

**MISSOURI  
FIRE CHIEFS**

**BOARD OF DIRECTORS  
POLICIES**



[March, 2004]  
*February, 2006*

- NOTES -

SUGGESTED CHANGES SHALL BE **BOLD** AND IN *ITALICS*.

ANYTHING TO BE REMOVED SHALL BE IN [BRACKETS]

# POLICIES OF THE MISSOURI FIRE CHIEFS

## ADMINISTRATIVE

### Article I. Duties & Requirements of the Elected Officers

#### Executive Board

The executive board shall consist of the president, vice-president, secretary, treasurer, and the immediate past president of the Association. The president shall serve as the chair.

The duties of the executive board shall be:

- A. Provide for the administration and overall supervision of the work of the Association.
- B. Review the annual budget as proposed by the [Executive Director] **Treasurer** and make recommendations to the board of directors for its approval, disapproval or change.
- C. Carry out the duties as assigned by the board of directors & membership.
- D. Review the policies of the association [as needed] and make recommendations to the board of directors for approval, disapproval or change as needed.**

#### **President:**

Requirements:

- A. Current Active Member of a State recognized fire department or district
- B. Capable of providing formal written and verbal communications
- C. Ability to provide communications via computer and internet systems**

Duties:

- A. Be the official representative and spokesperson for the Association.
- B. Serve as the chair of the executive committee.
- C. Preside at meetings of the board of directors.
- D. Insure that all committees, work groups and task forces operate according to the Constitution and policies.
- E. Promote open communications with local, state and federal organizations.
- F. Promote membership in the organization

#### **Vice President:**

Requirements:

- A. Current Active Member of a State recognized fire department or district

- B. Capable of providing formal written and verbal communications
- C. Ability to fulfill the role of President of the organization
- D. Ability to provide communications via computer and internet systems**

Duties:

- A. In the absence or inability of the President to perform the duties of the office, be directed to assume the duties.
- B. Assist the President in conducting the business and policies of the Association.
- C. Oversee the audit of the Associations financial records during term of office.
- D. Perform such other duties as are prescribed by the board of directors.

**Secretary:**

Requirements:

- A. Current Active Member of a State recognized fire department or district
- B. Ability to provide accurate written documentation of the Association
- C. Ability to provide communications via computer and internet systems

Duties:

- A. Keep complete and true record of the meetings of the board of directors, executive committee and to report the actions taken at these meetings to all members of the directors.
- B. Prepare an agenda for each meeting of the board of directors or executive committee showing the business to be transacted.
- C. [Maintain a policy manual for guidance of all officers and committees.
- D. Maintain the constitution of the organization.]
- E. Support, administer and maintain the policies established by the president and the board of directors.

**Treasurer:**

Requirements:

- A. Current Active Member of a State recognized fire department or district
- B. Ability to maintain financial records in accordance with standard bookkeeping practices.
- C. Knowledge of appropriate reporting procedures in regards to state and federal regulations.
- D. Ability to communicate the financial status of the organization to the membership.
- E. Ability to provide communications via computer and internet systems.**

Duties:

- A. Supervise the collection and disbursement of all funds in accordance with the bylaws of the Association as provided for in the budget.
- B. Determine that all monies of the Association are deposited in proper accounts and, where applicable, draw the highest rate of return consistent with the greatest safety for the Association funds.
- C. Be responsible for all assets of the Association with the advice and approval of the executive committee.
- D. Prepare financial reports, including a detail of all revenues and disbursement for presentation at board meetings.
- E. Supervise the annual audit report as determined by the executive board.

**Article II. Duties & Requirements of the Executive Director:**

**Requirements:**

***Ability to provide communications via computer and internet systems***

**Reports To:** President of Missouri Fire Chiefs at the direction of the Board of Directors

**Administrative Responsibilities:**

- ***In conjunction with the Treasurer*** [P] plan and coordinate all aspects of the annual conference (hotel contracts, meeting space, educational program, special events, board meetings, exhibits)
- ***In conjunction with the President*** [P] plan and coordinate quarterly Board meetings
- ***In conjunction with the Treasurer*** [P] plan and coordinate educational seminars throughout year
- ***In conjunction with the President*** [W] write, layout, edit and publish a quarterly newsletter in absence of editor
- ***In conjunction with the Treasurer*** [P] prepare an annual budget for review and adoption by the board of directors
- ***Maintain the policy manual for guidance of all officers and committees.***
- ***Maintain the constitution of the organization.***
- ***Serves as the primary representative to the Fire Service Alliance. In this capacity the representative shall have the authorization to act on behalf of the organization on legislative matters. If action is taken that fall outside of the normal parameters and policies of the organization. the representative shall provide written documentation as to the occurrence and the decision made by the Fire Service Alliance, within 72 hours, to the President of the Association.***

