

**CALIFORNIA FIRE CHIEFS ASSOCIATION  
CONSTITUTION AND BY-LAWS**

**CONSTITUTION ARTICLE I  
Name, Mission, and Organization**

**Section 1 – Name.** This organization shall be known as the California Fire Chiefs Association, Inc., herein called CFCA.

**Section 2 – Mission.** The mission of this CFCA is to strengthen and advocate for the California Fire Service through leadership, unity, and collaboration. To conduct this mission, CFCA shall:

- a. Provide for the assembling at regularly scheduled meetings, chief fire officers and other interested persons, to discuss ways and means for the betterment of the fire and pre-hospital emergency medical services and to develop a bond of friendship and understanding among its members;
- b. Serve as the recognized organization in California for the collection and exchange of ideas, information, knowledge, and experience in areas affecting the California fire and pre-hospital emergency medical services;
- c. Develop and provide programs dedicated to the betterment and continual well-being of the fire and pre-hospital emergency medical services and to the attainment of its goals and objectives;
- d. Cooperate with organizations to promote programs that further the goals and objectives of the fire and pre-hospital emergency medical services;
- e. Provide for review of legislative developments and react to those affecting the fire and pre-hospital emergency medical services in a non-partisan, coordinated, and approved manner;
- f. Develop appropriate legislation as approved and/or directed by the membership, identify supportive legislators, and take steps necessary for successful introduction and passage;
- g. Allow for the endorsement of initiatives, referendums, and candidates in state-wide elections, following the requirements in Appendix I of this Constitution and By-Laws, but prohibiting the expenditure of CFCA monies for such endorsements;
- h. Serve as a member state association within the Western Fire Chiefs' Association, a member of the International Fire Chiefs Association.

**Section 3 – Organization.** CFCA shall be a non-partisan organization that represents the interests of its members as a whole and shall be governed by this constitution and by-laws.

**Section 4 – Headquarters.** There shall be maintained a permanent headquarters in California, as at such place as the 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.** The Northern Division shall be comprised of seven (7) areas and the Southern Division five (5) areas. Each area shall be represented on the Board of Directors by a member from a department in that area. The Board of Directors shall be the final authority for the determination of area composition.

**Section 3 – Sections.** CFCA recognizes the following Sections:

- a. Administrative Fire Services
- b. Communications
- c. Emergency Management
- d. Emergency Medical Services
- e. Fire Marshalls
- f. Mechanics
- g. Operations
- h. Training Officers

All Section members must have their sponsoring agency be dues paying members of the California Fire Chiefs Association, Sections may establish Associate Members for those unable to meet the criteria for sponsoring agencies.

Sections may be established statewide or under either Division to conduct detailed activities in specialized, fire service-related fields, consistent with the mission of CFCA. Proposals for the establishment of new Sections are to be submitted in writing to the Executive Board, via the Executive Director for distribution to the full Board, at least sixty (60) days prior to the Annual Planning Meeting. Sections shall operate under the corporate structure of CFCA. Each Section shall establish a constitution and by-laws which shall be submitted and approved by the Executive Board and must be consistent with the constitution and by-laws of CFCA. New revised Section by-laws shall be submitted in writing to the Executive Board, via the Executive Director for distribution to the Full Board, at least sixty (60) days prior to the Annual Planning Meeting. A copy of each Section’s constitution and by-laws shall remain on file with CFCA. Each Section shall maintain its own state and federal tax identification and accounting/reporting system, or as approved by the Executive Board. Sections that elect to not have a state and federal tax identification and accounting/reporting system can assign those responsibilities to CFCA.

- a. Each Section shall annually provide to the Board each of the following:
  1. Annual report containing the goals, objectives, accomplishments, and challenges.
  2. A list of all board members and contact information.
  3. Membership records by membership type including full contact information.
  4. Financials, summary report of revenues and expenditures.

