



COMMUNICATIONS SECTION

## CONSTITUTION AND BYLAWS

### California Fire Chiefs Association Communications Section

#### CONSTITUTION

##### ARTICLE I

###### Name, Mission and Organization

**Section 1- Name.** This organization shall be known as the California Fire Chief's Association Communications Section. (CFCA-CS; hereafter known as CS). The Communications Section is a subsidiary of the California Fire Chiefs Association (hereafter known as the CFCA or Parent Organization).

**Section 2- Mission.** It is the mission of the Communications Section of the California Fire Chiefs Association to:

- a. Assist in, and provide leadership for the continued advancement of fire service communications in California while better serving the citizens of the state; and
- b. Provide its members with an opportunity to participate in, and contribute to the enhancement of fire service communications through professionalization and standardization of training throughout the state,
- c. To encourage quality in fire communications services,
- d. To provide a collective source of information in the field of fire service communications,
- e. To provide a means for the exchange of ideas, procedures, and methods in the field of fire service communications,
- f. To remain knowledgeable of technical and operational changes and advancements that could benefit fire service communications,
- g. To provide training or assist in the training of fire service communications personnel,
- h. To respond to any requests from the CFCA,
- i. To encourage members to keep the administration of their departments informed of all activities of CS,
- j. To provide information and input to other relevant communications related organizations,
- k. To inform the CFCA and other fire service personnel of pending legislation, which could affect fire service communications,
- l. To develop standards of professionalism in the field of fire service communications,
- m. To provide a medium for exchange of information and ideas and promote cooperation among the agencies charged with fire service communications, and
- n. To promote standardization in all aspects of fire service communications.

**Section 3- Organization.** Administration of CS is by elected and appointed officers who are members of the Board of Directors. The Board of Directors conducts business for the association. The membership holds regular meetings four times a year. Through several standing and special committees the organization gathers, develops, and distributes information regarding fire communications.

**Section 4- Headquarters.** The CS maintains no permanent headquarters. The Parent Organization shall maintain a permanent headquarters in Sacramento, California, as at such place as the CFCA Executive Board shall direct.

## ARTICLE II

### Membership

**Section 1- Membership.** Membership will be categorically assigned to the Division and Area in which the member's department is located.

- a. The Northern Division shall comprise that portion of the State of California north of the southern boundary line of Monterey, Fresno and Mono Counties.
- b. The Southern Division shall comprise that portion of the State of California south of the southern boundary line of Monterey, Fresno and Mono Counties.

**Section 2- Areas.** Each Division shall be comprised of five (5) areas. Each area shall be represented on the Board of Directors by a member from a department in that area. The CFCA Board of Directors shall be the final authority for determination of area composition.

### **Section 3- Membership Categories.**

- a. **Active Member** - Active members shall be entitled to all privileges and benefits provided by the Association and all elected officers shall be selected from this group. Active members shall include any person currently employed by any organized public, military or Tribal/Reservation fire department or communications department.
- b. **Active Member - Individual** - This will be open to the members of any public safety communications agency providing fire and EMS services within the geographical boundaries of the California Fire Chiefs Association Northern or Southern Divisions.
- c. **Active Member - Group** - Same as Individual, however, agencies can register up to three people as participants in the CS as Group members.
- d. **Associate** - Associate membership may be granted upon recommendation of the Board of Directors, with payment of regular dues, to any person interested, and in accordance with the aims and purposes of the CS. Associate memberships have a non-voting status.
- e. **Retired** - Retired membership is open to those retired from public safety communications who have been regular members for less than five years at the time of retirement. Retired memberships have a non-voting status.
- f. **Life** - This will be granted by a majority vote of the Executive Board to regular members who have been members in good standing for at least five years, upon receiving notice of their retirement. Life membership is granted with no annual membership fee. Life memberships have a non-voting status.

