**ARTICLE I - NAME OF ASSOCIATION**

The organization's name shall be the King County Fire Commissioners Association, hereafter referred to as “The Association”.

**ARTICLE II – PURPOSE**

The Association is organized to foster and encourage the participation of all duly elected and appointed Fire Commissioners, RFA Governance Board members, and other elected officials of emergency services organizations in King County, as well as others involved in activities in support of improved and effective fire protection, emergency preparedness, and emergency medical services to the citizens of King County Washington and adjacent areas.

The Association actively supports continued education and active participation in The Association by adjacent Fire Districts, County Fire Associations, Cities, and organizations that further the goals and activities of the Fire Service.

The Association actively supports legislation by local, county, state, and federal officials and agencies that will enhance the ability of fire districts, RFA’s, and cities to provide quality fire and emergency services.

The Association strives to be a medium of information and education to its members in particular and to the general public and other elected officials in the matters of fire prevention, fire protection, Emergency Medical Services, Emergency Management, and disaster preparedness and in stressing the public’s usefulness in preventing accidents and the spread of disease.

**ARTICLE III - MEMBERSHIP**

**Section 3.1 Eligibility of Fire Districts, RFA’s and Cities**

3.1.1 For any person to qualify as an active member of The Association, the

Fire or Emergency Services Agency he/she represents must be a member in good standing by having paid the Annual Dues of The Association as provided under Section 3.4

**Section 3.2 Types of Membership**

3.2.1 The Association shall have three (3) types of Membership as follows:

3.2.1.1 Active members – All duly elected and appointed Fire Commissioners of member fire districts, Governance Board members of RFA’s with oversight of fire, EMS are eligible for membership in The Association

3.2.1.2 Associate Members – Firms, organizations, city councils, public safety, or emergency management committees with interests common to the fire service and The Association may become associate members.

3.2.1.3 Honorary Members – Honorary Membership may be granted by the Board of Directors, with approval by the general membership, to any person, firm, or organization or who has demonstrated outstanding service to or interest in the objectives of The Association

3.2.1.4 Former Association Officers and or Directors, by default of their former position, may be nominated by the Board of Directors as an Honorary Lifetime Member with the approval of the membership at a General Membership meeting.

**Section 3.3 Voting Rights**

3.3.1 Only active Fire Commissioners of Fire Districts or Governance Board members of RFA’s that are in good standing shall be entitled to vote on matters submitted to The Association

3.3.2Associates, Honorary Members, and Honorary Lifetime members shall have no voting rights;

however, they may have a voice in discussions regarding the business of The Association.

**Section 3.4 Dues of Association**

3.4.1 The Board of Directors shall determine a proposed annual dues amount to meet The Association's goals and budgetary needs at their August Executive Board meeting.

3.4.2 Annual Dues – The Association's active members shall determine the amount of annual dues payable to The Association Treasurer by Member Fire Districts, RFA’s, and Associate Members at the September General Membership Meeting.

3.4.3 Honorary Members and Honorary Lifetime members shall not pay annual dues.

3.4.4 Payment of Dues – Dues shall be due and payable on the thirty-first day of January in each calendar/fiscal year.

3.4.4.1 The Treasurer shall send out dues notices no later than December.

3.4.5 Default and Termination of Membership – If any Fire District has not made payment of their annual dues by April 1 of any calendar/fiscal year, then the district membership may be suspended, as determined by the Board of Directors.

**ARTICLE IV – ELECTED OFFICERS**

**Section 4.1 Elected Officers –** The elected Officers of The Association shall be as follows:

President and Secretary are elected to 2-year terms to begin on January 1st of odd years, and Vice President and Treasurer are elected to 2-year terms to start on January 1st of even years.

a. President

b. Vice-President

c. Secretary

d. Treasurer

4.1.1 No individual member shall hold two (2) Offices simultaneously.

**Section 4.2 Nomination and Election of Officers**

4.2.1 Nominations for the elected Officers of The Association shall be made at the October meeting of The Association.

4.2.2 Additional nominations may also be made at the November meeting of The Association, and before the voting begins.

4.2.3 The officers of the Association shall be elected by the active members in good standing, in attendance at the November General meeting of The Association.

4.2.3.1 If the election of Officers is not held at the regular November meeting, such election shall be held as soon after that as possible.

4.2.4 Should a tie occur in balloting, a second round shall occur.

4.2.4.1 If there is still a tie, the election shall be decided by as many rounds of balloting as needed to break the tie(s).

