

Indiana Fire Chiefs Association

Bylaws



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ARTICLE I IDENTIFICATION

This organization shall be known as the Indiana Fire Chiefs Association, Inc. herein called the Association, an affiliate of the International Association of Fire Chiefs.

ARTICLE II MISSION, PURPOSE, VISION

Section 1 MISSION

The Indiana Fire Chiefs Association promotes excellence in the fire and emergency services by providing a forum for networking, information sharing, cooperative opportunities, and a unified voice for our diverse membership and partners through educational, legislative and technical means.

Section 2 PURPOSE

The purpose of this organization is to further the professionalism in the Fire Service, and strive continuously to develop ever improving capability to cope with the constant threat of destructive fire to the lives and property protected by our State Membership. To accomplish these purposes the Association shall:

- A. Conduct studies of major Fire Service problems for the enlightenment of the membership and the improvement of public and private fire protection.
- B. Develop and effectuate an active program for the progressive improvement of local Fire Service, and stimulate action by the International Association to advance such proposals and improvements which the Association decides are of broad scope and merit.
- C. Serve as the recognized Fire Service “clearing house” within its jurisdiction for the dissemination of information pertinent to the Fire Service, its affairs and responsibilities.
- D. Encourage and assist local programs for public education in fire prevention and fire safety emphasizing home drills and emergency plans, and promote smoke detectors in all residences.
- E. Cooperate with other recognized Local, State and International Fire Service Organizations. Promote advanced educational programs directed toward a goal of professional status for the Fire Service leadership.
- F. Purpose and support sound legislative proposals at all levels of government to establish a nucleus around which an improved local Fire Service may be developed, with increasing emphasis upon professional qualifications and performance.

Section 3 VISION

The Indiana Fire Chiefs Association is dedicated to being the recognized leader by representing, educating, and supporting the leadership of Indiana's fire and emergency services.

ARTICLE III MEMBERSHIP

Section 1 MEMBERSHIP LEVELS

- A. **ACTIVE MEMBERSHIP** - Active Membership shall be comprised of the Chief of Department and any Chief Officer Rank of a regularly organized Fire Department officially recognized by the State Fire Marshal's Office. Active members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the By-Laws and shall be entitled to hold elective office. For departments with less than 30 emergency responders, the Fire Chief and one (1) Assistant / Deputy Chief will be identified as active members who will have voting rights, all others of that department will be considered to have Departmental Membership.
- B. **DEPARTMENTAL MEMBERSHIP** – Departmental Membership shall be comprised of each additional member beyond the Fire Chief and one (1) Assistant / Deputy Chief of a department with less than 30 emergency responders. Departmental Members shall be entitled to participate fully in the affairs of the Association, with the exceptions of holding elective office and voting privileges.
- C. **ASSOCIATE MEMBERSHIP** – Associate Membership shall include individuals interested in the protection of life and property from fire. This also includes all members of a department with 30 or more emergency responders who are not the Fire Chief or a Chief Officer. Associate Members shall be entitled to participate fully in the affairs of the Association, with the exception of holding elected office and voting privileges.
- D. **RETIRED ACTIVE MEMBERSHIP** – Retired Active Membership shall include only Active Members who have retired from the Fire Service after ten (10) consecutive years as members of the IFCA. Retired Active Members shall be entitled to participate fully in the affairs of the Association, with exception of holding elective office. Retired Active Membership may be obtained by application to and certification from the Board of Directors. After certification by the Board of Directors, these members shall be placed in the Retired Chiefs Section. Retired Active Members will be required to pay Section dues.
- E. **CORPORATE MEMBERSHIP** – Corporate Membership shall include individuals of agencies engaged in the manufacture or sale of fire service apparatus, supplies or services. Corporate Members shall be entitled to participate fully in the affairs of the Association, with the exception of holding elective office and voting privileges.
- F. **HONORARY LIFE MEMBER** - Honorary Life Membership may be conferred upon any person who has rendered conspicuous service to the Association, its aims and purposes, provided that the Board of Directors shall recommend to, and such membership and receive a majority vote of the Members present at any regular scheduled meeting. Honorary Life Members shall be entitled to participate fully in the affairs of the Association, with the exceptions of holding elective office and voting privileges.