- g. **Commercial Sponsor** - This may be granted upon recommendation of the Board of Directors, with payment of commercial sponsor dues, to any company interested and in accord with the aims and purposes of the section. Corporate Sponsor memberships have a non-voting status.
- h. **Membership Records** - The CFCA Executive Director will maintain, or cause to be maintained, a list of all members and ensure accuracy.
- i. **Membership Dues.**
  - 1. The Board of Directors will recommend the dues structure to the general membership. Approval of dues structures shall be by a simple majority of the voting member agencies.
  - 2. All dues will be payable annually as established by the Board of Directors.
  - 3. Special assessments may be imposed by a majority vote of the Board of Directors.
  - 4. Membership dues shall be collected and managed by the CFCA Parent Organization.

**Section 4- Authority for Classification.** The Executive Board of the CS and of the Parent Organization shall be the final authority in the determination of eligibility for membership.

**Section 5- Voting.** The right to vote, submit motions, or second motions, will be confined to those holding active membership. Whether Individual or Group, the number of votes per member agency will be one.

**Section 6- Soliciting funds.** No member of this section will solicit funds for the section without the consent of the Board of Directors.

## **ARTICLE III**

### **Officers**

**Section 1- Officers defined.** The officers of the CS are those members elected or appointed to office that serve in a voting capacity on either the Executive Board or Board of Directors.

**Section 2- Eligibility.** Any member of the Section seeking election to the elective offices specified in this Article shall, on the day of the election, be an active member in good standing, and have been such for at least one (1) year prior to that date.

**Section 3- Elected Officers.** The elected officers of the Section shall consist of the President, President Elect, and Secretary/Treasurer. The term of office shall be two (2) years. Term years will coincide with a standard fiscal year, July 1- June 30.

**Section 4- Board of Directors.** There shall be a Board of Directors which shall consist of the President, President Elect, Secretary/Treasurer, First Past President, Second Past President, Northern Division Director, Southern Division Directors, and ten (10) Area Directors, one from each of the five (5) areas in the Southern and Northern Division. The Division Directors shall be responsible for appointing the Area Directors within their Division. The Executive Board shall confirm the appointments. The term of office for the Area Directors shall be four (4) years but can be extended by the Executive Board at the recommendation of the Division Director.

**Section 5- Executive Board.** There shall be an Executive Board which shall consist of the President, President Elect, Secretary/Treasurer, First Past President, Second Past President, Northern Division Director, and Southern Division Director.

**Section 6- Term of office.** The term of office for elected officers shall be two (2) years unless special circumstances warrant a special election sooner as identified in Article XII, Section 4.

Elected officers of the section will be permitted to serve only one consecutive term in each of the positions to which they may be elected, unless approved by the Board of Directors and ratified by a majority of the voting member agencies.

**Section 7- Officer Progression.** The President shall advance to the office of Immediate Past President at the conclusion of their term. The President Elect shall advance to the office of President upon the President advancing to Immediate Past President or vacating the position. Officers must be in good standing for progression to occur.

**Section 8- Removal of Officers.** Any Board Member may be removed from office for the following reasons:

- a. Conviction of a felony;
- b. Malfeasance in office;
- c. Three (3) consecutive unexcused regular meeting absences or four (4) unexcused absences during any one (1) calendar year;
- d. Conduct inconsistent with the best interest of the Section;
- e. Conflict of interest arising from employment or personal actions; or
- f. Ceasing to be a resident of California;
- g. Moving from one (1) Division/Area to another if the Board Member holds a position that has geographic boundaries within the State (i.e. Northern Division Director, Area 1 South Director);
- h. No longer a current member.

Provided, however, that such removal shall not be effective unless and until the evidence has been reviewed and a determination made by the Board of Directors. The Board of Directors shall convene within sixty (60) days of being notified of any charges made upon a Board Member to deliberate the issue, declare its findings, and take necessary action.

1. A two-thirds majority of the Board of Directors is required to remove an elected member of the Executive Board for the reasons identified in this section.
2. A simple majority vote of the Executive Board, upon recommendation by the President, shall be considered sufficient to remove appointed Board Members from office.

**Section 9- Vacancies and Resignations.** In the event of a vacancy occurring in the office of the President, the President Elect shall serve as the President (along with the regular duties of the President Elect).

