Metropolitan “Metro” Fire Chiefs Policy Manual

January 2014

PURPOSE

To bring together the highest-ranking officer from each and every eligible metropolitan fire department and share information on issues of common interest, drawing upon available knowledge, varied experiences and innovative practices in order to enhance Metro Chiefs' role in fire protection and all-hazards initiatives.

VISION

In coordination with the International Association of Fire Chiefs (IAFC) and National Fire Protection Association (NFPA), provide exemplary leadership focused on continuously improving fire and emergency medical services and Homeland Security initiatives in order to effectively protect and serve the metropolitan communities of our respective nations.

MISSION

To ensure the highest level of quality fire, EMS and specialized services in our metropolitan communities through leadership, action and partnerships with all levels of government.

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Metro Bylaws & Working Title

The Metro shall operate in accordance with bylaws approved by the membership. A copy of the current bylaws is included in Appendix B of this manual and is posted on the Metro website. The working title of the Metro shall be Metropolitan “Metro” Fire Chiefs Association.

Members in Good Standing

Section 1 **Regular Members**

Regular members in good standing are Active Metro Chiefs who meet all requirements of the Bylaws and are current with IAFC, NFPA, and Metro dues.

Section 2 **Senior Members**

Senior members in good standing are Retired Metro Chiefs who meet all requirements of the Bylaws and are current with Senior Metro dues. (Senior members are not required to pay IAFC or NFPA dues.)

Voting Rights

Only Regular and Senior members in good standing are permitted to submit motions, second motions, and vote on matters before the membership at the Annual conference and other Metro meetings.

Membership Dues

Section 1 **Regular Members**

Regular (Active) members in good standing must be current with their IAFC, NFPA, and Metro dues. IAFC and Metro dues are paid to the IAFC. NFPA dues are paid to the NFPA.

Section 2 **Senior Members**

Senior (Retired) members in good standing must be current with their Senior Metro Member dues. Senior Metro Member dues are paid to the IAFC.

Annual Conference & Meetings

Section 1 **Conference Dates**

The Host Chief, in consultation with the Metro President, shall set the annual conference dates. (See Metro Conference Planning Manual.)

Section 2 **IAFC/Metro Meeting**

During the IAFC/Metro business meeting, which is held in conjunction with Fire Rescue International, a Metro Chief may be accompanied by one additional member of his or her senior staff. However, at anytime and at the President's discretion, the meeting may be ordered closed to Metro members only.

Section 3 **NFPA/Metro Business Meeting**

An NFPA/Metro Executive Board business meeting is held once each year. This meeting is hosted by NFPA at a time and location determined by the Metro Executive Secretary in consultation with the Metro Executive Board.

Section 4 **Metro Social Event in Conjunction with the IAFC-FRI**

The Metro Executive Secretary will work with the IAFC Executive Director/CEO or his/her designee and the host chief to:

1) Identify an appropriate venue for the event.
2) Determine transportation needs.
3) Determine the number of eligible attendees for the event.
4) Develop a budget for the event.

<u>Authorized attendees are as follows</u>:

1) All Regular and Senior Metro members in good standing, including the members' spouses/partners. The total will be determined by the number of Metro members registered for the FRI conference.
2) The IAFC Executive Director/CEO and IAFC President/Chair of the Board or two IAFC staff members designated by the IAFC Executive Director/CEO (total of four people).
3) The NFPA President/CEO and NFPA Chair of the Board or two NFPA staff members designated by the NFPA President/CEO (total of four people).
4) The Metro Executive Secretary and the IAFC-Metro Staff Liaison (total of four people)
5) The host chief and four additional guests, including spouses/partners (total of 10 people).

6) Six attendees from each sponsoring agency (e.g. five sponsoring agencies would equal 30 people).

Sponsors

In consultation with the host chief and IAFC Executive Director/CEO or his/her designee, the Metro Executive Secretary will:

1) Establish a budget. A minimum of 20% and a maximum of 50% will be added to the projected budget to cover unexpected expenses and administrative services.
2) After the budget is established, the executive secretary, in consultation with designated IAFC staff, will determine an appropriate sponsorship fee and Invite potential sponsors, beginning with those sponsors that have traditionally contributed at the highest levels. For example, if the sponsorship fee is $5,000 and the total budget is $30,000, invitations to sponsors, on a first-come-first-serve basis, would first go to traditional Premier Sponsors ($25,000 and up), then to Diamond Sponsors ($20,000 and up), then to Platinum Sponsors ($15,000 and up), then to Gold Sponsors ($10,000 and up), and so forth until the desired number of sponsors (in this example 6) and desired amount of funds (in this example $30,000) is secured.
3) Any surplus would be split 50-50 between the IAFC and the Metro. Any deficit would also be split 50-50 between the IAFC and Metro.

