



Washington Fire Mechanics
Section of the Washington Fire Chiefs
Section Protocols

ARTICLE I NAME:

This *section* shall be known as the *Washington Fire Mechanics* a section of the Washington Fire Chiefs.

ARTICLE II PURPOSE:

The purpose of this section shall be to further the education of emergency service personnel.

Goals of the section include:

To promote professional training standards for *emergency service personnel*.

To promote a certification program for *emergency service personnel*.

To inform Members of pertinent industry changes laws & standards.

To promote a network for *emergency service personnel*.

To provide ***Training opportunities for emergency service personnel.***

To promote the improvement of safety standards and practices.

To promote membership in the ***Washington Fire Mechanics Section.***

ARTICLE III OFFICERS:

The Officers of this Section shall be a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, six Directors and Past Chairperson, who shall be known as the Board. All Officers shall enter upon their official duties on the first day of the month following the Annual Business meeting.

ARTICLE IV DUTIES OF OFFICERS/DIRECTORS:

The Officers of this section shall be the Chairman, Vice-Chairman and the Secretary/Treasurer.

Chairman: It shall be the duty of the Chairman to preside over all Board and Section meetings; shall have general management of the affairs of the Section as directed by the Board; shall review and make recommendation to the WFC Executive Director for

signature; and shall perform such other duties as are normally incidental to this office as may be required by the Section.

Vice-Chairman: It shall be the duty of the Vice-Chairman to perform the duties of the Chairman in his absence and to assist the Chairman whenever required.

Secretary/Treasurer:

It shall be the duty of the Secretary to;

1. Keep minutes of the proceedings of all meetings and post one month after meeting and send out again 1 week prior to the next Board meeting.
2. To keep a record of the Section members.
3. To attend to all communications pertaining to the Section.
4. To keep regular books of account and submit them together with all other records and papers.
5. To report the Board at any meeting when required to do so.
6. Shall perform all such other duties as are incidental to this office or as may be required by the Board.

Immediate Past Chairman:

The Immediate Past Chairman of the section shall:

1. Act as a knowledge resource to ensure consistency and continuity in actions taken by the Chairman and Board of Directors.
2. Provide support and assistance to the Chairman and Board of Directors to assure that projects or issues from previous years are completed and addressed as necessary.
3. Represent the Section on committees and other appropriate assignments by the Chairman or Board of Directors.
4. Chair the Section nominating committee.

Directors:

The Directors of the section shall:

1. Attend all meetings of the Board of Directors unless excused by a majority vote of the Board.
2. Attend all business sessions of the Section at the annual meeting.
3. Provide oversight and leadership to assigned committees.

ARTICLE V VACANCIES IN OFFICES:

Section 1; Chairman

A vacancy in the office of Chairman shall be filled by the Vice Chairman.

Section 2; Vice Chairman

A vacancy in the office of Vice Chairman shall be filled by the director elected by the Executive Committee.

Section 3; Director

A vacancy in the office of Director shall be filled by a majority vote of the Board of Directors until the next general election. The positions remaining unexpired term shall then be open and filled by election.

Section 4; Immediate Past Chairman

A vacancy in the office of immediate past Chairman may be filled by a majority vote of the Board of Directors.

ARTICLE VI BOARD:

The Board shall consist of the Chairperson, Vice-Chairperson, Secretary/Treasurer, six (6) Directors (Trustees) and the past Chairperson.

The executive Committee shall consist of the section Officers: Chair, Vice-Chair and the Secretary/Treasurer. They shall have the authority to carry out the business of the section between Board meetings as authorized by these protocols and the Board.

The Chairperson, Vice-Chairperson and Secretary shall be elected for **3 year staggered term**.

Each Director shall be elected for a period of three (3) years or less to fill a vacancy or to succeed those whose terms have expired.

The Board shall conduct all the business of the section during the interim between annual meetings. An annual report of section activities and business shall be submitted to the members of the section at each annual meeting. All meetings shall be open to members. The office of any member of the Board failing to attend two successive meetings of the Board during any year without an excuse acceptable to the board, shall be disqualified and that office declared vacant.

ARTICLE VII NOMINATIONS AND ELECTIONS:

The election of Officers shall be held at the Annual Section meeting. Prior to the Annual meeting the Chairman shall appoint a Nominating Committee, consisting of one Board member and two additional members. This Committee shall make its report from the floor at the Annual meeting. In addition to those names submitted by the Nominating

Committee, any name may be submitted from the floor for nomination by a qualified member.

The Chairman shall appoint an Election Committee of at least two members whose duties shall be to arrange and conduct the election of Officers. At the completion of the election, this committee shall count the ballots and report their findings to the Chairman. The required number of nominees to the Board of Directors receiving the highest number of votes shall be declared elected.

Section 1. Nominations Chair

The most immediate past chairman that is an active member of the Association shall serve as the Nominations Chair. If he/she is unable or unwilling to serve, the current Chairman shall appoint a Nominations Chair.

Section 2. Nominations

Nominations for the Officers and Directors of the section may be made by any active member as:

- (a) Written nomination submitted to the Nominations Chair prior to the opening of the annual meeting, or
- (b) Open nominations from the floor are called for during the annual meeting of the section. Three calls for open nominations shall be made during the annual meeting before nominations are closed. Nominations may be made or endorsed by any active member. No second is required for a nomination.