**Section 4.3 Installation and Term of Office**

4.3.1 Newly elected officers of The Association shall be installed at the Annual Meeting of The Association in January.

4.3.2 President and Secretary are elected to 2-year terms to begin on January 1st of odd years, and Vice President and Treasurer are elected to 2-year terms to start on January 1st of even years.

4.3.3 Officers appointed to fill an unexpired term shall be installed at the next regular meeting of the Association or the next Board of Directors meeting, whichever occurs first.

**Section 4.4 Vacancy within an elected office**

4.4.1 A vacancy in any officer position, except for the office of President, shall be filled by the Board of Directors with a member in good standing for the unexpired term of the vacated position.

4.4.2 The Board of Directors may call for nominations or call for members to submit their names if interested in filling a vacant officer position. The Board of Directors may also use their power of office to select a member in good standing to serve the unexpired term of office.

4.4.3 If the President cannot fulfill his/her term, the board shall hold a special election by the general membership to fill the vacancy.

**Section 4.5 Removal from Office**

4.5.1 Any officer of The Association, whether elected by the membership or appointed by the Board of Directors, may be removed from office by the Board of Directors whenever, in its judgment, the best interest of The Association will be served by their removal.

4.5.2 The records of The Association shall reflect the reason for the officer's removal from his/her office by the Board of Directors.

**Section 4.6 President Duties**

4.6.1 The President of The Association shall be The Association's principal executive and presiding officer.

4.6.2 The President shall preside at all Regular and Special meetings of The Association and the Board of Directors meeting.

4.6.3 The President shall perform all the duties incident to the office of the President and other duties as may be prescribed by the Board of Directors.

4.6.4 The President shall be the official spokesperson for The Association regarding fire service issues affecting King County's fire districts at the local, regional, state, and national levels.

4.6.5 The President shall sign, along with the Secretary and other proper officers of The Association, any legal documents which the Board of Directors authorizes to be executed unless specifically directed to other officers/agents of The Association by Articles or Sections of these Bylaws.

**Section 4.7 Vice-President Duties**

4.7.1 The Vice-President shall perform the duties of the President in the absence of the President or in the event of inability or refusal of the President to fulfill the duties of President.

4.7.2 When acting in the capacity of the President, the Vice President shall have all the powers and responsibilities of the President and shall be subject to all the restrictions upon the President.

4.7.3 The Vice President shall be responsible for coordinating the educational program or speaker for the regular meetings of The Association as provided by the Board of Directors.

4.7.4 The Vice President shall perform other duties as assigned by the President or the Board of Directors.

**Section 4.8 Secretary Duties**

4.8.1 The Secretary shall take and distribute all draft meeting minutes to the board or membership within two weeks of each meeting.

4.8.2 The Secretary shall post (or send the webmaster) the approved meeting minutes within one week of being approved and then archive the minutes both electronically and physical hardcopy.

4.8.3 Under the direction of the President, the Secretary shall create and distribute the meeting agendas at least three business days before each meeting.

4.8.4 The Secretary shall create and disseminate meeting notices to the general membership approximately 2-3 weeks before each General Membership meeting.

4.8.5 The Secretary shall assist all officers and directors with official documents and the management of those documents.

**Section 4.9 Treasurer Duties**

4.9.1 The Treasurer shall have custody of and be responsible for all The Association's funds, monies, and securities.

4.9.2 The Treasurer shall receive and distribute receipts of all monies paid to The Association from any source and shall deposit such funds in the name of The Association in Banks, Trust Companies, Credit Unions, or other Depositories as selected per Article X of these Articles and Bylaws.

4.9.3 The Treasurer shall maintain accurate financial records and shall present regular reports of The Association assets, deposits, debts, and expenses to the Board of Directors at their E-Board meeting and to the membership at regular general meetings and when requested at Special meetings of the Executive Board and the membership.

4.9.4 The Treasurer shall develop a fiscal year budget and recommend to the Board of Directors and the membership any changes to the dues for the following fiscal year.

4.9.5 The records of the Treasurer may be audited at any time at the direction of the President.

4.9.6 The records of the Treasurer shall be audited before the installation of the new Treasurer when elected or appointed.

4.9.7 The Treasurer is responsible for making payments of all approved expenses.

4.9.8 The Treasurer is required to participate in the audits but not as a member of the Audit Committee.

**Article V - Board of Directors**

**Section 5.1 General Powers of the Board of Directors**

5.1.1 The affairs of The Association shall be managed and directed by the Board of Directors and endorsed by the membership at the next general membership or special meeting.

5.1.2 Executive Board Members are allowed two excused meetings per year. Notification must be provided to the President or Secretary before the Executive Board Meeting. The Board reserves the right to dismiss an Executive Board member for a non-excused absence.

