

**The Florida Executive Fire Officers Association**  
The Florida Executive Fire Officers Section of the Florida Fire Chiefs' Association

**Governance Policy**

**Article I – Purpose**

The purpose of the Florida Executive Fire Officers' Association of the Florida Fire Chiefs' Association (hereinafter referred as the "Section"), is to provide support for the Executive Fire Officer Program (EFOP) at the National Fire Academy as well as supporting executive development efforts of the Florida Fire Chiefs' Association (FFCA). This will consist of, but not be limited to, education, training, mentoring, and networking individuals interested in becoming executive level officers within the fire service.

The FEFOA will take an active part in supporting efforts of the FFCA relative to research development, educational requirements for officers statewide, executive level training, Emergency Services Leadership Institute classes, other beneficial management level programs.

**Article II – Members**

**Section 1.** *Active membership* shall consist of graduates of the National Fire Academy's EFOP, or those currently enrolled in the EFOP within the State of Florida and shall be members of the Florida Fire Chiefs' Association (FFCA). Individuals who have achieved Chief Fire Officer Accreditation shall also be recognized as being eligible for membership. Active members shall be entitled to all rights and privileges of membership. Membership in the National Society of Executive Fire Officers is encouraged.

**Section 2.** *Affiliate membership* shall consist of individuals interested in supporting the advancement of executive level development efforts of the FFCA within Florida 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 FFCA By-laws

**The Florida Executive Fire Officers Association**  
The Florida Executive Fire Officers Section of the Florida Fire Chiefs' Association

Article VI: Regions, a Chair, a Vice-Chair, a Secretary, an Immediate Past-Chair.  
Liaisons may be appointed as needed and 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 the Annual Meeting, by region, and shall consist of one (1) representative from each of the regions as identified in the current FFCA By-laws Article VI: Regions. 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) *Chair* - In the event a vacancy should occur in the office of the Chair, the Vice Chair shall at once assume all duties and responsibilities of that office for the duration of the term.

(B) *Vice Chair* - Should a vacancy occur in the office of Vice Chair, 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 Executive Committee shall appoint a member of the Council to fill the un-expired term 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 from the respective region to complete the term and the office can be filled through the election process.

(E) *Immediate Past Chair* - If the Immediate Past Chair position is vacated, the Executive Committee shall appoint a member of the Council to fill the un-expired term who will serve the remainder of the term.

**The Florida Executive Fire Officers Association**  
The Florida Executive Fire Officers Section of the Florida Fire Chiefs' Association

**Article IV – Officers**

The officers of the Council shall consist of a Chair, Vice Chair, Secretary and Immediate Past Chair. Principle officers must be graduates of the National Fire Academy's Executive Fire Officer Program to qualify for office.

At any one time, no individual shall hold more than one office in this association.

**Article V – Executive Committee**

**Section 1. *Executive Committee*** - The Executive Committee shall consist of a Chair, Vice Chair, Secretary, Immediate Past Chair.

**Section 2. *Election and Term of Office*** – Officers shall serve a term of two (2) years. Election for Chair and Secretary will be held in even numbered years and for Vice Chair in odd numbered years. (To provide for the staggering of terms at the initial election the Vice Chair will serve a three-year term and an active member shall be elected to serve in the Immediate Past Chair position for a two-year term.) The Chair shall be elected from the Council by the membership present at the Annual Meeting, and the Secretary and Vice Chair, shall be elected from the Council by the membership present at the Annual Meeting. 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 it's 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 Chair*** – It shall be the duty of the Chair to preside at all meetings. The Chair shall have a general knowledge of parliamentary procedures and maintain supervision of the affairs of the Section. The Chair, or designee, will represent the Section at events, meetings and conferences. The Chair 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 Chair*** – In the absence, or inability, of the Chair, the Vice Chair shall perform all the duties of that office, and when the Chair is presiding, shall assist that office in every way possible. Should a vacancy occur in the office of Chair, the Vice Chair 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 Chair, the Vice-Chair shall perform such other duties as may be required of him by the Section.

**The Florida Executive Fire Officers Association**  
The Florida Executive Fire Officers Section of the Florida Fire Chiefs' Association

**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 Chair*** – This Officer will participate in board meetings and shall have full voting rights. This Officer shall carry out such duties as directed by the Chair.

**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. Meetings other than those conducted at Fire-Rescue East and the Annual Meeting can be conducted through teleconference and web-based venues

**Article VI – Elections**

**Section 1. *Election Committee*** – The Chair 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 Chair. 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. The FEFOA

**The Florida Executive Fire Officers Association**  
The Florida Executive Fire Officers Section of the Florida Fire Chiefs' Association

shall provide executive level training session / topics at FRE and the FFCA Annual Summer conference

**Section 4. *Voting*** – Active members are entitled to vote. Only members in attendance shall be eligible 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.

**Miscellaneous**

**8.0 Association Calendar Year.** The fiscal year of the Florida Executive Fire Officers' Association will be July 1 through June 30.