**Section 4 – Branches.** CFCA recognizes the following Branches:

- a. CFCA Metropolitan Chiefs
- b. CFCA Tribal Chiefs
- c. CFCA Volunteer and Combination Chiefs

All Branch Members must have their sponsoring agency be dues paying members of CFCA. Branches are established Statewide. Proposals for the establishment of a new Branch are to be submitted in writing to the Executive Board, via the Executive Director for distribution to the full Board, at least sixty (60) days prior to the Annual Planning Meeting. Each Branch shall determine its membership criteria based upon its mission.

**Section 5 – Classes of Membership**

- a. **Regular Agency Member.** Regular Agency Membership is open to any municipal fire agency within the state of California. A general list is provided below. The Fire Chief or the Fire Marshal in which a California University Fire Agency that does not have an internal Fire Department with a Fire Chief shall serve as the voting member for CFCA. Regular Agency Members shall maintain all privileges and benefits provided by CFCA. All elected officers shall be selected from Regular Agency Members, Additional Agency Members or Volunteer Agency Members.
  - California Fire Departments
  - California Fire Districts
  - California Tribal Departments
  - CalFire Administration Offices
  - CalFire Units
  - Cal Fire Units that have a cooperative agreement shall be viewed as a County, District, or Municipal Organization and pay dues based upon their size.
  - County Fire Marshal or Warden Office
  - The State Fire Marshal Office
  - The California Office of Emergency Services, Fire Rescue Branch
  - The Regional Forester, United State Forest Service, Region Five and US Forest Service within California.

- California University Fire Agency that does not have an internal fire department with a fire chief.

Any agency that is not listed above may petition the CFCA board for membership to determine qualifications.

**Additional Agency Members.** Those agencies who are members may choose to provide non-voting membership to their chief officers etc. (as outlined below). Additional Agency Members shall be entitled to all privileges and benefits provided by CFCA so long as their agency is an active dues paying Regular Agency Member. Elected officers may also be selected from this group. Additional Agency Members are non-voting and shall include:

1. Any chief officer (Assistant Chief, Deputy Chief, Battalion Chief, Fire Marshal, or equivalent) in a paid or volunteer, or any organized public, military, or Indian Reservation fire department.
  2. The County Fire Marshal or Fire Warden of a regularly organized County Fire Marshal's or Warden's Office.
  3. The State Fire Marshal, Assistant/Deputy State Fire Marshal, Deputy Director, and Division Chiefs.
  4. The Chief of the Fire and Rescue Division, and all other chief officers of the California Office of Emergency Services (Cal OES).
  5. The Director, Deputy Directors, Division Chiefs, Region Chiefs, Unit Chiefs, and other chief officers of CAL FIRE.
  6. The Regional Forester, United State Forest Service, Region Five and US Forest Service Officers with field responsibilities comparable to those of CAL FIRE who qualify for active membership under items one (1) and/or five (5) above.
  7. Fire Marshal from a California university that does not have an internal fire department with a Fire Chief.
- b. **Volunteer Agency Member.** The Volunteer Agency Membership is available for eligible members which include those from a fire service agency as identified in Section 5.a.1. (above) whose department or district annual budget is below \$250,000. The Volunteer Agency Member Fire Chief shall serve as the voting member for CFCA and be entitled to all privileges and benefits provided by CFCA.
- c. **Retired Life Member.** An active member of CFCA at the time of retirement, the outgoing President of CFCA, Past President, any recipient of the Ronny Jack Coleman Award, anyone who has been an Executive Board member for more than four (4) years, anyone who has been a Board member for more than six (6) years, or anyone whose contributions to the fire service or the Executive Board, as deemed appropriate, may be considered for Life Membership without dues. The Executive Board will review and

award a Life Membership to such people annually at the Annual Planning Meeting. Life membership can be revoked or denied at the pleasure of the Executive Board. All life members shall be entitled to all privileges and benefits provided by CFCA except that they shall not be entitled to hold office and will be non-voting members. A Life Member is not currently employed in the California fire service. Retired Life Members are invited and encouraged to attend the annual conference at a reduced registration fee established by the Executive Board.

