

# The Florida Association of HazMat Responders Governance Policy

## **Article I – Purpose**

The purpose of the Florida Association of HazMat Responders Section (hereinafter referred as the "Section"), of the Florida Fire Chiefs' Association, is committed to provide a unified and professional approach to classification, training, mobilization and accountability of hazardous materials response resources within the State of Florida. In addition, the Section will work to assure the safety and wellness of its members and all HazMat participants.

## **Article II – Members**

**Section 1.** *Active membership* shall consist of individuals involved with hazardous materials response within the State of Florida and shall be members of the Florida Fire Chiefs' Association (FFCA). Active members shall be entitled to all rights and privileges of voting while holding office.

**Section 2.** *Affiliate membership* shall consist of individuals involved with hazardous materials response who do not qualify for active membership. Affiliate members shall be members of the Florida Fire Chiefs' Association. Affiliate members shall be entitled to all rights and privileges of membership except to vote and hold office.

**Section 3.** *Voting* – Only Active members shall vote and hold elected office in the Section. An active member shall be allowed one vote per issue.

**Section 4.** *Termination of membership* – Failure to maintain membership in the Florida Fire Chiefs' Association shall result in termination of membership in the Section until such time as the membership is re-activated under Article II, Section 1.

## **Article III – Governing Board**

**Section 1.** *Governing Board* – The Governing Board of the Section shall be called the **Section Council**.

**Section 2.** *Section Council* – The elected Section Council shall consist of a Chair, Former Chair, Vice-Chair, Secretary and one (1) representative or his/her proxy from each of the regions as identified in the Florida Fire Chiefs' Association Statewide Emergency Response Plan.

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**Section 3. *Qualification of Section Council*** – To be eligible for nomination for the Chair, Vice-Chair or Secretary positions on the Council the Section member must have attended at least three scheduled Section Council meetings within the past two calendar years.

**Section 4. *Section Council Member*** – A Section-Council Member may be removed, with cause, by two thirds vote of the members attending and voting at a properly called meeting of the membership. The unexpired term so vacated may be filled by a majority vote of the active, attending members at such next scheduled meeting.

## **Article IV - Section Council Duties and Responsibilities**

**Section 1. *Responsibilities and Duties*** – The Section Council shall establish the agendas for the business meetings with input from the Section members. These agendas should be distributed 30 days prior to the general meeting. These agendas will determine the direction of the Section and its activities. The Council Chair shall coordinate with the FFCA Board Liaison for any items or direction on agenda. The authority of the Section Council will include executive action on behalf of the membership to conduct business and communicate to the FFCA board-

**Section 2. *Duties of the Chair***- It shall be the duty of the Chair to preside at all meetings The Chair will represent the Section at events, meetings and conferences. The Chair shall appoint, with the approval of the Section Council, all committees not otherwise provided for. If practical, shall perform such other duties as may be incidental of the office or which shall be required.

**Section 3. *Duties of the Vice Chair*** – In the absence, or inability, of the Chair, the Vice Chair shall perform all the duties of that office. In addition to all other duties required of him by the Chair, the Vice-Chair shall perform such other duties as may be required of him by the Section.

**Section 4. *Duties of the Secretary***- It shall be the duty of the Secretary to keep and distribute minutes of all proceedings (to include Election Results of the election committee) of the Section; see that all notices are fully given in accordance with the provisions of this Section’s Governance Policy. To receive and answer all communications pertaining to the Section and to maintain an active membership list.

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**Section 4. *Duties of the Regional Representatives***-It shall be the duty of the Regional Representatives to keep in communication with the hazardous materials teams in their assigned region. The communication shall consist of current contacts for each team, local incidents that may have occurred, training events that may have or will be taking place and general information about current events within the region. A report of such information shall be forwarded at FLAHR regular meetings.

The Regional Representative shall assist with any emergency responses working with the SERP Regional Representatives and act as a local subject matter expert. At times of a natural or man-made disaster, Regional Representatives maybe called upon to assist with regional status of impact/resource availability assisting the SERP Regional Representatives.

**Section 5. Council Liaisons**- The FLAHR Section Council may request liaisons from other agencies to assist with FLAHR business. The liaison would assist with communications between agencies along with offering support to FLAHR. In return FLAHR will support their efforts and assist as needed Liaisons do not have voting rights.

