

Education Messages Advisory Committee (EMAC)

Regulations Governing Education Messages Document Project

Purpose:

The purpose of the Education Messages Advisory Committee is to produce NFPA's Education Messages Document (EMD).

Scope

The intent of the EMD is to provide NFPA, fire department public educators, and other fire safety advocates with a guide for the presenting of standardized fire and burn safety messages to the general public.

Goals

- ◆ Prepare proposed fire and burn safety educational messages.
- ◆ Prepare and/or process comments to amend existing or add new educational messages.
- ◆ Recommend reconfirmation, withdrawal, or addition of messages.
- ◆ Maintain NFPA philosophy of good messaging including clear, simple, accurate, technically sound, positive messaging.
- ◆ All messages must support the most recent edition of the applicable NFPA Code or Standard.
- ◆ Produce an Education Messages Document to be made available on the NFPA Web site.

Membership

The NFPA division manager for public education shall be responsible for determining the size and membership of EMAC. NFPA voting staff members shall not exceed 30% of the Committee.

Structure

EMAC shall have a Chair serving a three year term. An NFPA public education staff person, a non-voting position, shall be assigned as the liaison to EMAC.

Appointments of Members and Their Tenure

The Chair shall be appointed by the NFPA division manager for public education. All members of EMAC are subject to annual review and reappointment by the NFPA. Those Members who miss two meetings, or otherwise exhibit lack of interest, knowledge, or responsibility, shall not be reappointed and may be removed for the stated causes at any time.

Change of Status

When the status of a Member changes including changing employment, organization represented, or funding source, the individual's membership automatically terminates.

Role of Staff Liaison

- ◆ Serve in an advisory capacity and assist EMAC to achieve compliance with these regulations.
- ◆ On instruction and guidance from EMAC, process and edit text for the EMAC messages.
- ◆ Be responsible for the editorial treatment of message to ensure compliance with NFPA Manual of Style.
- ◆ Attend EMAC meetings.
- ◆ Plan meetings including meeting notification, agenda, and incidentals.
- ◆ Prepare detailed minutes of EMAC meetings.
- ◆ Prepare any Comments received in a format suitable for EMAC consideration.
- ◆ Prepare the final EMD and post on NFPA's website.

Calling Meetings

The Chair shall call meetings at such times as may be necessary and convenient for the transaction of business.

Quorum

There is no quorum requirement for EMAC meetings.

Participation

- ◆ Participation shall be limited to Committee Members and NFPA Staff, except that the request of a guest to address the committee on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the EMAC shall notify the staff liaison in writing at least 7 days before the meeting. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.
- ◆ Videos, slides, overheads, and similar visual aids may be allowed during meeting of EMAC. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.
- ◆ Physical demonstrations, experiments or simulations shall not be allowed during EMAC meetings.

Minutes of Meetings

Minutes of each meeting shall be recorded and issued without undue delay to Members by the public education staff liaison. Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken.

Voting Procedures and Privileges

Each voting Member, including the Chair, shall have one vote in the affairs of the EMAC.

Voting by Proxy

Voting by proxy shall not be permitted.

Voting at Meetings

Actions decided during EMAC meetings shall be supported by at least a simple majority of the voting members at the meeting. In calculating the vote, those who abstain shall be omitted from the calculations.

Who May Submit a Comment

Anyone may submit a Comment, and the submitter need not be a member of EMAC or NFPA. Except for Comments submitted by EMAC, all Comments must be submitted in the name of an individual with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

Content of Comments

Each Comment shall be submitted to the assigned NFPA public education staff liaison and shall include the following:

- ◆ Identification of the submitter and his or her affiliation where appropriate
- ◆ Identification of the educational message to which the Comment is directed
- ◆ Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted
- ◆ Statement of the problem and substantiation for Comment
- ◆ The signature of the submitter
- ◆ Two copies of any document(s) being proposed as a reference standard or publication.

Time for Submission

A Comment to revise or amend an existing or proposed message may be submitted up to the published Comment closing date. A Comment received after this date shall be returned to the submitter.

EMAC Action on Comments

The EMAC shall act on all current Comments. The EMAC shall act on each Comment by:

- ◆ Accepting the Comment
- ◆ Rejecting the Comment
- ◆ Accepting the Comment in principle but with changes in the proposed wording
- ◆ Accepting the Comment in part
- ◆ Accepting the Comment in principle in part by the changes in the proposed wording of the part

The EMAC action on Comment "accepted in principle," "accepted in part," "accepted in principle in part" and "rejected" shall include a statement preferably technical in nature, on the reason for the EMAC action. Such statement shall be sufficiently detailed so as to convey the EMAC rationale for its action. A Comment that does not include all of the information listed in "Content of Comments" may be rejected by the Committee for that reason.