Awards Program

Section 1 **Purpose of Awards**

The goals of the Metropolitan Fire Chiefs include recognizing its members for accomplishments and performance, and bringing positive attention to the Metro and the Fire Service as a whole. In an effort to further these goals, an Annual Award process shall been established. An Award bestowed by the Metropolitan Fire Chiefs shall be called a "Metro Award" or simply a "Metro". The Secretary of the Metro shall serve as the Award's Chair.

Section 2 **Award Categories**

1. Metropolitan Fire Chief of the Year
2. Metropolitan Fire Chief Lifetime Achievement Award
3. Metropolitan Fire Chiefs President's Award of Distinction
4. Metropolitan Fire Chiefs Commendation (Award Certificate from the Metro)

Section 3 **Press Releases**

A suitable press release shall be issued to commemorate any Award given. All winners shall be encouraged to issue a press release in their local area to gain the most benefit possible from public relations. Press releases should highlight the recipient's accomplishments; the recipient's department; and the Metropolitan Fire Chiefs. Announcements will also be sent to the IAFC and NFPA for possible inclusion in newsletters.

Section 4 **Award Descriptions**

Section 4.1 <u>Metropolitan Fire Chief of the Year Award</u>

This award is given to one Regular (active) member each year. The Award shall be given based on a majority vote by all members of the Metropolitan Fire Chiefs, in good standing with the Metro. The Award will recognize accomplishments and contributions to the Metro, contributions to fire safety, demonstrated leadership, challenges overcome, or other considerations deemed germane by the Metro.

Section 4.1.1 <u>Process</u>

Any Regular or Senior (retired) member in good standing can nominate any Regular member of the Metro in good standing for the Award at any time during the year and nominations shall close at the end of the month of January. The Award's Chair shall publish the names of the nominees and make them available to the membership at least 60 days before the Annual Meeting for voting purposes. Voting shall close 20 days before the Annual Meeting to allow for the

engraving of plaques for the Metropolitan Fire Chiefs selected. Winners of the Awards shall be announced during the closing banquet at the Annual Meeting.

Only one winner shall receive the Metropolitan Fire Chief of the Year Award in any calendar year.

Section 4.2 Metropolitan Fire Chief Lifetime Achievement Award

The Metropolitan Fire Chief Lifetime Achievement Award may be given to one Regular or Senior Metropolitan Fire Chief.

The Award shall be granted based on a history of accomplishments, contributions to the Metro, contributions to fire safety, demonstrated leadership, challenges overcome, or other considerations deemed germane by the Metro.

Section 4.2.1 Process

Any Regular or Senior member of the Metro in good standing can nominate any Regular or Senior member for the Award at any time during the year. For voting purposes, the Award's Chair shall publish the names of the nominees and make them available to the membership at least 60 days before the Annual Meeting. Voting shall close 20 days before the Annual Meeting. The winner of the Award will be announced during the closing banquet of the Annual Meeting.

Only one winner shall receive the Metropolitan Fire Chief Lifetime Achievement Award in any calendar year.

Section 4.3 Metropolitan Fire Chiefs President's Award of Distinction

The Metropolitan Fire Chiefs President's Award of Distinction is given to any person deemed worthy by the President of the Metro. There shall be no employment requisite or any other restrictions placed on nominees for this Award.

Section 4.3.1 Process

The President may choose to confer with the Executive Board when considering potential recipients.

The President shall determine the total number of Metropolitan Fire Chiefs President's Awards of Distinction given during any year.

Section 4.4 Metropolitan Fire Chiefs Commendation

The Metropolitan Fire Chiefs Commendation shall be a certificate, signed by the President or Vice President, bearing the logo of the Metropolitan Fire Chiefs, and

having a printed message intended to commend the recipient for actions, contributions or other accomplishments in the interest of fire safety or to further the goals of the Metro.

Section 4.4.1 Process

With the exception of those receiving Awards listed above, the Metropolitan Fire Chiefs Commendation may be given to any person, regardless of affiliation, deemed worthy of recognition by the Executive Board.

The Executive Board shall determine the total number of Commendations granted in any given year.

Metro Logo

Section 1 **Purpose**

The Metro shall have an official logo that is to be used on all official stationary, on the official website, and as otherwise deemed appropriate by the President.

Section 2 **Use of Logo**

Members of the Metro shall use the Metro Logo only after receiving permission, in writing, from the Metro President. The Metro Logo is kept on file with the Executive Secretary.