Honorary Life Members shall be exempt from all payment of dues.

The Association will pledge \$100.00 to the Hoosier Burn Camp in the memory of any past president, or life time member of the Association upon their passing.

Any sitting Fire Chief in the state of Indiana that dies in the line of duty, regardless as to whether they are an IFCA member or not, the IFCA will present a “Last Alarm Medal” to a surviving family member.

Section 2 VOTING RIGHTS

Only Active Members in good standing shall have the right to vote at the annual meeting of the members on those items specified in Section 3 (below), as well as to vote on such other issues as the Board may choose to bring before the members. Other classes of members may attend meetings, but may not vote.

Section 3 MEMBERSHIP MEETINGS

- A. There shall be an annual meeting of the members upon such date, time and place, as the Board shall determine. During the annual meeting, voting members shall have the right to vote on the following matters only: election of officers, approval of the annual budget proposed by the Board, minutes of the previous annual meeting, Treasurer’s annual financial report, and approval of any other issues as the Board may choose to bring before the members. Voting on all other matters is expressly reserved for the Board of Directors.
- B. Special meetings of the members may be called by the President or upon the request of 51 percent of the voting members. Members shall receive written notice of special meetings not less than 10 days prior. Notice shall state the purposes of the special meeting.

Section 4 QUORUM AND VOTING

Each voting member in good standing shall have one vote at any meeting of the members. A quorum of 50 percent of the total voting members is not required at Annual or Special meetings. A majority of the votes cast at an Annual or Special meeting shall constitute the action of the members.

Section 5 REMOVAL

Any member may be removed from membership by a majority vote of the Board of Directors.

ARTICLE IV BOARD OF DIRECTORS

Section 1 DEFINITION

There shall be a Board of Directors, which shall consist of the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, and the immediate Past President.

The President shall appoint six (6) representatives from the North (IDHS Districts 1-4), Central (IDHS Districts 5-7), and South (IDHS Districts 8-10) Regions of the State and three (3) At-Large Representatives for a total of twenty-one (21) appointed by the President. The Representatives may include chiefs from volunteer, combination, suburban, and/or metro fire departments. The President may fill vacant spots from other Regions but can only do so once all measures have been exhausted to fill from the Region that is open first. Each Region shall be responsible for meeting, collecting, gathering, and sharing the needs, ideas, and any other pertinent information from their Region to the Board of Directors. Members appointed to the

Board of Directors shall attend a minimum of one (1) in-person meeting and fifty percent (50%) of the conference calls annually to remain active member of the Board of Directors.

By-Laws Committee (Constitutional) – Shall consists of one member from each geographic area, appointed by the President, and approved by the Board of Directors. They shall review the By-Laws annually, review any requested changes and submit their recommendations to the Board of Directors.

The incoming President shall appoint/reappoint representatives of each of the three regions. The incoming President shall also appoint/reappoint the Great Lakes Representative to the International Association of Fire Chiefs for two year term on odd years.

Section 2 MANAGEMENT OF THE CORPORATION

The Board of Directors shall have general charge of the affairs of the Association, and it shall be the duty of the Board of Directors to review the work of the Association at the Board of Director meetings. The Board shall develop a broad policy for the operation of the Association. The Board of Directors shall approve and adopt, and may change or amend, all budgets recommended by the Secretary-Treasurer.

No Officer or Member of the Association shall incur any expense in the name of the Association, without the approval of the Board of Directors, except in the case of emergency; the President is empowered to authorize the expenditure of sufficient funds to meet the emergency.

