

# **Oneida County Fire Chiefs & Emergency Services Association By-Laws**

## **Mission Statement**

The mission of the OCFC&ESA (Oneida County Fire Chiefs & Emergency Services Association) is to bring the fire and emergency service agencies of Oneida County together to build a better working relationship with each other. Through ongoing dialogue, public education, training, and sharing of knowledge of emergency operations, we can and will create stronger Emergency Services to better serve the public.

## **Membership**

The membership is to consist of chief officers and department heads of the fire and emergency service agencies of Oneida County and surrounding area. The highest-ranking officer of an organization may designate a member of their organization to represent them. Members must belong to the association for a period of two years to be eligible for an office. Membership is open to all recognized entities that would routinely interact in emergency or disaster type incidents.

## **Organization**

*President*      Two-year term

- Responsible properly representing the association.
- Responsible for keeping the organization focused on its mission.
- Responsible for approving the meeting agenda.
- Responsible for running the meeting.
- Responsible for handling of correspondence.
- Responsible for assigning committees as necessary.

*Vice President/Treasurer*      Two-year term

- Responsible for carrying out the duties of the president in their absence.
- Other duties as assigned by president. Maintains bank account(s) and pays bills as approved by the membership. Reports status of finances of the association at each monthly meeting and as requested by the officers of the association.

*Secretary*      Two-year term

- Responsible for recording the proceedings of the meeting and distributing those minutes to the membership.
- Responsible for keeping a roster and mailing list of the members of the association.
- Assist the president with any correspondence.
- Other duties as assigned by the president.

## **Term of Office**

- Each office is elected for a two-year term.
- Term of office to start the month following the election.
- Limit of term to be three two-year terms in succession.

If officer is unable to complete term, the president is to appoint a replacement at the next meeting to complete the term. In the event the office of president is vacant the office is filled by the vice president and the office of vice president is appointed.

### **Election of Officers**

Elections are to be held during the month of March of each even year.

Nomination Committee is to be appointed by the members at the January meeting proceeding the election.

The Nomination Committee is to consist of two members of the association.

The Nomination Committee will contact all members of the association for nominations of the offices to be voted on.

The Nomination Committee will verify with the nominee as to their intention to take the position.

The Nomination Committee will announce the candidates at the February meeting.

The election will be held at the March meeting according to Robverts rules of Order (calling for additional nominations three times, then allowing each candidate to speak).

The Nomination Committee will serve as the election committee and pass out, collect and count the ballots for the vote.

One representative of each department or organization present at the March meeting is allowed to cast one ballot per office.

The office is filled by majority vote, in the event of a tie vote the office is decided by the flip of a coin.

### **County Wide Policies**

All policies that effect all department in the county are to be discussed at the meeting and put on the following meetings agenda for a vote.

Policies that are established are to be printed and distributed to each department.

Each department is to sign an acceptance sheet of the policy and return it to the Association.

Each policy is to receive a policy name and number that includes the date it becomes effective. (example; County Wide Accountability System 2-12-03)

Policies may be modified or changed in the same manner with the exception of a two meeting discussion and notice period.

### **Voting privileges**

Only one department or organization representative, appointed by their chief or department head, is allowed to vote on any motion, policy or election.

### **Dues**

Annual dues will be determined by the voting membership at each September meeting. Dues will be utilized to cover the costs of monthly printing, mailing and any other debts that the association members may designate. Member agencies will be deemed delinquent if payment of annual dues is not received by the association by January 1st of each year, or within thirty (30) days of new

membership. Voting rights may be suspended until dues are current.

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