- d. **Retired Member.** Any individual member who has met the criteria outlined in section 5.a. that chooses to retire shall be entitled to maintain a non-voting membership with CFCA. Dues for Retired Members shall not exceed 50% of the Volunteer Agency Membership dues amount. All Retired Members shall be entitled to all privileges and benefits provided by CFCA except that they shall not be entitled to hold office or to vote with the general membership.
- e. **Associate Member.** Associate membership shall be granted to individuals and/or businesses engaged in the manufacture or sale of emergency apparatus and supplies, those providing professional services, engineers and special investigators of an insurance rating or grading agency, and/or individuals or businesses otherwise interested in the field of fire or emergency services upon payment of an annual fee, which shall be determined by the Executive Board. Associate members shall be entitled to participate fully in the affairs of CFCA except for holding elective office, serving on the Board of Directors, and voting privileges.
- f. **Non-Profit Member.** Non-Profit membership shall be granted to organizations engaged in activities that research, support, or whose existence is beneficial to the field of fire or emergency services, or its membership, upon payment of an annual fee, which shall be determined by the Executive Board. Non-profit members shall be entitled to participate fully in the affairs of CFCA except for holding elective office, serving on the Board of Directors, and voting privileges.
- g. **Membership Records.** The Executive Director will maintain, or cause to be maintained, a list of all members and ensure accuracy.
- h. **Membership Rates.** The rate for each individual membership shall be established by the Full Board at the Annual Planning Meeting or by electronic vote.

**Section 6 – Authority for Classification.** The Executive Board of CFCA shall be the final authority in the determination of eligibility for membership.

**ARTICLE III**  
**Officers**

**Section 1 – Eligibility.** Any member of CFCA seeking election to the elective offices specified in this Article shall, on the day of the election, be an Active Member or Active Member – Group in good standing and have been such for at least two (2) consecutive years prior to that date. All retired fire service personnel that retired from a position eligible for active membership shall be entitled to all privileges and benefits provided by CFCA as a Retired Member or Retired Lef Member. Members who are elected to the position of President-Elect and have completed that one-year term, and then chose to retire may serve the remaining balance of their term in the position of President and Immediate Past President in retirement. All other retired members shall not be entitled to hold elected office on CFCA Board of Directors.

**Section 2 – Elected Officers.** The elected officers of CFCA shall consist of the President, President Elect, Northern Division Director, and Southern Division Director. The term of office for the President and the President Elect shall be one (1) year while the term of office for the Division Directors shall be four (4) years, or until the next regular election is called by the Executive Board. Active Members, Active Members - Volunteer and Active Life Members shall be eligible to vote for all elected officers of CFCA. The Executive Director shall be responsible for ensuring elections occur on time and according to these by-laws, or Executive Board policy as adopted from time to time.**Section 3 – Board of Directors.** There shall be a Board of Directors which shall consist of the President, President Elect, Immediate Past President, Northern Division Director, Southern Division Directors, Treasurer, Member-at-Large, Legislative Director, and twelve (12) Area Directors, one from each of the five (5) areas in the Southern and seven (7) areas in the 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.

The President of each recognized Section, or the President/Division Director of the North and South Division of each Section, if established, along with a representative from the Cal Cities (Fire Chiefs Department) and the Fire Districts Association of California shall also be non-voting, ex-officio Board Members. The appointee’s agency or Section shall bear these appointees’ expenses.

**Section 4 – Executive Board.** There shall be an Executive Board which shall consist of the President, President Elect, Immediate Past President, Northern Division Director, Southern Division Director, Secretary/Treasurer, Member-at-Large representative, Legislative Director, and California Director to the Western Fire Chiefs Association Board of Directors. The Executive Director shall be a non-voting ex-officio member of the Executive Board. The Executive Board shall also serve as the Finance Committee for CFCA.

