



# *National Association of Emergency and Fire Officials*

## Legislative Committee

Category: ADMINISTRATIVE

Policy Number 13

Last Revised: September 15, 2024

### REFERENCE

### SCOPE

This Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the “Association”.

### PURPOSE

The Association establishes its Legislative Committee (“Committee”) for the purpose of having a dedicated panel to examine, consider, and take formal positions/statements of policy on behalf of the Association regarding federal legislative and regulatory issues; thus, amplifying the voice the of the nation’s fire, ambulance, and emergency service directors in Washington, D.C.

The Committee carefully weighs issues impacting the Association’s emergency services organizations on a multi-state and regional basis. Through this, the Committee serves as an additional element of the Association’s proactive approach to arm emergency services directors and administrators across the nation on important issues set to impact their organization’s ability to provide lifeline services in their communities.

### POLICY

#### 1.1 POWER AND LIMINATIONAS OF THE COMMITTEE

Policies shall be adopted or modified by a two-thirds vote of the Board of Directors present at a meeting of the Board of Directors.

##### *1.1.1 Positioning/Formal Policy Statements on Matters of Federal Legislative and Regulatory Significance*

The Association’s Board of Directors empowers the Committee to take formal positions on legislation pending before the U.S. House of Representatives and the U.S. Senate at any point in the legislative process. Further, the Committee may weigh proposed, significant federal regulation that could impact the ability for emergency services organizations to provide essential services to their communities in an efficient and effective manner.

### 1.1.2 Discussions of State Matters

The Committee may also, and is encouraged to, discuss matters of policy impacting organizations providing emergency services at the state levels. However, the Association shall not make any formal policy statements regarding a policy matter pending before any state legislature or state agency.

### 1.1.3 Prohibition of Candidate Endorsements

The Committee shall not endorse any candidate for any elected or appointed position. This prohibition covers all federal, state, local, territorial, and tribal offices.

## 1.2 COMMITTEE STRUCTURE AND MEMBERSHIP

The Committee's structure and membership shall reflect the Association's membership, giving opportunity for the diverse set of public services that special districts and other board-governed independent organizations providing fire, ambulance, and emergency communications services to serve on the Committee.

### 1.2.1 Leadership Structure

**Chair.** The Association President shall appoint a sitting member of the Association's Board of Directors to serve as Committee Chair for a term of one calendar year. There is no limit to the number of terms any one Member may serve as Committee Chair. The Chair is responsible for Committee governance and business.

**Vice Chair.** Any Committee Member may be elected by a simple majority of Committee Members to serve as the Committee Vice Chair. There is no limit to the number of terms any one Member may serve as Committee Chair. The Vice Chair shall serve in the absence of the Committee Chair. The Vice Chair's term is one calendar year.

### 1.2.2 Membership Structure

**Member Seating.** The Committee shall be comprised of representatives from the Association's member organizations in good standing. Association Members who are eligible for Committee membership may apply to the Association Board of Directors for Committee Membership, and the Association President shall announce Committee appointments during each Association's Annual Meeting.

**Terms.** Each term shall be one calendar year, and there are no limits to the number of terms each. Further, the Board may fill, by appointment, vacancies to complete the year term.

**Committee Seats.** Aside from the Chair, as a member of the Board of Directors, the Committee shall be comprised of the following representatives:

- **State Organizations.** Each State Member of the Association is entitled to one (1) representative on the Committee. A Committee representative of a State Member shall not simultaneously serve on the Association Board of Directors.

- **Individual District Members.** There shall be no more than nine (9) seats open for individual district member representatives to fill. The seats shall be divided as follows:
  - Individual District Members Providing Fire Protection Services. No more than five (5) Committee Members may represent special districts/organizations providing fire protection services. The individual representatives may not serve in a position on the Association Board of Directors.
  - Individual District Members Providing Ambulance/EMS Services. No more than three (3) Committee Members may represent special districts/organizations providing only ambulance/EMS services. The individual representatives may not serve in a position on the Association Board of Directors.
  - Individual District Members Providing 9-1-1 Communications. There may be one (1) Committee Member representing a special district/organization providing emergency 9-1-1 communications. The individual representatives may not serve in a position on the Association Board of Directors.

### 1.2.3 Committee Member Duties and Expectations

Committee Members are expected to attend and engage in Committee meetings and related activities, including advocacy events and grassroots action.

Anticipated absences must be reported to the Committee coordinator no less than 72 hours prior to the start of the scheduled committee meeting. Any Committee Member with three (3) consecutive unexcused absences will be removed from the committee, and the seat considered vacant.

## 1.3 COMMITTEE MEETINGS

### 1.3.1 Regular Meetings

The Committee shall meet on no fewer than (6) and no more than eight (8) occasions on an annual basis. The annual calendar of Committee meetings must be adopted by the end of the Association's Annual Conference.

### 1.3.2 Meeting Coordination and Administration

The Committee Chair is responsible for meeting administration.

