

Florida Fire and Explosion Investigators Association

A Section of the
Florida Fire Marshals and Inspectors Association

Florida Fire and Explosion Investigators Association Section Guidelines

Article I – PURPOSE

Section 1.0 Purpose: The purpose of the Florida Fire and Explosion Investigators Association (FFEIA, or Section) is to provide a support system for individuals serving as Fire and/or E x p l o s i o n Investigators. This will consist of, but not be limited to, education, training, and networking.

Article II – IDENTIFICATION OF MEMBERS

Section 2.0 Membership: Membership to the FFEIA shall meet the membership criteria of the parent organization, the Florida Fire Marshals and Inspectors Association (FFMIA, or Association). Members of the FFEIA also hold the same membership level with FFMIA. Active members are eligible to vote and hold office within the Association and the Section.

Article III – BOARD MEMBERS AND DUTIES:

Section 3.0 Members: The Board of the FFEIA will consist of a Chair, Vice Chair, Secretary, Immediate Past Chair and two (2) Statewide Directors (geographically identified North and South). The period of office for each position shall be two years from the annual meeting. Liaisons from the Association and other organizations sharing common interest may be appointed to the Board as non-voting members. All members of the Board shall be residents of the State of Florida and citizens of the United States. No Board member or Task Force Chair, for reason of his or her office, shall be entitled to receive a salary or compensation.

Section 3.1 Chair: The duties of the Chair shall include, but not be limited to, presiding over the meetings with a working knowledge of parliamentary law and procedure. The Chair shall maintain a recent copy of the meeting minutes, membership list, and committee reports. The Chair shall have these available at all meetings. The Chair or designee will represent the FFEIA at events, meetings, and conferences. The Chair shall also represent the Section on the Florida Fire Marshals and Inspectors Association Board once the membership criterion is met.

Section 3.2 Vice-Chair. The duties of the Vice-Chair shall include, but not be limited to, serving as designee in the absence of the Chair and be responsible for the establishment and oversight of the Awards Task Force and Seminar Scholarship Program if applicable. The Vice-Chair shall perform any duties assigned by the Chair on behalf of the Section.

Section 3.3 Secretary: The duties of the Secretary shall include, but not limited to, have charge

of the books, documents, and papers to maintain correspondence with the membership at large and with outside agencies. The Secretary will take the minutes of all board meetings and the Annual Business meeting. Minutes will be submitted to the Executive Director for posting in a timely manner. The Secretary shall perform any duties assigned by the Chair on behalf of the Section.

Section 3.4 Statewide Directors: Shall be responsible for establishing a point of contact in each of the 6 FFMIA regions and develop a training and education plan with each of their contacts and the FFMIA Statewide Director. Works through the FFMIA Statewide Director to submit all CEU requests for approval to the Training Coordinator. The Statewide Directors will also be responsible for developing points of contact with the other allied fire investigation and law enforcement groups throughout the state.

Section 3.5 Multiple Offices: At any one time, no individual shall hold more than one office within this Association.

Section 3.6 Appointment to Vacant Offices: Vacancies on the Board shall be filled for the unexpired term by recommendation of the Chair and a simple majority vote of the Board. The position may be filled through the remainder of the term.

Section 3.7 Responsibilities: The business of this Association shall be managed by the Board. The Board shall establish agendas for the Business Meetings. Determine, with input from the membership, the direction of the Association and its activities. The authority of the Board will include executive actions on behalf of the membership to conduct business and institute policies in emergency situation.

Article IV - BOARD MEETINGS

Section 4.0 Meetings: The Board shall set a monthly meeting for the first six months of any new board member election. Thereafter, the Board may meet as often as determined by the Chair in order to conduct business of the Association. The Board shall meet in advance of the annual business meetings to develop an agenda. Minutes of the meetings shall be maintained and provided to the Executive Director and general membership. Meetings can be held in person, virtually, or via phone conference at the discretion of the Chair.

Section 4.1 Voting and Quorum: Each member of the Board, with the exception of the appointed Liaisons, shall hold voting rights. A quorum shall consist of four (4) Board members.