Website

Section 1 **Purpose**

The Metro shall maintain an official website that includes the Metro Bylaws, a list of Metro Officers and Board Members, a Calendar of Events, and any other information of interest. The website is maintained by the Executive Secretary.

The website address is: http://www.nfpa.org/Metro

Directory

Section 1 **Purpose**

To enhance networking opportunities among members, the Metro shall maintain an up-to-date directory of all Regular and Senior Members in good standing.

NOTE: The IAFC Liaison and the NFPA Executive Secretary maintain the Directory. Each year, following the Annual Conference, the IAFC publishes a hardcopy of the directory for each Regular and Senior Member.

Section 2 **Distribution**

The Directory is for Regular and Senior members in good standing only. Neither the directory, nor contact information contained therein, shall be provided to anyone other than Regular and Senior members in good standing, without prior written authorization of the Metro President.

Duties of Officers & Board Members

Section 1 **Officers**

In accordance with Section 6 of the Bylaws, the Officers of the Metro shall be a President, a Vice President, a Secretary, and a Treasurer. The duties of each of these Officers are outlined in the Bylaws (See Appendix B).

Section 1.1 Additional Duties

Officers and members of the Executive Board shall be assigned additional duties as determined by the President.

Section 1.1.1 President

The President shall represent the Metro at the Chief Fire Officer Association Conference, which is typically held in the United Kingdom during the fall of each year. If the President is unable to attend this conference, s/he may delegate this duty to a member of the Executive Board or represent the Metro at another conference.

Section 1.1.2 Vice President

The Vice President serves as the Executive Board's liaison to the Host Chief of the Annual Conference. The Vice President is responsible for organizing the Education Section of the Annual Program. This includes arranging for all speakers and other presenters. In accomplishing these duties, the Vice President works closely with the Host Chief and the Executive Secretary.

Section 1.1.3 Secretary

The Secretary, in consultation with the Executive Board, is responsible for selecting a gift for the outgoing President. The Treasurer must approve the purchase in advance. The Secretary of the Metro shall serve as the Award's Chair. At the January 22, 2011, Winter Board Meeting in Salt Lake City, the Executive Board approved the following policy: The gift for the outgoing Metro President is traditionally the Metro Ring. The Executive Board approves the purchase of the basic Metro ring (lowest cost option in 10 karat gold). This price will vary from year-to-year depending on the cost of gold. Any upgrades to the ring would be the responsibility of the recipient.

Section 2 **Board Members**

In accordance with Section 8 of the Bylaws, the membership of the Executive Board shall consist of all officers of the Metro, the immediate Past President and three other members (Senior, Board, and Alternate Board Members) elected at

large by and from the membership. The Executive Secretary shall serve as a non-voting member of the Executive Board (See Appendix B).

Section 2.1 Immediate Past President

The Immediate Past President shall serve as the Nomination's Chair. The Nomination's Chair shall oversee membership voting for the Metro board and officer positions, for the selection of future annual conference sites and for Metro Chiefs running for IAFC 2nd Vice President or IAFC Treasurer. After all nominations have been received and closed, the Nomination's Chair will appoint an Elections Committee that will distribute ballots to each eligible voting member and collect and count the votes. After reporting the election results to the members present, the ballots will be returned to the Nomination's Chair who will keep the ballots in his/her possession until the close of business on the following day. This allows anyone interested to review the ballots. At the close of business on the day following the elections the Nomination's Chair will destroy the ballots. This action is in accordance with a motion passed on May 12, 2005, at the San Antonio Metro Conference.

Section 2.2 Nominating Committee Report

The Nominating Committee Report is given in the following four parts:

Part 1: The Nominating Committee Chair (Immediate Past President) addresses the existing board officers and members. Unless circumstances dictate otherwise, the nominating committee recommends that each existing board member and officer advance by one position. For example, the President moves to Past President; the Vice President to President; the Secretary to Vice President; the Treasurer to Secretary; the Board Member to Treasurer; and, the Alternate Board Member to Board Member. Also, the bylaws allow, and it has been the "past practice," for the Senior Board Member to serve two one-year terms. Therefore, if the Senior Board member has served only one year, s/he is eligible for a second one-year term. The Nominating Chair, after presenting his/her report to the membership, must ask three times for additional nominations from the floor. If none are heard, the Chair shall ask for a motion to close nominations.

Part 2: If the membership approves Part 1 above of the Nominating Committee report, one seat – the Alternate Board Member – will remain vacant. The Nominating Committee Chair shall read the names of any candidates that have notified him/her by writing that he/she is a candidate for the Alternate Board Member position (if any). He/she shall then ask three times for additional nominations from the floor for the position of Metro Alternate Board Member. If more than one nomination is received, an election will be held on the second business meeting. If there is only one candidate, the Nominating Committee Chair will ask for a motion to close nominations.