The Association Executive Director is responsible for coordination of meeting activities. The Executive Director may make staff recommendations for Committee actions and statements of policy, draft and publish agendas, and execute any actions necessary to carry out policy statements, as the Committee determines.

### 1.3.3 Meeting Venues

Committee meetings are recommended to be conducted virtually (online) with the exception of any Regular Meeting co-scheduled with the Association's Annual Conference or any other Association advocacy event.

### 1.3.4 Quorum

A quorum is determined with no fewer than half (50 percent) of seated Committee members in attendance.

### 1.3.5 Committee Agendas and Notices

The Committee shall receive no fewer than seven (7) days prior to a regular Committee meeting a preliminary agenda of matters to be considered. Committee members may submit agenda amendments until 72 hours prior to the Committee meeting. A final agenda shall be distributed no fewer than 48 hours prior to the Committee Meeting.

### 1.3.6 Special Meetings

The Committee Chair may call a special meeting of the Committee with 72 hours' notice. An agenda must accompany the notice.

## 1.4 STATEMENTS OF POLICY

The Committee may formally adopt policy statements on relevant matters pending before the Committee. Statements are broadly classified as follows:

- **Support.** Adopting a policy statement in support means the Association agrees with the policy in question, and the Committee has deemed the measure worthy of a statement of the Association's support due to the positive possible or real impacts of a proposed policy – or an existing policy – on administration of local public emergency services. . The Committee may adopt a "high," "elevated," or "general" degree of support to guide execution and allocation of Association and Member resources to advocate accordingly.
- **Support in Concept, with Amendment.** Adopting a policy statement of conceptual support indicates that a measure is worthy of support, but needs minor, yet substantive amendments to secure the Association's full support.
- **Concern.** Adopting a policy statement of concern on a measure conveys the Association's apprehension in supporting a measure, but the Committee holds a sense of optimism in finding common ground to mitigate impacts on the administration of public emergency services. Statements of concern may be adopted in the event the Committee, for a range of reasons, deems the situation unpalatable for a statement of opposition.

- **Oppose.** Adopting a policy statement of opposition conveys the Association’s sense of deep concern on a proposed policy – or an existing policy’s – potential or real impact on the nation’s public emergency service organizations. The Committee may adopt a “high,” “elevated,” or “general” degree of support to guide execution and allocation of Association and Member resources to advocate accordingly.
- **Neutral.** Adopting a policy statement of neutrality conveys the Association’s sense of neither positive nor negative impacts on local emergency services.

#### 1.4.1 Determining Statements of Policy

Statements of policy are proposed and determined at regular or special Committee meetings.

A Committee member may motion to consider a resolution to adopt a policy statement on behalf of the Association. Another member of the Committee must second the motion for the Committee consideration.

The Committee may adopt a policy statement on behalf of the Association with a three-quarters vote of the Committee.

Resolutions for policy statements receiving less than a three-quarters of Committee members’ votes in favor, but more than a simple majority of Committee members’ favorable votes, may be referred to the Association Board of Directors subject to the Committee Chair.

Any policy statement resolution failing to receive a simple majority of favorable Committee votes shall not advance.

#### 1.4.2 Monitoring Legislation

The Association Executive Director, as Committee coordinator, is expected to monitor and recommend policies for Committee consideration. Monitored legislation or proposed rules are not deemed worthy of NAEFO action but are deemed worthy of Committee’s watch/monitoring.

### 1.5 EMERGENCY SERVICES POLICY PANELS

The Committee may also foster “Emergency Services Policy Panels” (ESPs) to act as standing subcommittees, to be led and coordinated by the subcommittee members themselves:

1. Fire Protection
2. Ambulance/EMS
3. Emergency Communications

Subcommittees meet on an as-needed basis and may recommend policies and actions to the Committee. ESPs do not have authority to make formal policy statements on behalf of the Association.

ESPs are encouraged to include participation of any interested Association member.

## REVISION HISTORY

| Revision Date      | Author                            | Revision  |
|--------------------|-----------------------------------|---|
| August 8, 2024     | Cole Arreola-Karr                 | Initial version   |
| September 15, 2024 | Monte Olsen and Cole Arreola-Karr | Completed remainder of the last sentence of 1.1.1; synchronized terms of the Chair and Vice Chair with the terms of Committee member terms; removed “Business” from “Annual Business Meeting”; Changed the making of Committee appointments during the Annual Meeting to announcing Committee appointments so that making appointments could take place throughout the year; changed adoption of Committee’s meeting schedule from the Annual Meeting to by the end of the Annual Conference; changed co-scheduling a Committee meeting with the Annual Meeting to with the Annual Conference; inserted the word “any” before “ambulance/EMS services” in the Individual District Members Providing Ambulance/EMS Services to avoid a fire protection district providing ambulance/EMS services to represent special districts/organizations providing ambulance/EMS services; and grammatical and typographical corrections. |