The Board of Directors shall cause to be made, an annual audit of all books and accounts. Such audit to be prepared and a copy of audit made available to the Members immediately following the last day of the calendar year.

Section 3 QUORUM

Seven (7) Board of Directors shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the Board present at a meeting or on a teleconference in which a quorum is present shall be the acts of such Board. And further provide, that if the Directors shall severally and/or collectively, and being in majority, consent in writing to any action taken by the Board, such action shall be as valid a Board action as though it had been authorized at a meeting of the entire Board of Directors.

ARTICLE V OFFICERS

Section 1 ELIGIBILITY

Any Member seeking election to the office of President, First Vice-President, Second Vice-President, Third Vice-President, or Secretary-Treasurer of the Association shall:

- A. Be an Active Member, hold the highest rank in their department and be in good standing with the Association.
- B. Have paid all dues and assessments and is in attendance at the Annual Association Meeting.
- C. Have not retired from the Fire Service prior to the seeking of an elective office.

- D. In the event that a member retires or is not eligible for active membership while holding an elective office, they may continue to hold office until the next annual conference when a successor shall be elected.

Section 2 ELECTED OFFICERS

The elected officers of the Association shall consist of a President, First Vice-President, Second Vice-President, Third Vice-President, and Secretary-Treasurer, all of whom shall be elected by ballot at the Annual Meeting of the Association and shall have a term of office for one (1) year or until the next Annual Meeting, when their successors shall be elected.

Section 3 VACANCIES

In the event of a vacancy occurring in the office of President, First Vice-President, Second Vice-President or Third Vice-President, the next officer in line shall immediately be directed by the Board of Directors in writing, or in formal session, to assume the title of that office for the un-expired term.

In the event of a vacancy occurring in the office of Secretary-Treasurer, an Acting Secretary-Treasurer shall be immediately appointed by the President and upon approval of the Board of Directors, shall serve for the un-expired term.

ARTICLE VI DUTIES OF THE OFFICERS

The requirements, responsibilities and duties of the Officers shall be as follows:

Section 1 PRESIDENT

The President shall preside at all meetings and shall serve as the representative to the public, to other municipal corporations and units of government and to other organizations.

Other duties and responsibilities of the President:

- A. Shall prior to election have served as First Vice-President.
- B. Shall be the official representative and spokesperson for the Association.
- C. Shall appoint all committees, including those not otherwise provided for in the by-laws.
- D. Shall perform such duties as are prescribed by the Board of Directors, and shall sign all papers executed by or on behalf of the Association, requiring his signature.
- E. Shall report recommendations of the Board of Directors at the Annual Conference.
- F. Shall appoint a Chaplain to attend all conferences and perform all duties pertaining to the affairs of the Association, and when requested, if possible, officiate at the burial of any member in good standing in the Association.

Section 2 FIRST VICE-PRESIDENT

- A. In the absence or in the inability of the President to perform all duties of that office, the First Vice-President shall be directed by the Board of Directors to immediately assume all duties and responsibilities of the office of President.
- B. Shall assist the President in every way possible to fulfill the duties of his/her office.

Section 3 SECOND VICE-PRESIDENT

- A. Shall assist the President and First Vice-President in conducting the business and policies of the Association.
- B. In the absence or inability of the President and First Vice-President to perform the duties of the President he shall be directed by the Board of Directors to immediately assume all duties and responsibilities of the office of the President.

Section 4 THIRD VICE-PRESIDENT

- A. Shall have the same duties as the First Vice-President and the Second Vice-President, in assisting the President.

