elections will be responsible for selecting the Fire Chief of the Year per the administrative procedures adopted by the Board of Directors.

The Committee on Nominations and Elections shall present nominations to the membership at the appropriate time for the following positions to be voted on by the membership:

1. Executive Committee
2. Representative to the Southeastern Association of Fire Chief's (2 Year Term)
3. Representative to the Alabama Fire College and Firefighters Personnel Standards and Education Commission (4 Year Term)
4. Representative to the State Emergency Medical Control Committee (4 Year Term)
5. Other elected positions as necessary and determined by the Executive Committee

#### SECTION VI - COMMITTEE ON CREDENTIALS

The Committee on Credentials shall determine the credentials of any and all members to attend the annual conference and the extent of their eligibility to vote.

The Executive Director shall make available, on request, a list of current members in good standing for the purposes of voting.

#### SECTION VII – SPECIAL COMMITTEES

The President may name such other committees from time to time, as he deems necessary, and which shall terminate with his/her term of office.

#### SECTION VIII – COMMITTEE REPORTS

All reports of committees and officers shall be in the hands of the President at least thirty (30) days previous to the date of the opening of the next conference, and all papers and contributed topics to be presented.

#### SECTION IX – NOMINATIONS/ELECTION PROCEDURES

The Committee on Nominations and Elections shall present their report during the annual business meeting of the Mid-Winter Conference, giving a complete list of the nominations for the elected offices of the Association. Where the Committee on Nominations and Elections deems it in the best interest of the Association to nominate two or more members for any office, they may so report in order that the choice shall be decided by ballot at the conference.

The presiding officer shall then call for any nominations from the floor for any elective office. Nominations from the floor shall require the nominee's concurrence. After calling three (3) times for any further nominations, the presiding officer shall declare the nominations closed.

Any nominee who desires to withdraw his name may do so at any time of nomination, but shall not make any address nor request his sponsors to support any other candidate.

#### SECTION X – NOMINATION SPEECHES

Only one (1) nominating speech or statement of endorsement shall be permitted by or for each candidate. Such speech shall not exceed five (5) minutes.

For any office for which there is only one nomination, the presiding officer shall instruct the Chairman of the Committee on Nominations and Elections as the representative of the conference assembled, to cast a ballot for such nominee and shall thereupon declare such nominee elected.

#### SECTION XI – ELECTION RUN-OFF

In the election of officers, the candidate receiving the majority number of votes shall be elected. In the event no one receives a majority, there will be a run-off of the two candidates receiving the highest number of votes. The second ballot shall be subject to the same procedure as on the first ballot.

## SECTION XII – ELECTION CONDUCT

The complete conduct of the elections and decisions in any matter of dispute that may arise during such elections shall be in the hands of the Committee on Nominations and Elections.

## SECTION XIII – OATH OF OFFICE

The installation of officers shall take place at the annual business session with appropriate ceremonies, and officers shall swear to the following oath of office:

*"I \_\_\_\_\_ hereby swear that I will support the Constitution and By-laws and at all times bear true allegiance to the goals and purposes of the Alabama 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 successor all records of said office, so help me God."*

## SECTION XV – EMERGENCY VOTES

In the event of an urgent question arising which necessitates an expression of opinion by the membership and such question is not of sufficient importance to summon an emergency meeting of the Association, the President shall have authority to instruct the Secretary / Treasurer to have printed and mailed to each member entitled to vote, a ballot, and to name a date upon which said ballot shall be returned to the Secretary / Treasurer. The President shall appoint two (2) members of the Executive Committee to count said ballots and report the results to the President who will then report results to the Membership. All ballots shall be preserved until the close of the next conference in case a recount should be required.

In some instances, the President may request a Conference Call of the Executive Committee or the Board of Directors for the purposes of conducting business for the Association. In these cases, votes may be taken in the definition of a quorum is met. These votes shall be binding and official.



## RULES OF ORDER SECTION I

The presiding officer shall preserve order and decorum and shall take no part in debates while he is presiding. All questions of order shall be decided by him subject to an appeal to the conference, and upon such appeal the vote shall be taken without debate. The presiding officer may state his reasons for the decision given and shall put the question as follows:

"Shall the decision of the Chair be sustained?"

A two-thirds (2/3) majority of those voting shall be necessary to reverse the decision of the Chair.

