



## **KING COUNTY FIRE CHIEFS ASSOCIATION CONSTITUTION AND BY LAWS**

### **ARTICLE I TITLE, MISSION AND OBJECTIVES**

1. This organization shall be known as the King County Fire Chief's Association, a non-profit organization.
2. The Association's mission shall be: "Preserving life and protecting property through cooperative efforts involving education, fire prevention and emergency services".
3. It's objectives shall be:
  - A. The promotion of fire prevention by legislation and education of both the fire service and the general public.
  - B. The advancement of fire service through education, training, conferences and other means as may be made available.
  - C. To promote through research and development better fire fighting techniques and equipment for the suppression of fire.
  - D. To join together all fire prevention, education, EMS and fire suppression forces of the county for a common goal.
  - E. To cultivate a closer fraternal fellowship between the several branches of the fire service throughout the County of King.
  - F. To make available technical information and guidance to the members of the association.

### **ARTICLE II OFFICERS AND DUTIES**

1. The officers of this Association Executive Board shall consist of a President, Vice-President, Treasurer, and three Board Members, one of which is the immediate past president.
2. It shall be the duty of the President to preside over all meetings of the Association, sign all orders duly granted by the Association, and to perform such other duties as are ordinarily performed by a presiding officer or as may be required by the Association.



3. It shall be the duty of the Vice-President to perform the duties of the President in his absence and to assist the President whenever required.
4. It shall be the duty of the Secretary (usually appointed by the President) to keep a complete record of the proceedings of the Association, to keep a record of the members of the Association, to attend all communications pertaining to the Association.
5. It shall be the duty of the Treasurer to collect all monies due the association and give his/her receipt therefore; to keep a regular account of money as received and pay it out on the order of the Association; to give a monthly account of the Association's financial status at its regular meetings. He/she shall submit his or her books annually to an auditing committee, appointed by the President, to enable them to make a proper audit.

### ARTICLE III MEETINGS

1. Meetings of this Association shall be held on the third (3<sup>rd</sup>) Wednesday of each month. Meetings held in January, May, and September shall be held in the evening. The November meeting shall be the annual meeting of the Association.
2. Meetings of the Association may be held in different locations and such time and places of meeting shall be determined by invitation and/or the President's Choice.
3. Members present in good standing shall constitute a quorum.

### ARTICLE IV ELECTION OF EXECUTIVE BOARD MEMBERS.

1. Nomination of Executive Board Members will commence at the annual meeting of the Association. Installation of the Executive Board Members will be at the meeting of the Association in January.
2. Any name submitted for nomination in writing by a qualified member shall be read by the President as a nomination from the floor.
3. All elective Executive Board Members shall continue to serve in their respective capacities until their successors have been elected and installed.
4. Each Member of the Association in good standing shall have one (1) vote per Executives Board Member position. Each Member shall be required to cast his/her vote separately.
5. The President shall appoint an election committee of at least three (3) members whom duties shall be to arrange and conduct an election of the elected position of the



Association. At the completion of the election, this committee shall count the ballots and report their finding to the President.

6. A report of the election shall be made public before the close of the meeting at which the election is held.

7. In the case of a vacancy in the office of the President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice-President, and/or Treasurer and elections shall be held at the next regular meeting of the Association (The President may appoint an interim position in order to conduct the business of the Association.) The term of the office will be until the annual election of the Association. Notices shall be sent to all active members if a special election of the Association is held. Said notices to be sent at least ten (10) days in advance of the regular meeting at which a special election is to be held.

## ARTICLE V MEMBERSHIP

1. The members of this Association shall consist of active and associate members.
2. Active members shall include all administrative officers of: Fire Department, County, State and Federal government agencies devoted to fire prevention, fire suppression, fire service education, fire service communications, and emergency medical services.
3. Associate membership shall consist of:
  - A. Retired administrative officers of such agencies which qualify for active membership in article V.2.
  - B. Vendors of fire apparatus, equipment or services associated with the Fire Service.

Associate members may attend regular meetings of the Association, but will be ineligible to vote or assume the position or duties of any office in the Association.

4. Administrative officers shall be defined as those persons who perform the duties of a chief officer, fire marshal, fire alarm superintendent, director or assistant/associate director, manager or assistant manager of organizations qualifying for active membership in Article V.2 of these by-laws.
5. Annual dues of this association for the following year shall be established and voted on by the entire membership present at the annual meeting. Associate membership shall be 50% of regular annual dues.
6. Yearly dues shall be paid on or after the first of January, but not later than April 1<sup>st</sup> of any year. Persons not making payment on dues by the first of April will be dropped from



the rolls of the Association and deprived of all voting privileges. Annual dues shall allow any jurisdiction up to three (3) votes when present.

## ARTICLE VI COMMITTEES / DIVISIONS

1. There shall be an Executive Board which will consist of the elected officers of the Association. The duties of this Executive Board shall be to carry on business of the Association during the period when the regular membership is not in session. All acts of this Board shall be reported and, as necessary, ratified by the membership at a regular meeting of the Association.
2. The following Divisions will be appointed by the President at the beginning of his/her term. Board Members of said divisions will serve during the term of the President.
  - A. Training
  - B. Fire Prevention – Public Education
  - C. Operations – USAR
  - D. EMS
3. Association committees and/or appointments may be made by the Executive Board on an as needed basis.

## ARTICLE VII AMENDMENTS

1. This Association shall have full power at any regular scheduled meeting to alter, amend, or revise the Constitution and by-laws by a two-thirds (2/3) vote of the voting membership present. It shall be necessary that any alteration or revisions be proposed at not less than one (1) regular scheduled meeting prior to that at which it is adopted. All active membership in good standing shall be advised in writing at least ten (10) days in advance of any meeting, at which time a vote will be taken on any alterations or revisions.

## ARTICLE VIII RULES AND ORDER OF BUSINESS

1. The presiding officer shall maintain order and decorum. All questions of order shall be decided by him/her, subject to appeal to the Association.
2. Each member, when he/she speaks, shall address the chair, omit personalities and confine himself/herself to the question under debate.
3. When two members speak at once the Presiding Officer shall name the one to speak first.



4. If any member requests it, the yeas and nays shall be taken and entered upon the minutes of the Association.
5. All business not provided for in these By-laws shall be transacted according to the Roberts Rules of Order.
6. The suggested order of Business of the Association meetings shall be:
  - A. Called to order
  - B. Introductions
  - C. Signed Roll Call
  - D. Reading of the minutes of last meeting.
  - E. Treasurer's monthly report
  - F. Old Business
  - G. New Business
  - H. Reports of Divisions
  - I. Agency Reports
  - J. Good of the Association
  - K. Adjournment

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