Section 5 SECRETARY-TREASURER

- A. It shall be the duty of the Secretary-Treasurer to be responsible for the custody of all the assets of the Association.
- B. It shall be the duty of the Secretary-Treasurer to keep a complete record of the proceedings and correspondence of the Association and its Board of Directors.
- C. He/She shall supervise the collection and disbursements of all funds and shall disburse such funds of the Association in accordance with a proper warrant drawn by the Secretary-Treasurer and signed by the President. Said disbursements shall be in accordance with the By-Laws of the Association.
- D. The Secretary-Treasurer shall be bonded by an approved Bonding Agency in an amount approved by the Board of Directors.
- E. The Secretary-Treasurer shall attend to and perform such duties pertaining to his office, or as may be directed by the Board of Directors.
- F. He/She shall attend all the meetings of the Association, the Annual Conference, and the Association Board of Directors meeting.
- G. He/She shall present his records for the past calendar year to the auditing committee at the annual Board of Directors meeting.
- H. He/She may employ, with the consent of the Board of Directors such assistance as deemed necessary to discharge the duties of his office.

- I. The Secretary-Treasurer shall be allowed a monthly sum for his services and expenses; said sum shall be prescribed by the Board of Directors at the Annual Board of Directors meeting.
- J. File all necessary tax returns with the IRS and State of Indiana as well as any reports required by the Indiana Secretary of State.
- K. He/She shall be responsible for the preparation of the annual budget, which shall be presented, to the Board of Directors at their Annual Conference for their approval.
- L. He/She shall at each Annual Meeting of the Association submit a written report of the activities of his office for the preceding year, and also submit a report of the Association financial condition.

ARTICLE VII EXECUTIVE DIRECTOR DUTIES

- A. Plan, organize and direct the Association toward achievement of Association goals, objectives, projects and assists the Association on legislative matters as directed by the Board of Directors.
- B. Manage resources within budgetary limitations provided toward the objectives of the Association; provide professional, technical and management assistance to the Indiana Fire Service agencies through surveys and reports, or through personal or on-site assistance.
- C. Establish fiscal controls for income and expenditures and submits monthly reports relating thereto.
- D. Promote services of the fire service through constant liaison with fire service agencies, arrange seminars, maintenance of booths at conferences with the advice and consent of the Board of Directors.
- E. Establish projects and assign personnel to projects, according to expertise, availability and project deadlines.
- F. Authorize use of consultants in areas of highly specialized expertise, or when workload and deadlines necessitate their use with the consent of the Board of Directors.
- G. Coordinate activity towards the most effective and productive utilization of resources.
- H. Assist in review or project reports and review final reports before their release.
- I. Attend Board of Directors meeting and submit activity report to the Board of Directors. Submit minutes of the meeting and such other reports as required or requested by the President and Vice-President's.
- J. Keep abreast of the professional state-of-the-art in fire management operations and support services and council members accordingly.
- K. Perform these duties and such other duties assigned according to the polices established by the Board of Directors of the Indiana Fire Chiefs Association and under their guidance.
- L. Represent the Association when requested by the Board of Directors.

M. Be responsible for the Association's web site by maintaining current and up to date information at all times.

N. Handle correspondence for the Association and distribute important materials to the Board of Directors and other members as deemed necessary.

ARTICLE VIII MEETINGS

Section 1 DATE & PLACE

The President shall establish the date and place of the board meetings of the Association.

Section 2 ANNUAL CONFERENCE

The annual conference of this Association shall be held at such place as the prior Annual Conference shall have designated. In the event no invitation is received or accepted by the Board of Directors the site of future Conference shall be determined by the Board.

Section 3 EXPENSES

Expenses for all regular and special meetings herein authorized shall be determined by the Board of Directors.

Section 4 RULES

For the purpose of orderly administration, the International Fire Chiefs Association By-Laws shall be the rules for all the meetings if not covered by these By-laws.

ARTICLE IX AMENDMENTS

Section 1 VOTE

The power to amend the By-Laws shall reside in the Board of Directors by a vote of 2/3 of the Board.

Section 2 WHEN THEY TAKE EFFECT

All amendments, alterations or revisions shall take effect immediately upon adoption by the board, unless otherwise state.

ARTICLE X BY-LAWS

Section 1 DUES

A schedule for dues shall be set forth by the Board of Directors and published by the Executive Director. The schedule for dues shall periodically be reviewed by the Board of Directors and updated appropriately to meet the needs and mission of the Association.