- a. In the event of a vacancy occurring in the office of the President Elect (even as noted in the case above), the Executive Board shall call for a special election to fill the vacancy. The newly elected President Elect will then fill the remaining term of the office and progress to President at the next election.
- b. In the event of a vacancy occurring in the office of a Division Director the President may appoint an Interim Division Director to fill the remaining term until the next regularly scheduled election or the Executive Board may call for a special election to fill the vacancy.
- c. In the event of a vacancy occurring in the office of Secretary/Treasurer, an Interim Secretary/Treasurer shall, as soon as practical, be appointed by the President and shall serve until such time as a permanent replacement is named and approved by the Executive Board.
- d. In the event a vacancy for Area Director occurs, the respective Division Director shall recommend a replacement within sixty (60) days from the vacancy. The appointee shall be approved by the Executive Board and serve until the next appointment cycle (see Article III, Section 3).

**Section 10- Board Expenses.** No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the Executive Board except that, in the case of emergency, the President is empowered to authorize the expenditure of sufficient funds. Additional authorization and restrictions may be authorized if approved by the Executive Board or consistent with adopted financial and expense policies.

## **ARTICLE IV**

### **Duties of the Board Members**

#### **Section 1- Executive Board Members.**

- a. Duties of the President
  1. The President will preside at all Executive Board, Board of Directors, and general membership meetings.
  2. The President will appoint all special committees not otherwise provided for or authorized by the membership.
  3. The President will be the primary liaison to the CFCA.
  4. The President will make appointments to fill vacancies in office.
- b. Duties of the President Elect
  1. The President Elect will perform the duties of the President, in his/her absence. When so acting, the President Elect shall have all the powers of and be subject to all the restrictions upon the President.
  2. If the office of President becomes vacant, the President Elect will automatically become President for the remainder of the unexpired term.
  3. The President Elect will perform other duties as directed by the President and/or the Board of Directors.

- d. Duties of the Secretary/Treasurer
1. The Secretary/Treasurer will perform the duties of the President in the absence of the President and President Elect. When so acting the Secretary/Treasurer shall have all the powers of and be subject to all the restrictions upon the President.
  2. The Secretary/Treasurer will maintain a current membership roster.
  3. The Secretary/Treasurer will maintain an accurate account of meeting minutes.
  4. The Secretary/Treasurer will present meeting minutes at general membership meetings.
  5. The Secretary/Treasurer will preserve all records, reports, and official documents of the section, except those specifically assigned to the custody of others.
  6. The Secretary/Treasurer will notify each member of scheduled meetings.
  7. The Secretary/Treasurer will conduct official CS correspondence as directed by the Executive Board.
  8. The Secretary/Treasurer will monitor the receipt of membership dues, donations, and other monies of the section collected by the Parent Organization and sign all disbursements as authorized by the Board of Directors.
  9. The Secretary/Treasurer will request financial documentation from the Parent Body and prepare quarterly financial reports.
  10. The Secretary/Treasurer will present a Treasurer's Report and provide membership status updates at each general membership meeting or upon the request of the Executive Board or general membership.
  11. The Secretary/Treasurer will perform other duties as directed by the Executive Board.
- e. Duties of the First Past President
1. The First Past President will act as an advisor to the Board of Directors and general membership.
  2. The First Past President will support and promote the section.
  3. The First Past President will assist with the annual membership drive.
  4. The First Past President will chair the nomination committee.
  5. The First Past President will fill in as appointed by the President or acting President for any vacant officer positions.
- f. Duties of the Second Past President
1. The Second Past President will act as an advisor to the Board of Directors and general membership.
  2. The Second Past President will support and promote the section.
- g. Division Directors (Northern and Southern)
1. The Division Directors will act as an advisor to the Board of Directors and general membership.
  2. The Division Directors will appoint Area Representatives from each of the five (5) Northern and five (5) Southern Divisions.

3. The Division Directors will liaise with Area Representatives from their Division and provide reports and recommendations from the Representatives to the Board of Directors.
4. The Division Directors will support and promote the section.