**Section 5 – Secretary/Treasurer.** The President shall nominate for approval by the Board of Directors a Secretary/Treasurer. The term of office shall be four (4) years.

**Section 6 – Member-at-Large.** The President shall nominate for approval by the Board of

Directors a Member-at-Large. The term of the office shall be four (4) years.

**Section 7** – **Legislative Director.** The President shall nominate for approval by the Board of Directors a Legislative Director. The term of the office shall be four (4) years.

**Section 8** – **Western Fire Chiefs Association Director.** California Director to the Western Fire Chiefs Association Board of Directors. The President shall nominate for approval by the Board of Directors a WFCFA Director. The term of the office shall be four (4) years.

**Section 9** – **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 10** – **Executive Director.** There may be an Executive Director who shall also serve at the pleasure of the President and/or the Executive Board. The President will hold, or cause to be held, a recruitment process for the Executive Director position if a simple majority of the Executive Board determines the need for the position to be filled. Conversely, the removal of an Executive Director requires a recommendation to do so by the President with ratification by a simple majority of the Executive Board. The Executive Director shall be bonded at the expense of CFCA and in an amount determined by the Executive Board.

**Section 11** – **Removal of Board Members.** 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 anyone (1) calendar year;
- d. Conduct inconsistent with the best interest of CFCA;
- e. Conflict of interest arising from employment or personal actions; or
- f. Ceasing to be employed in the state 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 member as identified in Section 5.,a.,1. – 6 (above).

Provided, however, that such removal shall not be effective unless and until the evidence has been reviewed and a determination made by the Full Board. The Full Board 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.

- a. A two-thirds majority of the Full Board is required to remove an elected member of the Executive Board for the reasons identified in this section.
- b. 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 12 – 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 of a vacancy occurring in the office of Member-at-Large, an Interim Member-at- Large 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.
- e. In the event of a vacancy occurring in the office of Legislative Director, an Interim Legislative Director 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.
- f. In the event of a vacancy occurring in the office of California Director to the Western Fire Chiefs Board of Directors, an Interim California Director 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.
- g. 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 13 – Board Expenses.** No officer or member of CFCA shall incur any expenses in the name of CFCA 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. The President shall:
  1. Be the official representative for CFCA;
  2. Serve as the chairperson of the Executive Board;
  3. Preside at meetings of CFCA and at meetings of the Board of Directors;
  4. Appoint all committees, including those not provided for in the constitution and by-laws;
  5. Along with the Executive Board approve the date and place of the annual meeting of the Full Board;
  6. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the Full Board.
- b. The President Elect shall:
  1. In the absence or inability of the President to perform all the duties of the office be directed to assume the duties of the President;
  2. Assist the President in conducting the business and policies of CFCA including coordination of committee activities;
  3. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the Full Board.
- c. The Division Directors shall:
  1. Assist the President and President Elect in conducting the business and policies of CFCA including coordination of committee activities;
  2. Disseminate information and solicit input from the membership through the Area Directors;
  3. Preside as chairperson of their division;
  4. Conduct regular outreach to all California Fire Agencies, and
  5. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the Full Board.
- d. The Secretary/Treasurer shall:
  1. In conjunction with the Executive Director, or other designated board members, provide oversight for the receipt and disbursement of all funds of CFCA;
  2. Shall assure that all funds of CFCA are deposited in financial institutions approved by the Executive Board;
  3. Manage the arrangement of surety bonds for the Executive Director, Secretary/Treasurer and all other applicable staff and Board Members;
  4. At the direction of the President, cause to be made an audit of all books and accounts of CFCA and present such audit to the Full Board at their annual meeting;

5. In conjunction with the Executive Director, or other designated Board Member, audit and approve all accounts payable and accounts receivable;
6. Cause to be prepared, financial reports for presentation and review at the Executive Board and/or Board of Directors meetings;
7. With the Finance Committee, prepare an annual budget for presentation to the Full Board prior to the start of the fiscal year;
8. Perform such other duties as may be required by policy direction of the Full Board or Executive Board.

