



National Association of Emergency and Fire Officials

Committee Chairs and Members and Authority of Committees

Category: ADMINISTRATIVE

Policy Number 5

Approved: ~~February 14, 2009~~
Revised: ~~September 16, 2020~~ April 15, 2023

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

PURPOSE

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

POLICY

5.11 -APPOINTMENT OF COMMITTEE MEMBERS

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

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

5.12 -AUTHORITY OF COMMITTEES

An ad hoc committee authorized by the Board of Directors has only the authority granted by the Board and a standing committee authorized by the Bylaws has only the authority over the topic granted by standing committee name in the 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 Board of Directors may only make recommendations to the Board of Directors, unless specifically authorized by the Board.
- d) A committee may not speak on behalf of NAEFO unless specifically authorized by the Board of Directors.
- e) The committee members may only vote who have been appointed by the NAEFO President-. Committee guests may not vote at committee meetings.

- f) All committee meetings shall be open to the Executive Director and any NAEFO member.

5.13 TERM OF APPOINTMENT

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

5.14 WITHDRAWAL OF APPOINTMENT

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

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

5.15 RESIGNATION OF APPOINTMENT

A committee chair or committee member may resign at any time by giving notice, preferably in writing, to the 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 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>April 15, 2023</u>	<u>Monte Olsen</u>	<u>Only correction of typographical and grammatical errors</u>