**Section 5.2 Number, Term and Qualifications**

5.2.1 The Board of Directors shall consist of the following:

a. The four executive board officers elected at large by active members.

b. Five (5) Directors elected at large by the active members.

5.2.2 Each Director shall hold office for two (2) years until his/her successor is elected and installed. The term shall begin when the Director is duly installed at The Association's Annual meeting.

5.2.2.1 If a Director is appointed to complete an unexpired term, the term shall begin when installed at a Board of Directors meeting or regular general meeting of The Association, whichever occurs first after his/her appointment.

5.2.3 Directors shall be installed at the Annual Meeting of The Association.

5.2.4 Nominations for Directors of The Association shall be made at the October General meeting of The Association.

5.2.4.1 Additional nominations may also be submitted at The Association's November regular general meeting.

5.2.4.2 No individual member shall hold two (2) Offices simultaneously.

5.2.5 Elections for Directors shall occur at the regular November General meeting of The Association.

5.2.5.1 Director Positions 1,3 and 5 shall be elected for 2-year terms to begin on January 1st of the odd-numbered years.

5.2.5.2 Director positions 2 and 4 shall be elected for 2-year terms to begin on January 1st of the even-numbered years.

5.2.5.3 If the election is not held at the regular November meeting, such an election shall be held as soon as possible.

5.2.5.4 Should there be a tie in balloting a second round of balloting shall occur.

5.2.5.4.1 If there is still a tie, the election shall be decided by as many rounds of balloting as needed to break the tie(s).

5.2.6 Directors shall be elected by the active members in good standing at the time of the elections.

**Section 5.3 Regular Meetings of the Board of Directors**

5.3.1 The regular meetings of the Board of Directors shall be held consistently on an established day and week of each month by the Board of Directors so that the Board can suit their schedules until changed by mutual consent of the Board.

5.3.2 The time and place of the Board of Directors meetings are also to be selected by the Board of Directors. They shall be published and distributed for the membership information, along with the minutes of each regular and special meeting.

5.3.3 The Board of Directors meetings are open to attendance by The Association's general membership. However, non-Director or Elected Officers shall have a voice during the meeting but shall not vote.

**Section 5.4 Special Meetings of the Board of Directors**

5.4.1 Special meetings of the Board of Directors may be called by:

a. The President

b. Any two (2) Elected Officers or Directors

5.4.2 The Elected Officer authorized to call such special meetings shall affix the date, time, and place for any special meeting called by them.

5.4.3 Notice and the purpose of the Special meeting of the Board of Directors shall be given at least two (2) days before any such meeting by written notice:

1. Delivered personally by an elected officer or Director.

b. Sent in the US Mail to the address of record for the elected Officers and Board of Directors and the membership of The Association.

c. Email sent to the email address(es) of the elected Officers and Board of Directors and the membership of The Association

d. FAXs are sent to elected officers, the Board of Directors, and The Association's membership.

**Section 5.5 Quorum for a Board of Directors Meeting**

5.5.1 A simple majority of the Board of Directors in attendance at the meeting of the Board of Directors shall represent a quorum.

5.5.2 If a quorum is not present at the start of the meeting, the presiding officer shall adjourn the meeting, or he/she may continue the meeting as a study session, and no votes shall be taken on the business being discussed at the study session.

Note: the record should indicate which Board of Directors members were present at the meeting(s).

5.5.3 Should a simple majority develop after the meeting has been adjourned, the presiding officer may reconvene the meeting and vote on business before the Board of Directors may be conducted.

**Section 5.6 Manner of Voting by the Board of Directors**

5.6.1 A simple majority vote of the Board of Directors at a meeting of the Board of Directors, at which a quorum is present, shall constitute an official act of the Board of Directors.

5.6.2 Votes by the Board of Directors may be either a voice vote or a show of hands at the

discretion of the presiding officer or determination by the Board of Directors present.

5.6.2.1 The votes may or may not be recorded in the meeting record at the direction of the Board of Directors present at the meeting.

**Section 5.7 Vacancies on the Board of Directors**

5.7.1 Any vacancy, except that of the President of The Association, occurring on the Board of Directors may be filled by appointment by the remaining Directors.

5.7.2 A Director appointed in such a manner shall serve the unexpired term of his/her predecessor. They shall be installed at the next regular meeting of The Association or the Board of Directors, whichever occurs first after acceptance of the appointment.

**Section 5.8 Informal Action Taken by the Board of Directors**

5.8.1 Any action which the Board of Directors may take in a regular Board of Directors meeting may be taken without such meeting with the written consent of all the members of the Board of Directors.