## **Section 2 – Executive Board of Directors.**

The duties of the Executive Board of Directors:

- a. May appoint an Executive Director who shall also serve as the secretary of CFCA at the direction of the President and the Executive Board, and who shall be subject to removal from employment, at any time, by a simple majority vote of the Executive Board unless otherwise provided for in an employment or contractor agreement; (see Article III, Section 8)
- b. Have general charge of the affairs of CFCA;
- c. Review the work of CFCA and develop policy for the operation of CFCA
- d. Approve, adopt, change, or amend all CFCA budgets;
- e. Approve the date and location of the annual conference and set the registration fee;
- f. Review and adjust all fees and charges as necessary;
- g. Approve the creation of a new Section/Branch by a majority vote of the Executive Board
- h. De-authorize, sanction, censure, or end the operations of a Section by a majority vote of the Executive Board;
- i. Revoke a membership, censure, or enact other discipline against a member if a determination of misconduct is found by a majority of the Executive Board; and
- j. Approve, in the case of an emergency, the expenditure of sufficient funds to meet the emergency.

## **Section 3 – Board of Directors (“Full Board”).**

The duties of the Full Board shall be to:

- a. Review and approve the annual budget as proposed by the Secretary/Treasurer and Executive Director;
- b. The Full Board shall determine the frequency of CFCA conferences;
- c. Perform such duties and powers as may be assigned or authorized by the Board of Directors.
- d. To alter, amend or revise this Constitution and By-Laws.

## **ARTICLE V**

### **Meeting**

**Section 1 – Annual Conference.** The Full Board shall determine the frequency of CFCA conference.

**Section 2 – Full Board.** There shall be an annual Full Board meeting (Annual Planning Workshop) to be held each fiscal year at a location approved by the Executive Board. The Executive Director shall ensure all agendas and minutes are prepared and posted. Other meetings of the Full Board and Executive Board as may be deemed necessary by the President or Executive Board.

**Section 3 – Division Meetings.** Each Division is encouraged to hold at least one (1) annual meeting to further the work of CFCA 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.** A simple majority. A minimum of ten (10) Board members from the following positions: President, President Elect, Past President, Northern Division Director, Southern Division Director, Secretary/Treasurer, Member-at-Large, Legislative Director and all Area Directors shall constitute a quorum for the transaction of business at all meetings of the Full Board unless otherwise specified in these constitution and by-laws. A simple majority of the Executive Board shall constitute a quorum for the transaction of business at Executive Board meetings unless otherwise specified in these constitution and by-laws.

**ARTICLE VI**  
**Amendments**

**Section 1** - The Full Board shall have full power to alter, amend or revise this constitution, providing that notice of such alteration, amendment or revision shall have been posted to the website with notification sent to voting members at least sixty (60) days prior to the vote for approval by a majority of the Full Board. A two-thirds majority vote of the members entitled to vote, who are present and voting, or whom respond via an electronic voting process, shall be necessary for the adoption of any such alteration, amendment, or revision.

**Section 2** - All amendments, alterations or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

A current version of the Constitution and By-Laws shall be posted on CFCA website and made available to any member upon request within a reasonable time period.

**BY-LAWS ARTICLE VII**  
**Fiscal Matters, Resolutions and Amendments**

**Section 1 – Dues.** Dues for membership in CFCA shall be established for the following:

- a. Active Member
- b. Active Member – Volunteer
- c. Active Life Member
- d. Retired Member
- e. Associate Member
- f. Life Member
- g. Non-Profit Member

**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 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 Executive Director 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 transferable if paid by the member's sponsoring agency.

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

**Section 4 – Annual Conference.** Invited speakers, or distinguished visitors, shall be permitted to register for the annual conference without payment of registration fee, upon approval of the President.