## **Financial Services Responsibilities:**

Act as Missouri Fire Chiefs Treasurer in absence of elected Treasurer

- Maintain a separate account for all MFC business
- Maintain and approve receipts and disbursements of funds in coordination with Executive Board
- Distribute annual dues statements
- Maintain accurate financial records
- Have an annual audit review completed by a third party firm
- Assure the State annual financial reporting is completed

## **Membership:**

***Act as Missouri Fire Chief's Secretary in the absence of elected Secretary***

- Send welcome package to new members
- Maintain accurate membership records
- Forward expired member information to state vice president and state memorial chairperson

## **Article III. Duties & Requirements of the Directors**

### **Board of Directors**

There shall be a board of directors, which shall consist of the president, vice-president, secretary, treasurer, executive director, immediate past president, state vice president and 9 directors from across the state.

Requirements:

- A. Directors shall reside within the respective area of representation of the Association.
- B. Current Active Member of a State recognized fire department or district.
- C. *Ability to provide communications via computer and internet systems***

It shall be the duty of the board of directors to:

- A. Have general charge of the affairs of the Association.
- B. Review the work of the Association at the board of directors meetings and develop broad policy for the operation of the Association.
- C. Approve, adopt, change or amend all budgets as recommended by the executive board.
- D. Establish the date and location of the annual conference of the Association with direction from the executive board and membership.
- E. Establish the registration fee for the seminars and conferences with direction from the treasurer and executive director.

- F. Determine reimbursement of expenses in accordance with constitution, bylaws and policies of the Association.
- G. Require the president to call a special meeting of the board of directors or executive board on the request of a majority (9 members) of the board.
- H. By majority vote (9 members) remove any officer or member of the association for cause.
- I. ***The Board of Directors shall provide whatever political and legislative decisions/stances that are deemed necessary and provide those decisions/stances in policy form to its representative for the Fire Service Alliance.***

## **Article IV. Meetings**

### **Section I. Annual [Conference] Meeting**

There shall be an annual [conference/] meeting of the Association at a location and time approved by the board of directors. ***The annual meeting shall be held prior to or in conjunction with an annual conference.***

#### **1. Memorial Service**

***An appropriate memorial service in honor of the deceased members shall be held at each annual conference.***

#### **2. Order of Business**

***The order of business at the annual conference/meeting shall be:***

- A. ***Call meeting to order***
- B. ***Open business session***
  - 1. ***Approval of minutes from previous meeting***
  - 2. ***Memorial Service***
  - 3. ***Report from Treasurer***
    - (a) ***treasurers report***
    - (b) ***attendance report***
  - 4. ***Report from Executive Director***
  - 5. ***Report from Vice President***
  - 6. ***Report from State Vice President***
- C. ***Reports from committees and organizations***
  - 1. ***Report from IAFC International director***
  - 2. ***Report from State Fire Marshal***
  - 3. ***Report from MO Fire & Rescue Training***

**4. Report from assigned committees (Nominations & elections shall be held in accordance with the provision of the constitution, bylaws and policies.**

**D. Unfinished Business**

**E. New Business**

**F. Adjournment**

## **Section II. Board of Directors Meetings**

There shall be a minimum of **(four)** 4 regular Board of **D**[d]irectors meetings **each year** [annually], with the date, time [and] location **and method** established by the executive board in coordination with the directors. [The annual meeting shall be held prior to or in conjunction with the annual conference.] The president may call for special meetings of the board of directors or the executive board to conduct business of the Association in a timely mann**er**[or].

Business may be conducted over phone or computer networks as long as a quorum is established and the secretary keeps complete and true records of the meetings.

## **Section III. Quorum**

A simple majority (**nine (9)** members) shall constitute a quorum for the transaction of business at all meetings of the board of directors and (**three (3)** members) shall constitute a quorum for executive board meetings.

## **Section IV. Rules of Order**

1. For the purpose of orderly administration, *Robert's Rules of Order* shall be the authority for all meetings. The presiding officer shall be guided by the rules laid down in Robert's Rules of Order, revised. **(See addendum #1)**

### **[1. Preservation of Order**

The presiding officer shall preserve order and decorum while presiding. The presiding officer has the authority to call for the question at their discretion if no one is in possession of the floor and the debate is covering the same material or items.