Sponsorship opportunities for varying levels of support of the Association may be made available as determined by the board or membership committee. All sponsorship levels include a corporate membership set forth by the Board of Directors. Sponsorship amounts shall be reviewed periodically and updated to meet the needs and mission of the Association.

- Corporate Level
- Yellow Hydrant Level
- Red Hydrant Level
- Supporter Level
- Official Title Sponsor Level

Section 2 MEMBERSHIP CARD

All new members making application after the annual meeting shall be given a membership card for the following calendar year.

Section 3 DEADLINE FOR DUES

No member in arrears for dues or assessments shall be eligible to vote or attend the annual meeting. Any member in arrears after April first of any calendar year, shall after due notice of such arrears have his name removed from the Membership Roll and the mailing list by the Secretary-Treasurer.

Section 4 APPLICATION FOR MEMBERSHIP

Application for Membership shall be made through the executive Director of the Association or their designee.

Section 5 COST FOR ANNUAL MEETING

The Board of Directors shall have the authority to establish a registration fee for the Annual Association Meeting.

Section 6 CURRENT FEES PAID

No member shall be entitled to the courtesies of the Annual Meeting until he/she has first paid registration fee and all other dues and assessments owed by him/her.

Section 7 FREE REGISTRATION

Invited speakers or distinguished visitors and members of the news media shall be permitted to register and receive the courtesies of the Annual Meeting without cost upon approval of the Association President.

Section 8 FISCAL YEAR DATES

The Fiscal year of the Association shall extend from the First day of January through the Thirty-first day of December.

Section 9 BY-LAW CHANGES

Any changes to the By-Laws shall be submitted to the By-Law committee Chairperson and vetted through their committee. The By-Law Committee Chairperson shall then present the proposed change to the Board of Directors at their discretion and upon meeting the appropriate requirements. The proposed change shall then be presented at a monthly meeting. A vote by the Board of Directors shall only take place at the earliest, during the next regular scheduled monthly meeting.

ARTICLE XI CONSTITUTINAL/STANDING COMMITTEES, AD-HOC COMMITTEES, SECTIONS, TASK-FORCES, ASSOCIATIONS, AND IFCA AUXILLARY

Section 1 CONSTITUTIONAL AND STANDING COMMITTEES

The following Committees have been established and who's Chairperson and Members shall hold office until replaced or changed by the President. The Chairperson shall represent the highest-ranking Chief Officer of the organization.

- A. By-Laws Committee (Constitutional) – Shall consist of one member from each geographical area, appointed by the President, and approved by the Board of Directors. They shall review the By-laws annually, review any requested changes, and submit their recommendations to the Board of Directors.
- B. Nominations and Elections Committee (Standing) – Shall consist of one member from each geographical area, appointed by the President, and approved by the Board of Directors. They shall provide the names of various vacant positions as requested by the President to the Board of Directors.
- C. Legislative Committee (Standing) – Appointed by the President to handle and organize all current Legislative related issues and topics.
- D. Program Planning Committee (Standing) – Appointed by the President to assist in matters involving conference, membership, maintaining historical records, and shall assist the Executive Director in these matters.

The President may name such additional Committees and/or appointments as he/her may deem necessary from time to time and which shall end with his/her term of office. The Chairperson shall represent the highest-ranking Chief Officer of the organization. These committees may include but are not limited to the following:

- Conference Committee
- Education Committee

- Membership Committee
- Emergency Response Committee

Section 2 AD-HOC COMMITTEES

The President may establish Ad-Hoc Committees to perform a continuous function to the Association by making policy recommendations to the IFCA Board of Directors. The Committee Chair is appointed by the President and may choose to establish temporary work groups or subcommittees to conduct specific research or complete a specific task for the committee. The Committee Chairperson does not have to be the highest-ranking Chief Officer of their organization. Ad-Hoc Committees may include the following but are not limited to the following:

- Communications
- Hazardous Materials
- Emergency Management and Homeland Security
- Wildland and Urban Interface
- Professional Development
- Special Operations (Tech Rescue, Water Rescue), etc.