**Section 2- Executive Board defined.**

- a. The members of the Executive Board for the section will be comprised of the President, President Elect, Secretary Treasurer, First Past President, Second Past President, Northern Division Director and Southern Division Director.
- b. These seven members of the Executive Board will have equal voting rights.
- c. The Chairperson of the Executive Board will be the President of the section, who will preside at all Executive Board meetings.
- d. The Secretary/Treasurer will relay information and reports to and from the other officers and area representatives, who are not able to attend Executive Board meetings.

**Section 3- Duties of the Executive Board members.**

- a. The Executive Board will approve or deny requests for associate memberships.
- b. The Executive Board will be responsible for recommending the dues structure to the general membership.
- c. The Executive Board will authorize disbursements from section funds.
- d. The Executive Board will authorize official correspondence to be made by the Secretary/Treasurer.
- e. The Executive Board will evaluate extensions of officer terms, and recommendations for members to fill vacant positions from the President or Executive Board, as necessary.
- f. The Executive Board will assist with membership drives, correspondence within the areas they represent, preparing the budget for each fiscal year, assist or chair committees, participate in the planning of meetings, and other duties as required.

**Section 4- Executive Board meetings.**

- a. Executive Board meetings will be held prior to each regular meeting either in person or via conference call.
- b. A simple majority of the Executive Board must be present to conduct business. A voted issue will be decided based on a simple majority of the members present.
- c. Functions of the Executive Board at these meetings are to: Review issues presented to it, make executive recommendations/decisions regarding the issues, and/or prepare motions for membership voting.
- d. During these meetings, the Executive Board shall review the annual budget and approve authorized expenditures from the section fund.

**Section 5- Succession of Officers.** In order to maintain continuity for efforts in progress the following rotation of officers of the Executive Board will take place at the expiration of their terms of office:

- a. First Past President will become the Second Past President,
- b. The President will become the First Past President,

- c. The President Elect will become the President,
- d. The Secretary/Treasurer will become the President Elect,
- e. The Secretary/Treasurer's position will be open every two years for nominations.
- f. The Division Directors will be appointed every four years by the Executive Board.

**Section 6- Board of Directors defined.**

- a. The members of the Board of Directors for the section will be comprised of the members of the Executive Board and the five Area Representatives.
- b. These seventeen members of the Board of Directors will have equal voting rights.
- c. The Chairperson of the Board of Directors will be the President of the section, who will preside at all Board of Directors meetings.
- d. The Secretary/Treasurer will relay information and reports to and from the other officers and area representatives, who are not able to attend Board of Directors meetings.

**Section 7- Duties of the Board of Directors members.**

- a. The Board of Directors will review section Constitution and By-laws annually.
- b. The Board of Directors will approve or deny requests for associate memberships.
- c. The Board of Directors will be responsible for recommending the dues structure to the general membership.
- d. The Board of Directors will authorize disbursements from section funds.
- e. The Board of Directors will authorize official correspondence to be made by the Secretary/Treasurer.
- f. The Board of Directors will evaluate extensions of officer terms, and recommendations for members to fill vacant positions from the President or Executive Board, as necessary.
- g. The Board of Directors will assist with membership drives, correspondence within the areas they represent, preparing the budget for each fiscal year, assist or chair committees, participate in the planning of meetings, and other duties as required.

**Section 8- Board of Directors meetings.**

- a. Board of Directors meetings will be held prior to each regular meeting either in person or via conference call.
- b. A simple majority of the Board of Directors must be present to conduct business. A voted issue will be decided based on a simple majority of the members present.
- c. Functions of the Board of Directors at these meetings are to: Review issues presented to it, make executive recommendations/decisions regarding the issues, and/or prepare motions for membership voting.
- d. During these meetings, the Board of Directors shall review the annual budget and approve authorized expenditures from the CS fund.