**Section 5 – Resolutions.** All resolutions which are to be considered at the annual conference general membership meeting shall be:

- a. Presented to the Executive Director not later than forty-five (45) days prior to the opening of the conference or business meeting;
- b. Dated;
- c. Bear the signature of the active member submitting it together with the name of the department or organization with which she/he is affiliated;
- d. Limited to one (1) subject, idea, or concept per resolution; and
- e. Precise and succinctly written as possible.
- f. The Executive Director shall see that the copies, either paper or by electronic means, are forwarded to the chairperson and each member of the Resolution Committee (if established) and to each member of the Full Board not later than thirty (30) days prior to the opening of the conference or business meeting. Resolutions that are presented mid-year may be voted upon electronically by the membership.

**Section 6 – 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 a two-thirds majority vote of the members present and voting, or may be voted on electronically by the membership

**Section 7 – Resolution of an Emergency Nature.** The requirement in these by-laws for presenting resolutions to the 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 8 – Effective Date.** These revised and amended Constitution and By-Laws were approved and adopted on the date the vote was taken at the Annual Conference and be noted on the minutes of that Annual Conference or by electronic vote. They shall supersede all other Constitution and By-Laws promulgated heretofore, and shall take effect immediately upon adoption, unless otherwise provided.

**ARTICLE VIII**  
**Committees**

**Section 1** – In addition to any committees established by the President and approved by a simple majority vote of the Full Board or Executive Board, the following permanent committees are established. The chairperson and members of said committees shall hold office until replaced or changed by the President who shall make the appointments no later than thirty (30) days after the annual election of officers:

- a. Legislative Committee – Chair: Legislative Director; Staff: Executive Director
- b. Membership Committee – Chair: President-Elect; Staff: Executive Director
- c. Nominations and Elections Committee – Chair: President-Elect; Staff: Executive Director
- d. Finance Committee – Chair: Secretary/Treasurer; Staff: Executive Director
- e. Hall of Fame Committee-Chair: President and the Executive Board of Directors; Staff: Executive Director
- f. Ronny J Coleman Fire Chief of the Year: Chair: President, The Executive Board of Directors two previous recipients of the award; Staff: Executive Director

**Section 2** – The President shall appoint such other Association committees, as necessary.

**Section 3** – Each committee chairperson shall be responsible for submitting a report of activities as follows:

- a. Monthly Executive Board Conference Call – Verbal or Written Report.
- b. Annual Full Board Meeting
- c. Presentation by the respective chairperson at the Annual Conference with a copy of the report submitted to the President at least thirty (30) days prior to the date of the opening of the Annual Conference and the President, if so, directed by the Full Board, may have the same printed for use by the members.

**Section 4** – **Boards, Commissions, Committees, Panels and Task Forces.**

Representation on behalf of CFCA 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 Executive Director who shall schedule for voting at the next Executive Board meeting, or special meeting, if required. Each representative on one of the above shall be responsible for:

- a. Submitting a copy of all meeting agendas to the Executive Director prior to such meetings.
- b. Requesting from the Executive Board, via the Executive Director, 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 Executive Director for inclusion on Executive Board and Board of Director meeting agendas.

### **Section 5 – 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.

A vacancy for these appointed positions shall occur automatically if:

- a. The Board, Commission, Committee, Panel or Task Force holds only (1) regular meeting or special meetings during each calendar month; absence from three (3) consecutive regular monthly meetings; or his/her absence from four (4) regular or special meetings in anyone (1) calendar year;

Or

- b. The Board, Commission, Committee, Panel or Task Force holds two (2) or more regular meetings during each calendar month, absence from four (4) consecutive regular or special meetings, or absence from six (6) regular or special meetings in anyone (1) calendar year.

The Executive Director shall certify the occurrence of any of the above vacating events to the Executive Board. The Executive Board may waive any vacating event for any appointee by a majority vote.