Section 3 SECTIONS

Sections are groups of individuals brought together to facilitate common interests and goals. Sections provide IFCA members with specialized opportunities to network and share information with those of similar interests. Sections disseminate their expertise through-out Indiana through publications, workshops and/or conferences, websites, and on-line discussions. Great Lakes is a section of the IAFC, currently, the President of the IFCA appoints the Indiana representative to the board of directors for the Great Lakes Division, for a two year term on odd years and that person must be a member of the GLD of the IAFC. The President has the authority to appoint a Chairperson. This person must be a member of the IFCA. They are not required to be a Chief Officer. Full voting privileges will be given to the Chairperson. Appointee does not need to be a chief officer.

Sections shall be determined by the President based on current needs and trends of the Association. Sections may include but are not limited to the following:

- Emergency Services Section
- Community Risk Reduction Section
- Health/Wellness Section
- Volunteer/Combination Departments Section
- Great Lakes Division of IAFC Section

Section 4 TASK FORCES

Task Forces shall be created by the President to address specific issues that need feedback and is usually a new or current situation facing the Association or fire and emergency service. A Task Force has a definite charge and usually remains active until the task is completed. A Task Force Chairperson shall be appointed by the President and they do not have to be a member of the IFCA. Task Forces may then be classified under a Committee, Ad-Hoc Committee or Section as deemed appropriate by the President. The Chairperson shall represent the highest-ranking Chief Officer of the organization. Examples of Task Forces may include but are not limited to the following:

- Fusion Center
- Stop the Bleed Program
- Rescue Task Force Concept (RTF's)

Section 5 ASSOCIATIONS

Associations that have partnered with the IFCA to support their mission. They shall report to the IFCA when they have issues that need addressed or when needing assistance. Associations shall be determined by the President and their chairperson selected by the association. Examples of Associations that have partnered with the IFCA are as follows but not limited to:

- Hoosier Burn Camp
- International Association of Arson Investigators, Indiana Chapter (IAAI)
- Supporting Heroes
- Fire Inspectors Association of Indiana (FIAI)

Section 6 IFCA AUXILLARY

An Auxiliary shall be established consisting of retired chief's, board members, others that may have played a significant role in the mission of the IFCA. The auxiliary shall assist the Board of Directors and the Executive Director with tasks deemed necessary to carry out the mission and responsibilities of the Association. These tasks may include providing assistance during the annual conference and or other IFCA sponsored events across the State. The President shall appoint a Chairperson who will act as the Liaison to the group.

Section 7 POLITICAL ACTION COMMITTEE (PAC)

PAC Committee – The Board of Directors shall maintain a PAC committee. The PAC Committee shall coordinate all Political Action Committee related issues including financial information and shall report to the members such financial information on a monthly basis. The PAC Committee shall select a chairperson and Treasurer from the PAC members.

Section 8 FIRE ALLIANCE OF INDIANA

The Fire Alliance is an alliance of organizations across the State of Indiana that includes but not limited to: The Indiana Fire Chief's Association (IFCA), Professional Firefighters Union of Indiana (PFFUI), The Indiana Firefighters Association (IFA), Volunteer Firefighters Association (IVFA), The Indiana State Fire Marshal's Office, The Indiana Department of Homeland Security, and others to be determined by the Fire Alliance chairperson. The President, First-Vice President, Legislative Chair and Lobbyist of the IFCA shall be the representatives for the Association and shall report back to the Board of Directors.

Section 9 COMMITTEE/SECTION REPORTS

Each Committee and Section shall be required to submit a report of its activities for presentation at the Annual Meeting.