### **2. Members Speaking**

Every member when speaking or offering a motion shall state his or her name, position and department, and respectfully address the presiding officer.

### **3. Presiding Officer Decides**

When two (2) or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

#### **4. Point of Order**

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.

#### **5. Calling the Question**

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 those present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

The presiding officer shall have the authority to defer the question to the board of directors of the Association if supported by a majority vote of those present.

Each "Active" member in attendance at the annual meeting shall have one (1) vote on all issues.

#### **6. Motion to Adjourn**

A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote is being taken or it has been decided that 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.

#### **1. Memorial Service**

An appropriate memorial service in honor of the deceased members shall be held at each annual conference.

#### **2. Order of Business**

The order of business at the annual conference/meeting shall be:

- C. Call meeting to order
- D. Open business session
  - 1. Approval of minutes from previous meeting
  - 2. Memorial Service
  - 3. Report from Treasurer
    - (a) treasurers report
    - (b) attendance report

4. Report from Executive Director
  5. Report from Vice President
  6. Report from State Vice President
- C. Reports from committees and organizations
5. Report from IAFC International director
  6. Report from State Fire Marshal
  7. Report from MO Fire & Rescue Training
  8. Report from assigned committees (Nominations & elections shall be held in accordance with the provision of the constitution, bylaws and policies.
- D. Unfinished Business
- E. New Business
- G. Adjournment]

# FINANCIAL

## Article I. Expenditures

### Section I. General

The Constitution allows for each officer and board member to incur up to \$250.00 in expenses without a vote of the Board. The treasurer is authorized to pay invoices as necessary to accomplish the business of the Association.

Professional Services are not required by state regulations to be bid. The Association will acquire these services that best suit the Association in its on-going operations.

The following shall be the purchasing authority recognized by the Association:

- Up to \$250.00 – Board Members
- Up to \$500.00 - Executive Board Members
- Up to \$5000.00 - Executive Board Members Approval (with **majority** vote)
- \$5000.00 or greater – Board of Directors Approval (with **majority** vote)

In the event of an emergency the president is empowered to authorize the expenditure of sufficient funds to meet the emergency with the approval of the executive board.

Careful and prudent consideration shall be given by the members of the Association when expending funds. **See addendum #2**

[The following questions are suggested to determine if the current actions will affect the Association with a negative financial impact in the future.

1. Will this allow for fairness and equality in emergency services across the state?
2. Will this allow for fairness and equality for Chief Officers within the state?
3. Will this establish precedence for the future?
4. Will this put the Association in a hardship in the future?
5. Will this fit within the budget of the Association?
6. What are the positive & negative impacts of the action?
7. Is it legal use of government entity funds?]

## Section II. Operational

The basis for travel expenditures by the executive director shall be dictated by the current allowance for travel by the federal government. [As of 2004 mileage is: 37.5 cents /mile.]

Meal allowance shall not be above \$45.00 for three meals per day. Less than three meals shall be prorated. Any meals purchased by the executive director for others shall be approved by the President or in his absence, the vice-president before being reimbursed. **All meal expenditures above \$45.00/day or includes meals for others, must have receipts.**

Lodging, when approved by the President, shall be a typical rate for a single occupancy room in the city or conference being attended. A receipt is required.

Air travel shall be approved by the president prior to the expenditure being made. Travel will be by coach class.

## **ADDENDUM #1**

### **1. Preservation of Order**

***The presiding officer shall preserve order and decorum while presiding. The presiding officer has the authority to call for the question at their discretion if no one is in possession of the floor and the debate is covering the same material or items.***

### **2. Members Speaking**

***Every member when speaking or offering a motion shall state his or her name, position and department, and respectfully address the presiding officer.***

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***The presiding officer shall have the authority to defer the question to the board of directors of the Association if supported by a majority vote of those present.***

***Each "Active" member in attendance at the annual meeting shall have one (1) vote on all issues.***

### **6. Motion to Adjourn**

***A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote is being taken or it has been decided that 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.***

## **ADDENDUM #2**

***The following questions are suggested to determine if the current actions will affect the Association with a negative financial impact in the future.***

- 1. Will this allow for fairness and equality in emergency services across the state?***
- 2. Will this allow for fairness and equality for Chief Officers within the state?***
- 3. Will this establish precedence for the future?***
- 4. Will this put the Association in a hardship in the future?***
- 5. Will this fit within the budget of the Association?***
- 6. What are the positive & negative impacts of the action?***
- 7. Is it legal use of government entity funds?***