Part 3: The Nominating Committee Chair shall read the names of any Metro Chiefs who have notified him/her that they are candidates for the IAFC 2nd Vice President or IAFC Treasurer. Metro Chiefs running for either of these positions must be a declared IAFC candidate as per IAFC policy. The Metro endorses Metro Chiefs only. If there is more than one member running for either position and certified by the IAFC, there will be an election held on the second business meeting to decide which candidate will receive the Metro Chiefs endorsement. Further, if the endorsed candidate requests financial support, the Metro membership can approve up to $5,000 financial support. The Metro will accept requests for endorsement/financial support for no more than one election cycle beyond the current year.

Part 4: Future Host City. The Metro selects host cities three years in advance. For example, in 2013 the membership selects the 2016 conference site. The Nominating Committee Chair shall read the names of any Metro Chiefs who have submitted a bid to host the conference (if any). The Nominating Committee Chair shall then call three times for additional nominations from the floor. If more than one nomination is received, an election will be held on the second business meeting. If there is only one candidate, the Nominating Committee Chair will ask for a motion to close nominations.

Travel Reimbursement Policy

Section 1 **Purpose**

A travel reimbursement policy shall be established by the Executive Board and approved by the membership. For audit purposes, a copy of the policy shall be placed on file with the IAFC.

Section 2 **Expenditures**

The Executive Board must approve, in advance, participation by Metro members serving on committees, or attending conferences and other events that would result in an expenditure of Metro funds. This policy applies to all members of the Metro, including members of the Executive Board. The membership has "pre-approved" travel for the President and his/her spouse/partner to attend the annual CFOA conference or other conference venue if the President is unable to attend the CFOA conference. In addition, the membership has approved travel reimbursement up to $1,000 annually for the Senior Board member to attend the annual conference, if that member's travel is not reimbursed by another agency. At the May 17, 2010 Annual Conference Business Session in Memphis, TN, the membership voted to clarify the travel section of the policy manual as follows: Executive Board members and Committee Chairs, representing the Metro Association at approved meetings and related events, who do not receive travel assistance from their respective departments, are eligible for reimbursement for coach airfare, hotel accommodations, meals, ground transportation and other reasonable travel expenses. Travel reimbursement must be authorized and approved in advance by the Metro President in consultation with the Metro Treasurer and Executive Board. All travel shall be in compliance with existing policy as outlined in the Metro Policy Manual.

Section 2.1 <u>Airfare</u>

The traveling member shall make every effort to secure the most inexpensive available coach fare, without creating an unreasonable inconvenience. This includes considering all available carriers and taking into consideration discounts that are provided for advance purchases and/or weekend stays.

Section 2.1.1 <u>Exception – Long Duration Flights</u>

When the flight duration of a single leg is greater than eight hours, the traveling member may request an upgraded fare, including business or first class. The President must approve, in advance, requests for higher-class fares. In cases when the President is the traveling member, the Treasurer, in consultation with the Executive Board, must approve requests for a higher-class fare.

Section 2.1.2 Exception – Alternative Means of Travel

If a traveling member prefers to use his or her private vehicle to drive (rather than flying to and from the meeting or event destination), reimbursement shall be provided at the published government rate per mile or for the most economical coach airfare available for the same destination, whichever is less expensive. Requests for reimbursement for all other types of commercial travel (train, bus, etc.) shall be approved in advance.

Section 2.2 Hotel Accommodations

Members are encouraged to select a reasonably priced, yet conveniently located, hotel. Because rates differ greatly from region-to-region, discretion and good judgment must be used when selecting a hotel. Major hotel chains (Hilton, Hyatt, Marriott, etc.) would typically be considered “reasonably priced” hotels. The President must approve, in advance, requests for hotel accommodations when the room rate is greater than $200 US per day. In cases when the President is the traveling member, the Treasurer, in consultation with the Executive Board, must approve the request.

Section 2.3 Meals

Members are expected to dine at reasonably priced restaurants. However, as with selecting a hotel, good judgment and discretion must be used when selecting a restaurant. The President must approve meal expenditures greater than $80 US per day. In cases when the President is the traveling member, the Treasurer, in consultation with the Executive Board, must approve the request.

Section 2.4 Ground Transportation

The most cost effective means of ground transportation should be used, unless it would result in an unreasonable inconvenience.

Section 2.5 Miscellaneous

Miscellaneous expenses, such as phone calls and gratuities must be documented.

Section 2.6 Personal Expenditures

Reimbursement will not be approved for personal expenditures, such as movie rentals, gifts, etc.