## **ARTICLE V**

### **Area Representatives**

#### **Section 1- Area Representative defined.**

- a. Area Representatives will be regular members in good standing.
- b. Area Representatives will be appointed by the Division Directors.
- c. There will be one Area Representative appointed from each of the five (5) areas of the Division as defined by the CFCA. If there is a vacancy for an Area Representative, an Executive Board member from that Area may temporarily represent that Area.
- d. Area Representatives shall be the liaisons for their areas.
- e. If an Area Representative post is vacant, the Division Directors will work with the membership to fill the post, or appoint a special committee to do so.
- f. An Area Representative may appoint an alternate to attend meetings on his/her behalf, but the named alternate must be a regular member in good standing and on record with the Executive Board.
- g. Area Representatives shall have one vote on the Board of Directors.

#### **Section 2- Duties of Area Representatives.**

- a. Area Representatives, or their alternate, will attend Board of Directors and general membership meetings.
- b. Area Representatives will act as liaisons to relay information between Fire Communications Centers/Agencies within their area and the CS.
- c. Area Representatives will represent their respective areas in the decision making process of the Board of Directors.

#### **Section 3- Areas defined.**

- a. Northern Division Areas:
  1. Area 1 – Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Glenn, Butte, and Plumas Counties
  2. Area 2 – Colusa, Sutter, Yolo, Yuba, Nevada, Sierra, Placer, Sacramento, El Dorado, and Amador Counties
  3. Area 3 – Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin and Solano Counties.
  4. Area 4 – San Joaquin, Calaveras, Alpine, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, and Fresno Counties
  5. Area 5 – Contra Costa, Alameda, San Francisco, San Mateo, Santa Cruz, Santa Clara, San Benito and Monterey Counties.
- b. Southern Division Areas:
  6. Area 1 – San Luis Obispo, Santa Barbara, and Ventura Counties
  7. Area 2 - Los Angeles and Orange Counties
  8. Area 3 - Inyo and San Bernardino Counties
  9. Area 4 - Riverside, Imperial, and San Diego Counties
  10. Area 5 - Kings, Tulare, and Kern Counties

## ARTICLE VI

### Meetings

**Section 1- General Membership meetings.** General Membership meetings will be held quarterly, at a minimum, with a calendar of meeting dates to be established annually and announced July 1 of each year.

**Section 2- Board meetings.** Executive Board and Board of Directors meetings will be held in conjunction with General Membership meetings or special meetings as needed.

**Section 3- Division meetings.** Each Division is encouraged to hold at least one (1) annual meeting to further the work of the Association and enhance communication.

**Section 4- Expenses.** Reimbursement of expenses for authorized meetings shall be determined by the Executive Board or as identified in adopted policy.

**Section 5- Quorum.** For the purposes of voting in all CS meetings, a quorum will be considered a simple majority of the member agencies present. Votes shall be accepted from members present via phone or video conference.

## ARTICLE VII

### Amendments

**Section 1- Amendments/Proposals.** Proposals for amendments to the bylaws may be submitted by any regular member to the President Elect. Submissions shall include a short explanation of the purpose for the amendment.

**Section 2- Adopting Amendments.** Amendments to the bylaws of this section may be voted on at any general membership meeting, and approved for adoption by a simple majority of the voting member agencies present. All members will be advised of proposed amendments no later than thirty (30) days prior to the next scheduled meeting. Members may, at the discretion of the Executive Board, have the opportunity to have an absentee vote.

Final approval for adoption of approved amendments into the bylaws will be based on review and approval of the Cal Chief's Board of Directors.

## BY-LAWS

### ARTICLE I

#### Fiscal Matters, Resolutions and Amendments

**Section 1- Dues.** Dues for membership in the Association shall be established for the following:

- a. Active Member – Individual
- b. Active Member – Group
- c. Retired Member
- d. Associate Member
- e. Life Member
- f. Commercial Sponsor

**Section 2- Delinquent dues and refunds.**

- a. All dues shall be payable on July 1 of each year and shall be delinquent after October 1<sup>st</sup> of the same year.
- b. No member in arrears for dues shall be eligible to vote, and after due notice of such arrears, shall be removed from the membership list and from the membership distribution list.
- c. The Secretary/Treasurer shall keep an accurate accounting of the status of all members and report on such to the Executive Board quarterly and provide a written report annually at the Board of Directors meeting at the annual conference.
- d. Dues payments are not refundable. Memberships are transferrable if paid by the member's sponsoring agency.

