



# *National Association of Emergency and Fire Officials*

## ~~Committee Chairs and Members and Authority of Committees~~ of the Association

Category: ADMINISTRATIVE

Policy Number   5  

~~Approved: February 14, 2009~~  
Revised: ~~September 16,~~  
~~2020~~ January 16, 2024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (~~NAEFO~~), hereinafter known as the "Association".

### PURPOSE

To allow the ability to utilize committees to further the purposes of ~~NAEFO~~the Association.

### POLICY

#### 5.14 ~~APPOINTMENT OF~~ ASSOCIATION COMMITTEE MEMBERS

The ~~NAEFO Association's~~ President shall have the authority to appoint members of standing committees and ad hoc committees authorized by the Association's Board of Directors, subject to the following conditions:

- a) The ~~NAEFO Association's~~ President must notify the Association's Board of Directors of any appointments and resignations.
- b) The Association's Board of Directors may overturn an appointment made by the Association's President upon a two-thirds vote.
- c) The Association's President shall appoint a chair of each committee.

#### 5.42 ~~AUTHORITY OF~~ ASSOCIATION COMMITTEES

An ad hoc committee authorized by the Association's Board of Directors has only the authority granted by the Association's Board of Directors and a standing committee authorized by the Association's Bylaws has only the authority over the topic granted by standing committee name in the Association's Bylaws. -In addition, committees are subject to the following:

- a) A committee chair may establish meeting dates and committee procedures at his or her discretion.
- b) The committee chair may appoint subcommittees and subcommittee chairs.

- c) An ad hoc committee authorized by the Association's Board of Directors may only make recommendations to the Association's Board of Directors, unless specifically authorized by the Board.
- d) A committee may not speak on behalf of ~~NAEFO~~ the Association unless specifically authorized by the Association's Board of Directors.
- e) ~~The~~ Committee members may only vote who have been appointed by the ~~NAEFO~~ Association's President. ~~-~~Committee guests may not vote at committee meetings.
- f) All committee meetings shall be open to the Association's Executive Director and any ~~NAEFO~~ member of the Association.

### 5.43 TERM OF APPOINTMENT

Committee chair and member terms shall run concurrent with the term of office of the appointing President of the Association; unless the Association's Board of Directors provides for a different term for ad hoc committee members.

### 5.44 WITHDRAWAL OF APPOINTMENT

Committee chairs and members serve at the pleasure of the ~~NAEFO~~ Association's President and the ~~NAEFO~~ Association's President may withdraw the appointment of committee chairs and members, subject to the following conditions:

- (a) The ~~NAEFO~~ Association's President must notify the Board of Directors of the withdrawal of any appointment.
- (b) The Association's Board of Directors may overturn the withdrawal of any appointment upon a two-thirds vote.

### 5.45 RESIGNATION OF APPOINTMENT

A committee chair or committee member may resign at any time by giving notice, preferably in writing, to the Association's Executive Director, ~~the~~ President, or ~~the~~ ~~NAEFO~~ Secretary or designee. Any such resignation will take effect at the specified time, or if the time is not specified, upon acceptance by the ~~NAEFO~~ Association's President.

## REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 16, 2020	Monte Olsen	Refined title; renamed association; amplified the difference between ad hoc committees of the Board of Directors versus standing committees of NAEFO, the latter of which are identified in the Bylaws; expanded committee voting privileges for committee members appointed by the committee chair; and, added sections for withdrawals and resignations.

<u>January 16, 2024</u>	<u>Monte Olsen</u>	<u>Added notification of resignations to Section 5.1; change title of Section 5.1 due to both appointments and resignations; focused the Policy's use of Association instead of NAEFO; and <u>correction of typographical and grammatical errors</u></u>
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