Section 3. Acceptance of Nominations

Any qualified member nominated for office shall be accepted as a nominee subject to written acknowledgement and approval of their candidacy from their fire service employment superior(s).

Section 4. Nomination Report

The Nominations Committee shall report the nominations for the offices of the section to the membership at the annual meeting.

Section 5. Election Committee

An Election Committee of three (3) active members of the section shall be appointed by the Chairman at the annual meeting of the section. The Election Committee shall oversee the campaign activities and conduct the election, as prescribed by the Board of Directors.

Section 6. Election

All open elective positions shall be filled by a simple majority vote of the active members present and voting at the annual meeting of the section. In the event of three or more candidates for a position and if a majority (50% plus one of the votes cast) is not reached,

the candidate receiving the least amount of votes shall be dropped with each succeeding ballot. At the completion of the election, the Election Committee shall count the ballots and report the results to the Chairman. The Chairman shall report the election results to the membership before the close of the annual meeting, and direct that the ballots be destroyed.

ARTICLE VIII MEETINGS:

The meeting of this Section shall be held at the time designated by the Board. The Chairman, or his designee, of the Section shall be the official representative at meetings at which a representative is requested or required.

ARTICLE VIII MEMBERSHIP:

The voting membership shall consist of *two classes* of members; active *and affiliate members*. All members must be in good standing with the Washington Fire Mechanics.

Section 1. Active Member

1. An active member of the section shall belong to a Fire Department or other Governmental Department directly charged with Emergency Vehicle maintenance and or repair in the State of Washington.
2. Active members are eligible to be nominated elected and appointed for all board positions. Only Active members are eligible for Officer positions.

Section 2. Affiliate Members

1. All other interested persons who are not eligible for Active membership as outlined in Article VIII Section 1 Active Member, may be an Affiliate Member.
2. Affiliate Members are eligible to be nominated, elected and appointed for designated Director Positions as determined by the Officers of this section but in no case shall they hold more than two thirds of the Director positions

Section 3. Honorary Members

Any person who has performed outstanding public service and is elected to an Honorary membership by a two-thirds majority vote of the members present at any annual meeting. Honorary members are members for life. Honorary members shall be nonvoting members.

Section 4. Life Members

Past Chairman of this Section shall be considered a life member unless that privilege is removed. Life members shall be nonvoting members unless otherwise qualified.

Section 5. Retired Members

Former active members of this Section. Retired members shall not be eligible to hold elective office and shall be nonvoting members unless otherwise qualified.

Section 6. Termination of Membership

In accordance with the Section Code of Ethics, Fire Chiefs Code of Conduct and WFC Rules of Conduct Enforcement Process, the WFC Board of Directors may, by a two-thirds vote of its membership, terminate the membership of any member for acts detrimental to the Section.

ARTICLE IX DUES:

The annual dues shall be in an amount determined by the WFC and shall be payable to the Washington Fire Chiefs.

ARTICLE X VOTING:

The delegates of this Section entitled to vote shall be of the Officers of this Section and the active and affiliate members in attendance at any meeting. Voting shall be on the basis of one vote per member. Voting shall be by voice, show of hands, or by secret ballot

ARTICLE XI AMENDMENTS:

This Section shall have the full power at any meeting to alter, amend, and revise these protocols thereto; but it shall be necessary for two-thirds of the duly accredited delegates present to vote favorably thereon.

All protocol changes are subject to the review and approval of the WFC Board.

AMENDMENT OF BYLAWS

Section 1. Proposals for Amendment

Proposals for amendment of these Protocols may be made by the Board of Directors or by petition of ten (10) or more active members of the Association.

Section 2. Notice

Proposals for amendment to the Protocols shall be posted and made available to all active members of the Section at least thirty (30) days prior to the annual meeting at which the proposals are to be considered.

Section 3. Approval at Annual Meeting

A proposed amendment to the Protocols of the section shall require the approval of two thirds of the active members present and voting at an annual meeting.

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Section 4. Emergency Protocol Change

The Board of Directors, by unanimous action only, may propose an emergency Protocols amendment at an annual meeting without the notice required by Section 2 above.

Such a proposal shall require the approval vote of three-fourths (75 percent) of the active members in attendance at the annual meeting and approval by the WFC Board.

ARTICLE XII COMMITTEES:

Committees, whether standing or ad hoc committees, shall be designated by the Board and the Chairman shall appoint the members of any and all committees as may be required; any vacancy on a committee shall likewise be filled by the Chairman.

ARTICLE XIII CONDUCT OF BUSINESS:

Robert's Rules of Order shall govern in the conduct of business unless otherwise specifically stated in the WFC By-laws or these protocols.

ARTICLE XIII SCHOLARSHIPS:

The Section will make available two full scholarships to its annual conference each year. These scholarships are in the honor and memory of those fallen Fire Mechanics who have gone before us.

Scholarship committee

1. The scholarship committee shall post the available scholarships prior to the conference.
2. Accept the applications and select two recipients to be recommended to the Board for acceptance.
3. The committee chair shall notify the selected applicants.

Adopted 198?
Amended July 1995
Amended September 2007
Amended September 2008
Amended July 2013
Amended July 2015