Section 3 **Receipts**

Signed receipts shall be presented for all expenditures greater than $25.00 US.

Section 4 **Reimbursement**

Requests for reimbursement must be submitted to the IAFC Liaison, within two weeks after completion of the travel, on the forms provided.

Section 5 **Special Circumstances**

It is understood that, at times, travel related expenditures might not fall neatly into one of the above policy sections. Further, while traveling on Metro business special situations could arise that would require flexibility and the use of good judgment. Therefore, expenditures that exceed the provisions of this policy, or expenditures that are not addressed in this policy, should be approved in advance when possible. If it is not possible or practical to get advance approval, a special request for reimbursement must be submitted to the President. In cases when the President is the traveling member, the Treasurer, in consultation with the Executive Board, must approve or deny the request.

Metro Endorsement/Funding/Net Assets Policy

Metro members requesting that the Metropolitan Fire Chiefs Association (Metro) endorse or support organizations, programs, projects, etc., or pay membership dues to organizations, shall submit their requests to the Metro Executive Board at least 30 days prior to the annual conference. Submittals must include the following: (1) the name of the proposed recipient; (2) the amount of financial support requested; (3) a brief overview of the proposed recipient's mission, goals and objectives; (4) the proposed recipient's current financial status, including a depiction of sources of revenue (by percentage) and expenditures (by percentage); and, (5) the specific reasons why the Metro should provide the requested funding. The Executive Board will review all requests and may ask the member to revise and resubmit the request prior to making a final decision. Based on the review and the Metro financial reserves available, the Executive Board will recommend to the membership one of the following actions at the annual conference: (a) that the membership support the request as originally submitted or as revised per the Executive Board's recommendation, or (b) that the membership reject the request. If a member fails to follow this policy, the request shall be automatically rejected. The request may be resubmitted only after complying with the specific provisions of this policy. If it is rejected a second time, it may not be reconsidered until the following year. It is understood that all requests must be submitted annually – no action can be taken by the Executive Board or membership that would create recurring costs for the Metro. Further, the total amount of donations approved by the Metro shall not exceed one-third of the Metro's annual dues revenue and no single donation shall exceed $5,000. Finally, it is the position of the Metro that it will, at all times, maintain a minimum of $300,000 in net assets to ensure that it has the financial resources available to operate for a minimum of one year during an economic emergency and to address any unforeseen liabilities.

Metro Staff

Section 1 **Executive Secretary**

Section 1.1 Duties

In accordance with the Metro Bylaws, The Executive Secretary shall serve as a non-voting member of the Executive Board. The Executive Secretary provides staff support for the Board and Members. The Executive Secretary position is paid by the NFPA.

Section 1.2 Inquiries

All inquiries concerning Policies and Bylaws should be directed to the Executive Secretary. Below is the contact information for the current Executive Secretary:

Russell E. Sanders, Executive Secretary
Metro Fire Chiefs
3257 Beals Branch Road
Louisville, KY 40206
TEL: + 1 502 894-0411
FAX: + 1 502 894-0519
EMAIL: rsanders@nfpa.org

Section 2 **Liaisons**

Section 2.1 Duties

Both the IAFC and NFPA assign staff liaisons to the Metro, and their respective Associations pay for these positions. The IAFC and NFPA liaisons also provide staff support to the Board and Members.

Distribution of Email Surveys & Questionnaires

The Metro Executive Secretary shall limit email requests for information (surveys, questionnaires, etc.) to requests that are from the Metro Chief and for the Metro Chief or directly from and for one of the parent organizations.

Appendix A: The following Oath of Office shall be used to swear-in all Metro Officers and Board Members

Metropolitan Fire Chiefs Oath of Office

I hereby swear that I will support the Constitution and Bylaws of the Metropolitan Fire Chiefs Association, a Section of the International Association of Fire Chiefs and the National Fire Protection Association, and at all times bear true allegiance to the goals and purposes of the Metro.

I further swear to perform the duties and responsibilities of my office to the best of my ability and at the end of my term of office I will deliver to my successor all records of said office.

So help me God.

Appendix B:

METROPOLITAN FIRE CHIEFS ASSOCIATION
a section of the
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS
&
THE NATIONAL FIRE PROTECTION ASSOCIATION

BYLAWS

(Approved by the Membership on May 7, 2007)

SECTION 1. **ORGANIZATION**: The Metropolitan Fire Chiefs Association is organized as a section of the National Fire Protection Association (NFPA), and as a section of the International Association of Fire Chiefs (IAFC) pursuant to and subject to the requirements and provisions of both organizations. The Association shall be commonly known as the Metropolitan Fire Chiefs Association or Metro Chiefs Association.