**Section 3- Applications.** Applications for all classifications of membership shall be made to the CFCA Executive Director as indicated for the current year membership process.

**Section 4- Amendments.** Amendments to these By-Laws shall:

- a. Be made by resolution or as provided by Article VI, Section 1, in the constitution;
- b. Refer to specific sections and contain exact wording; and
- c. Be approved by two-thirds majority vote of the members present and voting.

**Section 5- Resolution of an Emergency Nature.** The requirement in these by-laws for presenting resolutions to the CFCA Executive Director forty-five (45) days prior to the annual conference general membership meeting may be waived for resolutions of an emergency nature, provided the Board of Directors approve the resolution as a valid emergency measure.

**Section 6- Effective Date.** These revised and amended Constitution and By-Laws were approved and adopted September 22, 2015 as shown by the minutes of Communications Section meeting held at the 2015 CFCA Annual Conference. They shall supersede all other Constitution and By-Laws promulgated heretofore, and shall take effect immediately upon adoption, unless otherwise provided.

## ARTICLE II

### Committees

**Section 1- Ex-officio committee member.** The President, President Elect (or designee of the Executive Board) will be an ex-officio member of all committees and shall be advised of all meetings.

**Section 2- Boards, Commissions, Committees, Panels and Task Forces.** Representation on behalf of the Section on Board, Commission, Committees, Panels and Task Forces shall be approved by a simple majority vote of the Executive Board. When a vacancy occurs on one of the above, members may submit recommendations, nominations or applications for such to the President who shall schedule for voting at the next Executive Board meeting, or special meeting, if required.

Each representative on one the above shall be responsible for:

- a. Submitting a copy of all meeting agendas to the Secretary/Treasurer prior to such meetings.
- b. Requesting from the Executive Board clarification or confirmation on subjects that will affect the membership and/or statewide delivery of fire and emergency medical services.
- c. Providing written summary reports of regular and special meetings to the Secretary/Treasurer for inclusion on Executive Board and Board of Director meeting agendas.

**Section 3- Standing committees.**

- a. Standing committees will be established by the Board of Directors as needed.
- b. Committee Chairpersons shall forward meeting minutes from committee meetings to the Secretary/Treasurer for dissemination to the Board of Directors, and when approved, to the general membership.

**Section 4- Special committees.**

- a. Special committees will be appointed by the President as necessary.
- b. Special Committee Chairpersons shall forward meeting minutes from committee meetings to the Secretary/Treasurer for dissemination to the Board of Directors; and when approved, to the general membership

**Section 5- Committee duties.** Where not otherwise specified, the President shall designate the duties of the committees.

**Section 6- Attendance.** Members appointed to Boards, Commission, Committees, Panels or Task Forces shall attend all regular and special meetings of such unless there is a good cause for absence. Notification of an inability to attend a regular or special meeting shall be noted when submitting a copy of the agenda or as soon as practical.

## ARTICLE III

### Nominations and Elections

**Section 1- Selection of Officers.** Any regular or life member who has been a member in good standing for at least one year prior to election date will be eligible to hold office. Exceptions to the 'one year prior' term for a nominee shall be made at a general membership meeting by motion and vote by the member agencies present. Approval will be by a simple majority of those member agencies present.