### SECTION II

Every member, when he / she speaks or offers a motion shall rise in his / her place, state his / her name and rank and organization that he or she is representing and respectfully address the presiding officer; and when he / she is finished speaking, shall at once resume his or her seat. When speaking, he or she shall confine himself or herself to the question under debate.

### SECTION III

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

### SECTION IV

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

### SECTION V

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 the members present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

### SECTION VI

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 a vote be now taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open for debate.

### SECTION VII

The consideration of any proposed amendments to the Constitution, By-laws, or Rules of Order, of which notice has been given previous to the opening of the conference, shall be the first item brought forward during the new business session of the meeting on the first day of the conference.

### SECTION VIII

Any question coming before the conference for which no provision has been made in the Constitution, By-laws, or Rules of Order, the Parliamentarian shall rule on the question concerning interpretations of the Constitution, By-Laws or Rules of Order on which the presiding officer shall use the Parliamentarian's interpretation to guide in his decision.

### SECTION IX ORDER OF BUSINESS OF ANNUAL CONFERENCE

An appropriate Memorial Service in honor of deceased members shall be held at each annual conference.

The order of business shall be as follows, subject to the approval of the Executive Committee:

1. Opening Ceremonies
2. Adoption of Minutes of Previous Conference.
3. Time of the appointment of committees shall be at the discretion of the President.
4. Reading of Communications.
5. Reports of committees and contributed papers shall be scheduled by the President. Nominations and Elections shall be held in accordance with the provisions of the By-Laws.
6. Unfinished Business.
7. New Business.
8. Report of Attendance and Place of Next Conference.
9. Adjournment.

### SECTION X

No amendment to these By-laws or Rules of Order shall be made except when a vote of the members is in accordance with the Constitution Article VIII Section I and Section II.

### SECTION XI

All amendments, alterations or revision of any part of this Constitution, By-laws or Rules or Order shall take effect upon their adoption by the conference unless otherwise provided for. It shall be the responsibility of the Secretary / Treasurer to record and update any adopted modifications to the Constitution, By-Laws, and Rules of Order.

## Addendum “Special Appointments”

<b>POSITION/COMMITTEE (#)</b>	<b>ELECTED/APPOINTED</b>	<b>TERM</b>
Alabama Fire College Personnel Standards Commission	Elected	4 Year
Alabama State Emergency Medical Control Committee	Elected	4 Year
Alabama Firefighter Annuity Fund	Appointed	4 Year
Alabama First Responders Wireless Commission	Appointed	2 Year
Alabama Joint Fire Council (1)	Appointed	1 Year
Alabama Joint Fire Council (2)	Appointed	1 Year
Alabama Joint Fire Council (3)	Appointed	1 Year
Coalition Against Bigger Trucks	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (1)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (2)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (3)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (4)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (5)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (6)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (7)	Appointed	1 Year
Conference Planning/Professional Dev. Comm. (8)	Appointed	1 Year
Constitution and By-Laws Committee (1)	Appointed	1 Year
Constitution and By-Laws Committee (2)	Appointed	1 Year
Constitution and By-Laws Committee (3)	Appointed	1 Year
Finance Review Committee (1)	Appointed	1 Year
Finance Review Committee (2)	Appointed	1 Year
Finance Review Committee (3)	Appointed	1 Year
Fire Rescue Group Purchasing	Appointed	1 Year
Legislative Committee (1)	Appointed	1 Year
Legislative Committee (2)	Appointed	1 Year
Legislative Committee (3)	Appointed	1 Year
Membership Committee (1)	Appointed	1 Year
Membership Committee (2)	Appointed	1 Year
Membership Committee (2)	Appointed	1 Year
Membership Committee (3)	Appointed	1 Year
Membership Committee (4)	Appointed	1 Year
Nominations/Elections/ Chief of the Year (North)	Appointed	1 Year
Nominations/Elections/ Chief of the Year (Central)	Appointed	1 Year
Nominations/Elections/ Chief of the Year (Southeast)	Appointed	1 Year
Nominations/Elections/ Chief of the Year (Southwest)	Appointed	1 Year
Parliamentarian	Appointed	1 Year
Sergeant at Arms	Appointed	1 Year
Southeast Alabama EMS Council	Appointed	1 Year
Southeastern Association of Fire Chiefs	Elected	2 Year

State Advocate for Fire Exploring	Appointed	1 Year
Turn Your Attention to Fire Prevention	Appointed	1 Year
Unmanned Aerial Systems	Appointed	1 Year