SECTION 2. **PURPOSE**: The Purpose of the Metro Chiefs Association is to bring together the highest-ranking officer from each eligible metropolitan fire department in order to share information and experiences and to discuss issues of common interest.

SECTION 3. **MEMBERSHIP**: The Metro Chiefs Association shall be limited to members of the IAFC and the NFPA who serve as the highest-ranking fire department officers of cities or jurisdictions having a minimum staffed strength of 400 fully paid career firefighters. Leadership titles vary for fire department top leaders (i.e., Chief of the Department, Commissioner, Director, Superintendent, etc.); however, membership is limited to one member only of each eligible fire department, and that member must be the Chief of the Department or in a role of equal or greater responsibility. Further, unless otherwise noted in these bylaws, the member must also be a member in good standing of the NFPA and the IAFC. Cities or jurisdictions that acquire membership under the aforementioned criteria and, after acquiring membership drop below the minimum membership requirements, will retain membership only as long as that member remains with the department. If a Regular Member as defined in Section 4 moves to a department that does not meet the aforementioned criteria, that member will lose the status of a Regular Member. However, as a former Regular Member, that member would be eligible to apply for Senior Member status.

Any current member, in good standing as of May 14, 1998, who met the previous bylaw criteria (i.e., 400 fully paid career firefighters and/or protect a population of 200,000 or greater), but does not meet the current criteria, will be allowed to remain as a member and have all rights and privileges of Regular Members. However, his or her department will retain membership only as long as that member remains Chief of the Department. If a Regular Member as defined in

Section 4 moves to a department that does not meet the aforementioned criteria, that member will lose the status of a Regular Member and become eligible to apply for Senior Member status.

In addition, members of other associations or organizations may be recognized as Affiliate Member Associations or Organizations upon recommendation by the President and approval of the membership.

SECTION 4. **CLASSES OF MEMBERSHIP**: The Metro Chiefs Association shall consist of Regular, Senior, International, Affiliate, and Honorary Members as defined below:

> Regular Members - Active Chiefs of Departments as defined in Section 3. Regular Members have all of the rights, privileges, and responsibilities of membership, including full voting rights and the right to hold office. Only Regular Members are eligible to serve as Officers of the Association.
>
> Senior Members - Retired and/or former Regular Members who have served as Regular Members as defined in Section 3. Senior Members have the rights, privileges, and responsibilities of membership, including full voting rights. Senior Members pay Metro Association dues set at 50% of the Regular Member dues and are not required to be dues-paying members of the IAFC or NFPA. Senior Members are eligible to serve on the Executive Board in the Senior Board Member position only.
>
> International Members – Active Chiefs of Departments as defined in Section 3 who lead departments outside Canada and the United States and protect a jurisdictional population greater than 750,000. International Members do have voting rights, but are not permitted to hold elected office. International Members are required to pay the Regular Member Metro Association dues but are not required to be members of the NFPA or IAFC. To encourage international membership, the Executive Board may waive the membership criteria as outlined in Section 3 and may waive a portion of the membership dues, but may not reduce the dues below 50% of the Regular Member Metro Association dues.
>
> Affiliate Membership - An Association or Organizational Membership granted to the governing officer (President, Chair, etc.) or his or her designee of an approved Association or Organization as described in Section 3. In addition to the governing officer of the Association or Organization, up to nine additional members of the Association or Organization may attend and participate in conference activities. (The total maximum number of affiliate member attendees, including spouses/partners, would be 20.) Affiliate Members do not have voting rights, and are not permitted to hold elected office. Everyone attending the conference is required to pay appropriate conference fees, unless excused by the President.

Honorary Members - Persons with background and/or expertise in areas of Fire Prevention, Fire Suppression, or other related disciplines who warrant such recognition as determined by the President. Honorary Members shall not be permitted to vote or hold office.

SECTION 5. **VOTING RIGHTS**: All Regular, Senior, and International Members of the Metro Chiefs Association are entitled to one vote on any question.

Honorary and Affiliate members shall not be entitled to vote on any matter.

SECTION 6. **OFFICERS**: The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. Only Regular Members are eligible to serve as Officers of the Association.

The officers shall be elected in accordance with the provisions of these bylaws. All officers shall serve terms of one year each, or until their successors are elected and qualified. No elected officer may serve more than two consecutive terms in any one office. Terms of office begin at the annual conference of the Association.

The President of the Association shall preside at all meetings of the Association and of the Executive Board, and shall, with the approval of the Executive Board, appoint such committees as deemed appropriate or as otherwise established at the discretion of the Executive Board, except for the Executive Board, which is established under the terms of these bylaws. The President shall perform such other duties as determined from time to time by the Executive Board.