**Section 2- Election procedure.**

- a. In January of each year, the Executive Board will appoint a nominating committee to establish a slate of officers for the next year. No person serving on the nominating committee should be nominated or accept an office for the ensuing term.
- b. The Chairman of the nominating committee shall be the First Past President or designee of the Executive Board. The Chairman shall request nominations for a particular office(s) from the membership through a CS announcement in January of each year. Nominees must be eligible to hold the office they are nominated for in accordance with the Constitution and Bylaws. All nominations must be received by the nominating committee by April. After receipt of nominations from the membership, the nominating committee will report a final slate of candidates to the membership in April and provide members with an electronic voting ballot.
- c. Election ballots shall be returned to the nominating committee no later than 5:00 p.m. 10 days prior to the Spring quarterly meeting. All ballots shall be delivered, unopened, to the Chairperson of the Nominating Committee. Upon completion and certification of the ballot count by the Nominating Committee, the results shall be forwarded to the Executive Board.
- d. Election of officers shall be determined by a simple majority (50% plus 1) of all member agency votes cast (one vote per agency). If more than two candidates compete for the same office and a simple majority by one candidate is not achieved, the candidate receiving the most votes shall be declared the winner.
- e. In case of a tie, a selection shall be made in accordance with a vote of the eligible voting member agencies present at the annual meeting in September.
- f. The succession of current officers and election of new officers shall be ratified by a simple majority of the voting member agencies present at the Spring quarterly meeting. Elected officers, and succession of current officers, shall assume their duties and authorities at the beginning of the term year on July 1.
- g. If no nominations are received and it is in the best interests of the CS, the standing board of officers will remain in office by a simple majority vote of the voting member agencies present at the Spring quarterly meeting until nominations are received and a special election can be held. If a simple majority of the voting member agencies present at the Spring quarterly meeting vote to disallow a succession of any or all of the current officers, voting members shall make motions for nominations and vote on alternate officer selection. A simple majority of the voting membership shall decide the election(s).

**Section 3- Special elections.** Special elections may be held to fill vacant officer positions during the fiscal year after nominations are received by the general membership. The Secretary/Treasurer shall announce nominations to the general membership as they are received. Voting for candidates shall take place at the next general membership meeting. A simple majority of voting member agencies present shall decide the special election. Candidates receiving the majority vote shall assume their duties immediately after the voting is completed.

## ARTICLE IV

### Parliamentary Authority

**Section 1- Rules of order.** The rules contained in Robert's Rules of Order, Revised will govern the section in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this section.

**Section 2- Order of business.** The following order of business will be used as a guide at all regular meetings:

- a. Call to order
- b. Welcome by host
- c. Introductions
- d. Submission for approval of minutes from the previous meeting
- e. Officers reports
- f. Committee reports
- g. Area reports
- h. Legislative Updates
- i. Old business
- j. New Business
- k. Open discussion / Roundtable
- l. Next meeting date and location
- m. Adjourn

## ARTICLE V

### Authorized Expenditures

**Section 1- Secretary/Treasurer.** The Secretary/Treasurer is authorized to spend up to \$200.00 annually on supplies needed to perform the duties of Secretary/Treasurer, maintain records, and store documents. All purchases shall be reported to the Board of Directors and proper documentation shall be maintained in historical files. Any proposed expenditure in excess of the annual allowance shall require the approval of the general membership prior to any purchase.

**Section 2- Meeting (Facilities and Lunches).**

- a. Lunches and snacks may be provided for the quarterly general membership meetings using section funds, not to exceed \$2,000.00 annually; this amount includes funds used for

- the annual dinner meeting. Any proposed expenditure in excess of the annual allowance shall require the approval, by majority vote, of the member agencies prior to purchase.
- b. To keep expenses down, if at all possible, general membership meetings shall be held at locations that do not charge for facilities and allow for food to be delivered.
  - c. To help reduce the impact of providing lunches to all those attending, non-members may be asked to pay a nominal fee for lunch.

**Section 3- Additional Expenditures.** Additional expenditure requests shall be approved by a vote of the Executive Board.

Approved: September 22, 2015

DRAFT

**CFCA PARENT**

**Communications Section**  
**Executive Board**

- Executive Board Member Representation:
- 9-1-1 Advisory Board Representative
  - Legislative Coalition Representative

- CFCA Parent Organization Liaisons:
- Fire Chief
  - Training Chief
  - FIRESCOPE Board

- Executive Board – Voting Member
- Board of Directors – Voting Member



- Area 1 - Northern
- Area 2 - Northern
- Area 3 - Northern
- Area 4 - Northern
- Area 5 - Northern



- Area 1 - Southern
- Area 2 - Southern
- Area 3 - Southern
- Area 4 - Southern
- Area 5 - Southern