5.8.1.1 Such a written statement of consent shall fully state the action taken and shall be signed by all members of the Board of Directors.

**Section 5.9 Removal of a Board Member from Office**

5.9.1 Any Director, elected by the membership or appointed by the Board of Directors, may be removed from the office whenever, in their judgment, The Association's best interest will be served.

5.9.2 The record of the Board of Directors and The Association shall reflect the reason for removal from office.

**ARTICLE VI - APPOINTED AGENTS**

**Section 6.1 Agents for The Association**

6.1.1 The Board of Directors shall have the power and authority to appoint such agents as they deem necessary to conduct the business of The Association.

**ARTICLE VII - COMMITTEES**

**Section 7.1 Committees of The Association**

7.1.1 The Executive Board shall select and appoint whatever committees they deem necessary for The Association's good and for the fire service's benefit.

7.1.2 The Executive Board may also name the Chairperson for committees, with the selection of the committee members being appointed at the discretion of the Committee Chair.

7.1.3 Any member named, appointed, or who volunteers to be a committee member may be removed by the appointing authority when such removal would be deemed in the best interest of the committee, the member, and The Association.

**Section 7.2 Standing Committees of The Association**

7.2.1 the Executive Board shall appoint the Nominations Committee at the June regular meeting of The Association to solicit candidates for Elected Officers and Directors. It shall make a report at the September regular meeting and September Board of Directors meeting.

7.2.2 the Executive Board shall appoint an Audit Committee to audit the financial records of The Association. The Audit Committee shall audit The Association's financial records before the Treasurer's installation elected in January or at the earliest time possible when a vacancy in the Treasurer’s Office arises.

7.2.3 The Membership Committee shall contact newly elected fire commissioners and inform them of the King County Fire Commissioners Association when the meetings are held. The Committee shall also share the new information with the Secretary to keep The Association Roster current.

**Section 7.3 Quorum of Committee at Meetings**

7.3.1 A simple majority of the committee members present at a committee meeting shall constitute a quorum and be able to conduct business of the committee.

7.3.2 Committee minutes shall indicate the names of committee members present and absent or excused by the Chairperson.

7.3.3 Should a committee meeting be called and a quorum is not present, no voting shall be conducted on the committee's business; however, the meeting may be used as a study or planning session.

**Section 7.4 Rules of Conduct for Meetings and Committees**

7.4.1 Each committee of The Association shall conduct its deliberations following the Bylaws and Articles of The Association.

7.4.2 The Committees of The Association shall keep minutes of all meetings and events and provide a copy to the Secretary and President of The Association. The Chairperson shall ensure that all committee members receive copies of the committee meeting minutes.

7.4.3 The committee shall prepare a post-committee action report or review of the committee activities upon completion of the task assigned or when the committee is disbanded to provide an informational trail for any future committees with a similar task charge by the President or Board of Directors.

7.4.4 All meetings of The Association shall be conducted following Roberts Rules of Order.

**Section 7.5 Committee Minutes**

7.5.1 Committee Chairpersons shall ensure that someone from the committee keeps an accurate record of the proceedings of the committees, actions taken, information sources, etc., including names of committee members present and absent or excused from committee meetings.

7.5.2 Committee minutes shall be distributed to the committee members, the President, and the Secretary of The Association.

7.5.3 Committees shall make regular reports to the Board of Directors and the membership at regular meetings, providing status and information reports on the assigned tasks.

**ARTICLE VIII – General Meetings of the Membership**

**Section 8.1 Regular General Meetings of the Membership**

8.1.1 Regular General meetings of The Association shall be held on the second (2nd) Wednesday of each month (except December- no meeting).

8.1.1.1 The meeting day may be rescheduled, with due notice to the membership, to accommodate the needs of The Association

8.1.2 The January meeting is the Annual Meeting of The Association

**Section 8.2 Special Meetings**

8.2.1 Special Meetings of The Association may be called by the President, a majority of the Board of Directors or can be called by no less than 5% of active members.

**Section 8.3 Annual Meeting**

8.3.1 The annual meeting of The Association shall be held in the evening on the second (2nd) Wednesday of January of each year, or at the direction of the Board, to install the elected officers and Directors of The Association, Recognition of Fire Commissioners and others and for the transaction of other business as may be before The Association.

8.3.1.1 This meeting may be rescheduled by a majority vote of the Board of Directors or due to other unforeseen circumstances that may occur to prevent meeting on the prescribed day.

**Section 8.4 Location of Regular General Association Meetings**

8.4.1 The Board of Directors shall designate the location and times of The Association's regular general, special, and annual meeting(s).