ARTICLE XII NOMINATIONS AND ELECTIONS

Section 1 OVERVIEW

The Committee on Nominations and Elections shall present their report on the first day of the Annual Meeting assembled, giving a complete list of the nominations for the elective offices of the Association. There the Committee on Nominations and Elections deems it to be in the best interest of the Association to nominate two (2) or more candidates for any office, they may so report in order that the choice may be decided by a ballot of the Members present at the Meeting. The presiding officer shall call for nominations from the floor for each elective office.

Nominations from the floor shall require the nominee's concurrence in writing or his verbal concurrence from the floor at the time of nomination. After calling three (3) times for further nominations, hearing none, the presiding officer shall declare the nominations closed.

Section 2 REMOVE ONES NAME FROM NOMINATION

Any nominee who desires to withdraw his name may do so at time of nomination but shall not make any address or request for his sponsors to support any other candidates.

Section 3 NO SPEECHES OR STATEMENTS

No nominating speeches or statements supporting any candidate shall be made by anyone.

Section 4 ONLY ONE CANDIDATE

For any office for which there is only one (1) candidate nominated the presiding officer shall instruct the Chairman of the Committee on Nominations and Elections as a representative of the meeting assembled to cast a unanimous ballot for said candidate and shall there upon declare said candidate elected.

Section 5 SECOND BALLOT IF NEEDED

In the election of officers the candidate receiving the highest number of votes for each office shall be declared elected. In the event of a tie vote, the voting on the second ballot shall be confined to the candidates so tied. The second ballot shall take place immediately following the report of the Committee on Nominations and Elections that a tie vote exists. The second ballot shall be subject to the same procedure as the first ballot.

Section 6 NUMBER OF VOTES BY DEPARTMENT

Multiple members from any Fire Department shall be entitled to no more than two votes on any question requiring a vote by the members.

ARTICLE XIII MISCELLANEOUS

Section 1 SWEARING IN

The installation of officers shall take place at the Annual Conference immediately following their election, with the appropriate ceremonies and the officers shall swear to the following oath of office:

“I _____ hereby swear that I will support the ByLaws and at all times bear true allegiance to the goals and purposes of the Indiana Fire Chiefs Association, Inc. I further swear to perform the duties and responsibilities of my office and I will deliver to my successor all the records of said office, so help me God.”

ARTICLE XIV RULES OF ORDER

Section 1 ORDER & DECORUM

The Presiding Officer shall preserve order and decorum and shall take no part in debates while he is presiding.

Section 2 MUST STAND TO BE RECOGNIZED

Every member when he speaks or offers a motion shall rise in his place, state his name and place of residence and respectfully address the Presiding Officer.

Section 3 PRESIDING OFFICER RECOGNIZES SPEAKER FIRST

When two (2) or more Members rise to speak at the same time the Presiding Officer shall decide who is entitled to the floor.

Section 4 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 a vote shall be taken. A motion to adjourn is not debatable, but a motion to adjourn at or to a given time is open to debate.

Section 5 IFCA INC. RULES GOVERN

Any question coming before the Conference for which no provision has been made in the By-Laws or Rules of Order, the Presiding Officer shall be guided in his decision by the rules laid down in the International Fire Chiefs Association, Inc., By-Laws.

Section 6 MEMORIAL SERVICE

An appropriate Memorial Service in honor of the deceased Members of the Association shall be held at each Annual Meeting.

Section 7 ORDER OF BUSINESS

The order of business at the Annual Conference shall be:

A. Opening Ceremonies

1. Present Colors
2. Pledge of Allegiance
3. Opening Prayer
4. Appoint Sergeant of Arms
5. Introduction of Association President

B. Memorial Service

C. Opening of Business Session

1. Adoption of minutes of previous Conference
2. Report on Nomination and Election Committee
3. Appointment of special committees
4. Report of Association Officers
5. Report of standing committees

D. Unfinished Business

E. New Business

F. Election of Officers and Installation

G. Special Announcements