The Vice-President shall, at the request of or in the absence or disability of the President, undertake the powers and duties of the President and when so acting shall have all necessary powers and perform all such duties as the President or the Executive Board shall determine are necessary to carry out such role.

The Secretary shall perform such secretarial duties as are not performed by the Executive Secretary and such other duties as may be directed by the President or the Executive Board.

The Treasurer shall provide for the custody of all funds, securities, books of account and financial records of the Association.

There shall be an Executive Secretary who shall be a member of the NFPA staff and shall be named by the President of the NFPA. The Executive Secretary shall serve as secretary of the Executive Board but shall not have a vote in its affairs. The Executive Secretary shall not be an officer of the Association.

SECTION 7. **ELECTION OF OFFICERS AND BOARD MEMBERS**: At the Metro Chiefs annual conference, an election of officers and Board members (President, Vice President, Secretary, Treasurer, Board Member, Senior Board Member, and Alternate Board Member) shall be held. Voting Members wishing to be placed in nomination for office shall submit their name to the President no sooner than

January 30 of the election year, and no later than close of business on the first day of the annual conference. No elected Officer or Board Member may serve more than two consecutive terms in any one office. The President shall submit to the body the names of all candidates for consideration. A simple majority vote shall decide each election. Terms of office begin at the annual conference of the Association. Everyone attending the conference is required to pay appropriate conference dues and fees, unless excused by the President.

SECTION 8. **EXECUTIVE BOARD**: There shall be an Executive Board, which shall have general charge of the affairs of the Association. It shall be empowered to act on behalf of the Association between meetings of the membership, to establish, appoint and empower additional committees in its discretion; and to exercise all rights and powers granted it by these Bylaws or otherwise. It shall submit a report to each annual conference of the Association covering its actions.

The membership of the Executive Board shall consist of all officers of the Association, the immediate Past President and three other members elected at large by and from the membership. Of the three members elected at large one shall be a Senior Member, and two shall be Regular members serving in the positions of Board Member and Alternate Board Member. The Alternate Board Member shall be entitled to participate in all meetings or other actions of the Executive Board, but shall not be entitled to vote unless the Board Member is absent from the meeting where the vote is to be taken. The Executive Secretary shall serve as a non-voting member of the Executive Board.

SECTION 9. **VACANCY**: In the event of a vacancy occurring in the office of the President, or any other officer or member of the Board, the next officer in line shall immediately assume the duties and authority of the vacant office and this procedure shall continue until the Alternate Board Member ascends to the Board Member position. The order of succession shall be Alternate Board Member, Board Member, Treasurer, Secretary, and Vice President. Upon completion of this procedure the new President, with the approval of the Executive Board, shall appoint a Regular Member to serve out the un-expired term of the Alternate Board Member.

SECTION 10. **ANNUAL CONFERENCE AND MEETINGS**: The Metro Chiefs Association shall meet a minimum of three times annually. In addition to the annual conference, which is held at a pre-selected site as approved by the membership, one meeting will be held during the IAFC Annual Conference in the host city, and one meeting will be held either in conjunction with the NFPA Annual Conference or at a time and location determined by the Metro Executive Secretary in consultation with the Metro Executive Board.

10.1 QUORUM: A quorum for the conduct of business at an Annual Conference, a scheduled Meeting, or a Special Meeting of the Association shall consist of not less than 10 members of the Association. A quorum of the Executive Board to conduct business at meetings or via conference calls shall consist of not less than four members of the Executive Board, with at least two of the four members being officers of the Executive Board. A majority of Voting Members participating

at such duly called meetings shall legalize all business transactions and questions except as otherwise may be provided expressly for in the Constitution and Bylaws of the IAFC and the NFPA.

10.2 ORDER OF BUSINESS: The following order of business shall govern meeting proceedings unless otherwise ordered by a simple majority vote of Voting Members present:

1. president calls meeting to order
2. invocation
3. reading and adoption of minutes of previous meeting
4. reports from officers, board members and committees
5. meeting agenda
    a. old business
    b. new business
6. election of officers
7. selection of location and date of next meeting
8. adjournment

10.3 RULES OF ORDER: Except as otherwise provided in these Bylaws or the Rules of Order adopted by the Association, Robert's Rules of Order (Revised) shall govern the transaction of business.

1. The President, as presiding officer shall preserve order and decorum. He/She shall take no part while presiding, and shall decide all questions of order subject to an appeal of the members present and upon such an appeal, a vote shall be taken without debate. The presiding officer may state his/her reasons for the decision given and shall put the question as follows: "Shall the decision of the President be sustained?" A simple majority of the Voting Members present and voting shall be necessary to reverse the decision of the President.