8.4.1.1 General membership meetings shall be held hybrid, and the Owl unit will stay with the secretary until the membership agrees upon a suitable general meeting location.

8.4.2 The Secretary shall publish and distribute the list of meeting location(s) if the Board of Directors has elected to have visitation meetings at local fire districts or if the general membership elects to have regular general meetings at a central location.

8.4.3 Participation in Board meetings may occur utilizing a virtual/hybrid format. General Membership and Committee meetings will be awarded this same authority. Acceptable means of remote participation include telephone, internet video conferencing, or any other technology that enables the remote participant and all people present to be clearly audible to one another.

**Section 8.5 Notification of Regular General Meetings**

8.5.1 Written notice stating the date, time, location, and the purpose or agenda of any regular meeting of The Association shall be distributed to each member not less than ten (10) days or more than fifty (50) days before each meeting.

8.5.1.1 Notices, if mailed, shall be deemed to have been delivered when the meeting notice has been posted with the United States Postal Service and addressed to the member at his/her address as it appears on the records of The Association and with postage prepaid.

8.5.2 Delivery of meeting notices may be completed using FAX, Email, and Personal service instead of US Mail and voice mail.

8.5.3 The Association has established a website, [www.kingcofca1967.org](about:blank) where all meeting minutes are posted and training/educational opportunities and committee information is available.

**Section 8.6 Quorum Association for General Meetings**

8.6.1 5% of the active members, in good standing, present at a meeting shall constitute a quorum.

8.6.2 The Secretary accounts for attendance at both virtual and in-person meetings. This shall be a part of the meeting(s) record and attached to the minutes.

**Section 8.7 Proxies**

8.7.1 Voting by proxy is **not** permitted in the business of The Association.

**Section 8.8 Voting**

8.8.1 A simple majority of votes by the members, in good standing, in attendance at a General or Special meeting at which a quorum is present is required to pass any measure brought before The Association.

8.8.2 Voting by secret ballot shall be the preferred voting method for Officers and Directors of The Association.

8.8.3 The preferred method of voting on measures before the membership is the voice or hand vote.

8.8.3.1 Voting by Secret Ballot on any measure may be called for from the floor with the approval of the majority of active members present.

8.8.4 Should there be a tie vote while voting on a measure before the membership and after two rounds of voting, the balloting shall continue until the tie is broken.

**ARTICLE IX - Fiscal Year of the Association**

**Section 9.1** The fiscal year of the King County Fire Commissioners Association shall be from the first day of January of each calendar year until the last day of December of the same year.

**ARTICLE X - Contracts, Checks, Deposits and Funds**

**Section 10.1 Contracts**

10.1.1 The Board of Directors may authorize any officer or agent of The Association, in addition to the Officers authorized by the Articles and Bylaws, to enter into contracts or execute or deliver instruments in the name of and on behalf of The Association.

10.1.1.1 Such authority may be general in nature or confined to specific instances.

**Section 10.2 Deposits of Monies**

10.2.1 All monies or funds received by The Association shall be deposited promptly to the credit of The Association in such Banks, Trust Companies, Credit Unions, or their Depositories as may be selected by the Board of Directors.

**Section 10.3 Gifts to The Association**

10.3.1 The Board of Directors may, at their discretion, accept any gift, donation, bequest, or devise for the general purpose of The Association or such particular purpose as may be designed or designated by the donor.

10.3.2 A Board of Director member may not personally accept gifts or gratuities, donations, bequests, or devices for personal use based on their membership in The Association. Receipt of such a gift or offer of gifts must be reported to the President and remitted to The Association for their use.

**ARTICLE XI - Books and Records**

11.1 The elected officers, appointed officers, and committee chairpersons of The Association shall keep accurate and complete books and records of account, and they shall also keep minutes of all authorized proceedings of its members.

11.2 A current record of all names and email addresses of members in good standing shall be maintained by the Secretary and the Chairperson of the Membership Committee. This includes the Fire Districts, RFA’s, cities, and Associate and Honorary members.

11.3 All books and records of The Association may be inspected by any member of The Association or their agent for any proper purpose at any reasonable time and with appropriate and adequate notice provided to the President, Secretary, and Treasurer.

**ARTICLE XII - Amendments to the Articles and Bylaws of The Association**

12.1 The Articles and Bylaws of The Association may be altered, amended, or repealed. New Articles and Bylaws may be adopted by a simple majority vote of the active members, who are in good standing and present at any regular General or special membership meeting of The Association.

12.2 The Articles and Bylaws shall be reviewed every even-numbered year beginning June 2004.

**SIGNATURES**

**President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**