## **ARTICLE IX Nominations and Elections**

### **Section 1 – Division Elections.**

- a. Division Elections for the offices of President-Elect and Division Director will be conducted by mail and/or electronic ballot distributed by the Executive Director to all active members in good standing of respective division at least sixty (60) days preceding the Annual Conference. Each active member may then cast one vote for their candidate of choice for President-Elect and Division Director and return the ballot to the Executive Director or CFCA office.
- b. In the event only one (1) candidate runs for the office of President-Elect or Division Director in a given election, the President, Executive Board, or the Full Board shall declare an election and the candidate shall take office at the Annual Conference or immediately if by special election.
- c. Election results will be certified by the Executive Director and/or members of the Nominations and Elections Committee in the respective voting division and reported to the candidates and the division area membership by the committee chairperson or co-

chairperson, as appropriate.

- d. Ballots, and/or ballot results if electronic, shall be retained at CFCA office for a period of not less than six (6) months following an election, after which time they may be destroyed.
- e. Alternating every two (2) years between the Northern Division and the Southern Division, each division shall elect a President-Elect and a Division Director every four (4) years.
- f. The President shall announce to the appropriate division, at least 180 days in advance of the Annual Conference, that an election will take place for the offices of President-Elect and Division Director. In that call for election, the President will require that each member wishing to run for either office provide evidence of at least two (2) year's membership in CFCA, along with a letter from the manager or board of directors of their jurisdiction giving approval for the person to hold office with CFCA, if elected.

## **ARTICLE X**

### **Miscellaneous**

**Section 1 – Installation of Officers.** The installation of officers both elected and appointed shall take place at the Annual Conference with appropriate ceremonies and the officers shall swear to the following oath of office:

“I do solemnly swear that I will execute the duties and responsibilities of the office to which I have been selected; that I will work towards the pursuit of unity and excellence in the fire service; and that I will uphold the honor and professionalism of the California Fire Chiefs Association during my term in office.

I will also strive to contribute to the growth of the California Fire Chiefs Association and participate in the leadership responsibilities of its members and programs.”

Should a vacancy occur prior to the end of the full term, the Installation of Officers may take place at any formally recognized meeting of the Executive Board, Full Board or Association Section Meeting.

**Section 2 – Urgent Questions.** In the event of an urgent question arising which necessitates an expression of opinion by the membership, and such question is not of sufficient importance to summon an emergency meeting of CFCA, the President shall have the authority to have sent via electronic means, to each member entitled to vote, a ballot, and to name a date upon which said ballot shall be returned.

In the case of electronic balloting, the report of the results shall be sent to the President. All electronics ballot results shall be preserved until the close of the next Annual Conference general membership meeting in case a recount or validation is required.

**Section 4 – Minimum Fire Safety Standards for Meeting Sites.** The meetings of CFCA shall be held in facilities fully protected with automatic fire sprinklers and shall meet the minimum life safety standards set forth by the State Fire Marshal of California. It is recommended that all Section meetings also meet these requirements.

## **ARTICLE XI**

### **Rules of Order**

**Section 1** – The presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the general membership present at the Annual Conference, and upon an appeal the vote shall be taken without debate. The presiding officer may state the reasons for the decision given and shall put the question as follows; “Shall the decision of the chair be sustained?” A two-thirds majority of those present and voting, either verbally, show of hands or printed ballot, shall be necessary to reverse the decision of the chair.

**Section 2** – Every member when speaking or offering a motion shall rise, state his or her name and department affiliation and respectfully address the presiding officer, and, when finished speaking, shall at once resume his or her seat.

**Section 3** – 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** – A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when he or she shall again be entitled to the floor.

**Section 5** – A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate, and, if supported by a majority vote of the members present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

**Section 6** – A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote 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 to a given time is open to debate.

**Section 7** – Any question coming before the Annual Conference general membership meeting for which no provision has been made in the Constitution and By-Laws, the presiding officer shall be guided by the rules laid down in Robert’s Rules of Order, Revised.

Bylaws revised October 17, 2023 at the Ontario Annual Conference General Membership Meeting.