## **Article V – Elections**

**Section 1. *Election Committee*** – The Chair shall select three (3) members to serve as an Election Committee. Appointment shall be made not less than ninety (90) days before election date. The Election Committee shall meet and select a Committee Chair. It shall be the duty of the Election Committee to validate the approval of the candidate before placing their name on the list of nominees sixty (60) days, and to provide the membership with those names at least thirty (30) days prior to January’s. General Meeting.

**Section 2. *Elections of Council Members*** – The Section Council members shall be elected by ballot at the Annual Meeting held at the January scheduled meeting and shall consist of one (1) representative from each of the regions as identified in the current Florida Fire Chiefs’ Association Statewide Fire-Rescue Disaster Response Plan or his/her proxy. All Section Council Members shall hold office for two years. The Vice-Chair and Section Council Members from odd numbered

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regions shall be elected on odd numbered years. The Chair, Secretary, and Section Council Members from even numbered regions shall be elected on even numbered years.

**Section 3. *Election Results*** -The candidate or candidates receiving the majority of all votes cast by active FFCA/ FLAHR members shall be elected and installed in office by July 1<sup>st</sup> of the election year. The election results shall be noted in the minutes and other publications of the Florida Fire Chiefs' Association.

## **Section 4. *Vacancies***

(A) *Chair* -In the event a vacancy should occur in the office of the Chair, the Vice Chair shall at once assume all duties and responsibilities of that office for the duration of the term or until the position is filled in compliance with Section 2.

(B) *Vice Chair* -In the event a vacancy should occur in the office of Vice Chair; the Section Council shall appoint a member of the Council, by majority vote, to fill the un-expired term or until the position is filled in compliance with Section 2.

(C) *Secretary* -In the event a vacancy should occur in the office of the Secretary-Treasurer, the Section Council shall appoint a member of the Council, by majority vote, to fill the un-expired term, or until the position is filled in compliance with Section 2.

(D) *Regional Representative* -In the event a vacancy should occur in the office of a Council Member, the Section Council shall appoint his/her proxy to the position, or until the office is filled in compliance with Section 2.

Section 5 - A special election shall occur at the next scheduled meeting of the Section in accordance with Section 2, if any of the above appointed positions do not wish to remain in that position for the un-expired term, a special election may be held at the next winter meeting.

## **Article VI - Meetings**

**Section 1. *General Meetings*** – The Section shall hold a minimum of two meetings per year scheduled to coincide with the Winter and Summer meetings of the Florida Fire Chiefs' Association. The Section Council should meet in advance of the scheduled business meeting to develop an agenda consisting of committee reports, old business, new business, and topics for the good of the Section. The Section

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Council may hold other meetings as deemed necessary. Minutes of those meetings shall be maintained and distributed to the general membership.

**Section 2. *Special Meetings*** – A special meeting may be called by the Chair. Notice of any special meetings of the Section or its Committees should be given prior to the meeting.

**Section 3. *Conferences*** – The Section may hold trainings and conferences at such times; dates and places as recommended and approved by the Section Council.

**Section 4. *Quorum*** – A simple majority of the Section Council shall constitute a quorum for the transaction of business at any meetings of the Board; provided, that if less than, the majority of the Board are present at said meetings, a majority of the Section Council present may adjourn the meeting from time to time without further notice.

## **Article VII - Committees**

The Chair, with the approval of the Section Council, may from time to time establish or dissolve such committees or task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of the committee or task forces members.

## **Article VIII - Rules of Order**

In the event any question comes before the Section Council for which no provision has been made in the bylaws, the presiding officer shall be guided by general understanding as established in "Robert Rules of Order."

## **Article IX - Amendments**

Amendments to these bylaws may be offered by any member of the Section proposing the same in writing and serve the Chair and Secretary with a copy thereof. The Section members shall be notified of amendments at least 30 days prior to next scheduled business meeting. Amendments may be made to these bylaws only upon approval of two-thirds of the members present and voting. All amendments, alterations, or revisions of any part of these bylaws shall take effect upon their approval by the Florida Fire Chiefs' Association Board.

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**Article X - Dissolution**

The Section may be dissolved by action of the Florida Fire Chiefs' Association.