

Governance Policy

Article I – Purpose

The purpose of the Florida Association for Search and Rescue (hereinafter referred as the "Section"), the Search and Rescue Section of the Florida Fire Chiefs' Association, is committed to provide a unified, professional approach to classification, training, mobilization and accountability of search and rescue resources within the State of Florida. This Section will provide for public education, an information network to Local and State agencies to assure the coordination and logistical support necessary to accomplish search and rescue missions when called upon. In addition, the section will work to assure the safety and wellness of its members and all SAR participants within the State of Florida.

Article II – Members

Section 1. *Active membership* shall consist of individuals involved with Search and Rescue within the State of Florida and shall be members of the Florida Fire Chiefs' Association (FFCA). Active members shall be entitled to all rights and privileges of membership.

Section 2. *Affiliate membership* shall consist of individuals involved with Search and Rescue who do not qualify for active membership and shall be members of the Florida Fire Chiefs' Association. Affiliate members shall be entitled to all rights and privileges of membership except to vote and hold office.

Section 3. *Voting* – Only Active members shall vote and hold elected office.

Section 4. *Termination of membership* – Failure to maintain membership in the Florida Fire Chiefs' Association shall result in termination of membership in the section until such time as the membership is activated.

Article III – Governing Board

Section 1. *Governing Board* – The Governing Board of the Section shall be called the Section Council.

Section 2. *Section Council* – The elected Section Council, herein called the Council, shall consist one (1) representative from each of the regions as identified in the Florida Fire Chiefs' Association Statewide Emergency Response Plan, a Chairman, a Vice-Chairman, a Secretary, an Immediate Past-Chairman, a liaison from the Florida Fire Chiefs' Association, Florida Division of State Fire Marshal, Florida Division of Emergency Management and other agencies as determined by the Board. Liaisons shall serve as ex-officio members without a vote.

Section 3. *Officer Removal* – An Officer may be removed by a majority of the Council, with or without cause, and a new officer selected by the Council for the remainder of the term.

Section 4. *Council Member Removal* – A Council Member may be removed, with or without cause, by a two-thirds vote of the members attending and voting at a properly called meeting of the membership. The unexpired term so vacated may be filled by a majority vote of the members at such meeting; or if not so filled, may be filled by the remaining members of the Council.

Section 5. *Elections of Council Members* – The Section Council shall be elected by ballot at Fire-Rescue EAST the Annual Meeting by region and shall consist of one (1) representative from each of the regions as identified in the current Florida Fire Chiefs' Association Statewide Fire-Rescue Disaster Response Plan. All Section Council Members shall hold office for two years. Section

Council Members from odd numbered regions shall be elected on odd numbered years. Section Council Members from even numbered regions shall be elected on even numbered years or until their successors shall be elected. Council members shall take office on July 1.

Section 6. Vacancies – If a vacancy on the Council should occur, the position will be filled by an active member through appointment by the Executive Committee for the duration of the term.

Section 7. Quorum – A simple majority of the Council shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 8. Vacancies

(A) *Chairman* - In the event a vacancy should occur in the office of the Chairman, the Vice Chairman shall at once assume all duties and responsibilities of that office for the duration of the term.

(B) *Vice Chairman* - Should a vacancy occur in the office of Vice Chairman, the Executive Committee shall appoint a member of the Council to fill the un-expired term.

(C) *Secretary* - In the event a vacancy occurs in the office of Secretary, the Council shall appoint a member of the Council who will serve until the office is filled through the election process.

(D) *Council Member* - Should a vacancy occur in the office of a Council Member the Council shall appoint an active member in the region, which the vacancy occurred until the office is filled through the election process.

(E) *Immediate Past Chairman* - If the Immediate Past Chairman position is vacated, the Council may appoint an Active member to serve until the next annual meeting for the remainder of the term.

Article IV – Officers

The officers of the Council shall consist of a Chairman, Vice Chairman, Secretary and Immediate Past Chairman.

Article V – Executive Committee

Section 1. Executive Committee - The Executive Committee shall consist of a Chairman, Vice Chairman, Secretary, Immediate Past Chairman, and a liaison from the Florida Fire Chiefs' Association, Florida Division of State Fire Marshal, Florida Division of Emergency Management and other agencies as determined by the Board. A liaison shall serve as an ex-officio member without vote.