2. Any member wishing to speak shall rise in place, state his/her name and residence, and address the presiding officer. Only Voting Members shall offer motions, second motions, and/or vote on motions. In any and all instances, when a member has finished speaking he/she shall resume his/her seat. When speaking, he/she shall confine himself/herself to the subject or question under consideration or debate.

3. When two or more members rise to speak simultaneously, the presiding officer shall decide who is entitled to the floor.

4. A member called to order by the presiding officer shall cease speaking immediately and take his/her seat until the point of order in question is decided, when he/she again shall be entitled to the floor.

5. Any questions coming before the meeting, for which no provision has been made in these bylaws or rules of order, shall be referred to the presiding officer, who shall be guided in his/her decision by the rules laid down in Robert's Rules of Order, to the extent that such rules are not superseded by express provisions of the NFPA and IAFC Constitution and Bylaws.

6. A motion to adjourn shall always be in order, except when a member is in possession of the floor, a vote is being taken, or it has been decided that a vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

SECTION 11. **CLOSED MEETINGS**: At the annual conference, and at any other Association meetings as deemed appropriate by the presiding officer, one or more sessions shall be reserved for closed meetings of Regular, Senior, Affiliate, and International Members. At these meetings, in addition to any other business, subjects believed to be of a sensitive nature shall be presented for discussion. Officers, Directors and staff representatives of the NFPA and/or the IAFC may also attend such meetings unless dismissed by the President. The presiding officer, with the approval of the Voting Members present, shall have the authority to request or invite other such persons that may be appropriate to attend the closed meetings, when such presence is deemed to be in the best interests of the Metro Chiefs Association, the IAFC, and the NFPA.

SECTION 12. **DUES**: Effective January 1, 1987 and thereafter, there is established a separate dues for membership to the Metro Chiefs Association. Such dues, as deemed appropriate, shall be set and voted upon by the Voting Members during the business session of the Annual Conference. A simple majority shall be required to amend the dues. Notification of a proposed change shall be provided to all Voting members no less than 30 days prior to the Annual Conference.

SECTION 13. **AMENDMENTS**: The consideration of any proposed amendments, to these bylaws and rules of order, of which notice has been given prior to the opening of an official meeting, shall be on the first day of the meeting.

No amendment to the bylaws or rules of order shall be made except when written notice of such amendment has been received and read in open session of the meeting, and a simple majority vote of the Voting Members present and voting shall be required to adopt such an amendment.
All amendments, alterations or revisions of any part of these bylaws or rules of order shall take effect upon their adoption of the Metro Chiefs Association, and approval of such amendment by the Board of Directors of the NFPA and the IAFC.

SECTION 14. **PRECEDENCE**: Nothing in these Bylaws shall be construed to be in conflict with, or take precedence over, the established articles and sections of the Constitution and Bylaws of the IAFC and the NFPA or the adopted Regulations and policies of either organization. If the President of the Metro Chiefs Association determines that a conflict does exist because of the promulgation of these Bylaws he/she shall refer the matter to the Chair of the Constitution and Bylaws Committee of the Metro Chiefs Association and to his/her counterpart in the IAFC and the NFPA for final resolution.

Appendix C:

Metropolitan Fire Chiefs Association (Metro) Request for Funding

Metro members requesting that the Metropolitan Fire Chiefs Association (Metro) endorse or support organizations, programs, projects, etc., or pay membership dues to organizations, shall submit their requests on this form to the Metro Executive Secretary at least 30 days prior to the annual conference. Submittals must include the following information:

Name of Metro member submitting the request:
_____

Name of proposed recipient:
_____

Amount of money
requested:_____
____

Brief overview of the proposed recipient's mission, goals and objectives:

_____
_____
_____
_____
_____
_____
_____
_____

Proposed recipient's current financial status, including a depiction of sources of revenue (by percentage) and expenditures (by percentage):

_____
_____
_____
_____
_____
_____
_____

List the specific reasons why the Metro should provide the requested funding:

_____
_____

_____
_____
_____
_____
_____

The Executive Board will review all requests and may ask the member to revise and resubmit the request prior to making a final decision. Based on the review and the Metro financial reserves available, the Executive Board will recommend to the membership one of the following actions at the annual conference: (a) that the membership support the request as originally submitted or as revised per the Executive Board's recommendation, or (b) that the membership reject the request. If a member fails to follow this policy, the request shall be automatically rejected. The request may be resubmitted only after complying with the specific provisions of this policy. If it is rejected a second time, it may not be reconsidered until the following year. It is understood that all requests must be submitted annually – no action can be taken by the Executive Board or membership that would create recurring costs for the Metro.