Section 2. Election and Term of Office – Officers shall serve a term of two (2) years. Election for Chairman and Secretary will be held in even numbered years and for Vice Chairman in odd numbered years. (To provide for the staggering of terms at the initial election the Vice Chairman will serve a three-year term and an active member shall be elected to serve in the Immediate Past Chairman position for a two-year term.) The Chairman shall be elected from the Council by the membership at the Annual Meeting, and the Secretary and Vice Chairman, shall be elected from the Council by the Council. The Council vacancies created shall be filled by Council appointment of an active member from the region vacated until the office is filled through the election process as outlined in Article III, Section 8.

Section 3. Responsibilities and Duties – The Executive Committee shall establish the agendas for the business meetings scheduled during the fiscal year. These agendas will determine the direction of the Section and its activities. The authority of the Executive Committee will include executive action on behalf of the membership to conduct business and institute policies in emergency situations.

Section 4. Duties of the Chairman – It shall be the duty of the Chairman to preside at all

meetings. The Chairman shall have a general knowledge of parliamentary procedures and maintain supervision of the affairs of the Section. The Chairman or designee will represent the Section at events, meetings and conferences. The Chairman shall appoint, with the approval of the Executive Committee, all committees not otherwise provided for, if practical, and shall perform such other duties as may be incidental of the office or which shall be required.

Section 5. *Duties of the Vice Chairman* – In the absence, or inability, of the Chairman, the Vice Chairman shall perform all the duties of that office, and when the Chairman is presiding, shall assist that office in every way possible. Should a vacancy occur in the office of Chairman, the Vice Chairman shall assume all duties and responsibilities of that office until the position can be filled through a vote. In addition to all other duties required of him by the Chairman, the Vice-Chairman shall perform such other duties as may be required of him by the Section.

Section 6. *Duties of the Secretary* – It shall be the duty of the Secretary to keep a complete record of all proceedings of the Section, to receive and answer all communications pertaining to the Section and to maintain a membership list. The Secretary shall also preside over all voting procedures.

Section 7. *Duties of the Immediate Past Chairman* – This Officer will participate in board meetings and shall have full voting rights. This Officer shall carry out such duties as directed by the Chairman.

Section 8. *Quorum* – A simple majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Section 9. *Meetings* – The Executive Committee should meet in advance of the scheduled business meeting to develop an agenda consisting of committee reports, old business, new business, and topics for the good of the organization. The Executive Committee shall hold other meetings as deemed necessary. Minutes of the meetings shall be maintained and available to the general membership.

Article VI – Elections

Section 1. *Election Committee* – The Chairman shall select three (3) members to serve as an Election Committee. Appointment shall be made not less than sixty (60) days before election date. The Election Committee shall meet and select a Committee Chairman. It shall be the duty of the Election Committee to receive the approval of the candidate before placing their name on the list of nominees and to provide the membership with those names at least thirty (30) days prior to Fire-Rescue EAST.

Section 2. *Election Results* - The candidate or candidates receiving the majority of all votes cast shall be elected. The installation of those elected will be held immediately following the tabulation of votes at the Annual Business Meeting of each year. The election results shall be published in the minutes and other publications of the Florida Fire Chiefs' Association.

Article VII – Meetings

Section 1. *General Meetings* – The Section shall hold a minimum of two meetings per year scheduled to coincide with the Winter and Summer meetings of the Florida Fire Chiefs' Association.

Section 2. *Special Meetings* – A special meeting may be called by the Chairman, or by a majority of the Executive Committee.

Section 3. *Conferences* – The Section shall hold training conferences at such times; dates and places as recommended and approved by the Executive Committee.

Section 4. *Voting* – Active members are entitled to vote. No proxy voting, written or otherwise,

shall be allowed or accepted at any meeting of the Section.

Section 5. *Quorum* – A quorum consists of a majority of those members attending and voting at the general meeting.

Article VIII: Committees

The Chairman, with the approval of the Executive Committee, may from time to time constitute or dissolve such committees or task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of committee or task force members.

Article IX Rules of Order

In the event any question comes before the conference for which no provision has been made in the Charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article X Amendments

Amendments to these bylaws may be offered by any member of the Section proposing the same in writing and service the Chairman and Secretary with a copy thereof. Members shall be notified of amendments at least 30 days prior to meeting. Amendments may be made to these bylaws only upon approval of two-thirds of the members present and voting. All amendments, alterations or revisions of any part of the bylaws shall take effect upon their adoption at the conference unless otherwise provided. Amendments to the bylaws must not be in conflict with the bylaws of the Florida Fire Chiefs' Association.

Article XII – Dissolution

The Section may be dissolved by action of the Florida Fire Chiefs' Association.