Section 4.1 Board Member Attendance at Meetings: The Board shall attend a minimum of two (2) Board meetings per year unless excused by the Chair. Board members elected by the membership or appointed by the Chair may be removed from office by a two-thirds (2/3) vote of either the active membership or the Board. Removal shall be with cause and shall be documented with a right to appeal per the latest edition of Robert's Rules of Order.

ARTICLE V - NOMINATIONS AND ELECTIONS:

Section 5.0 Nominations & Elections: All Board members shall be Active Members of the Association as of July 1 preceding the Annual Meeting. For all contested elections, the Chair shall appoint an Election Task Force which will be chaired by the Association's Immediate Past-Chair, or by appointment of the Association President. The remainder of the Task Force will be made up of a minimum of two (2) active members designated by the Immediate Past-Chair, or designee. The Election Task Force will oversee and report on elections. The Election Task Force members shall not consist of any current Board member or any member running for a Board position.

Section 5.1 Duties and Responsibilities: It shall be the duty of the Elections Task Force Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least two (2) nominees for each contested office and the date, time, and location for elections if required. Only active members who are present and whose dues are current may vote. If uncontested, a position shall be affirmed by the members in attendance at the annual meeting.

Section 5.2 Installation of Board Members: The installation of new Board members will be held during the Annual Conference each election year.

ARTICLE VI - TASK FORCES:

Section 6.0 Authority: The Section Chair, with the approval of the Board, may from time to time create or dissolve task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of task force members. All task force assignments terminate with the installation of a new Chair.

Section 6.1 Identification: The Section will consist of Task Forces. Each Task Force shall have a Chair.

Section 6.2 Task Forces: The Section may have, but not be limited to, the following Task Forces:

- Membership and Marketing
- Training
- Elections
- Awards

ARTICLE VII – BUSINESS MEETING:

Section 7.0 Meetings: The Annual General Membership Meeting of the Section shall be held at the Annual Conference. Other meetings of the section shall be held as often as the Board deems necessary. Notice of all meetings will be posted on the Association website at least 30 days prior to the meeting.

Section 7.1 Order of Business: The transaction of Section business shall be according to Robert's Rules of Order, or as provided within the Association bylaws, or policies.

Section 7.2 Voting: Only those individuals listed as members of the FFEIA whose dues are current and in good standing will be permitted to vote. No proxy voting, written or otherwise, shall be allowed or accepted at any meeting of the Association, or this Section.

Section 7.3 Quorum: A quorum shall consist of ten (10) voting members of the Section.

ARTICLE VIII – FISCAL YEAR:

Section 8.0 Fiscal Year: The fiscal year of the Section will coincide with the fiscal year of the Florida Fire Marshals and Inspectors Association, which is currently, January 1st – December 31st annually. No funds are designated specific to Sections as they are included in the Association annual budget.

ARTICLE IX – AMENDMENTS:

Section 9.0 Modification: Any Article or Section of these Guidelines may be amended, repealed, or added to by a vote of a simple majority of the members present at the annual membership meeting, or upon an emergency meeting at the call of the Chair. Modifications shall be approved by the Association Board of Directors prior to presentation to the Section membership.

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Management Policies

NEW BOARD MEMBERS:

Newly elected Board Members are expected to read and familiarize themselves with the FFEIA Guidelines and Management Policies and the Florida Fire Marshals and Inspectors Association By-Laws and Policies.

MEMBERSHIP:

Membership is individual. A member of FFEIA is also a member of the Florida Fire Marshals and Inspectors Association.

TRAVEL:

Travel on official FFEIA business, scheduled meetings or those authorized by the Section Chair are eligible for reimbursement. FFMIA Board or Executive Director pre-approval is required. Expenses shall be paid according to the FFMIA Travel Expense Policy. Expense Reports shall be submitted to the Chair for approval before being submitted to FFMIA for payment.

TASK FORCES:

The Section may consist of, but not be limited to the following Task Forces:

- **Membership and Marketing:** It shall be the responsibility of the Membership and Marketing Task Force to market the Section, recruit new members and the retention of existing members of the Section. The Task Force, along with the assistance of the Secretary and FFMIA staff, will develop and maintain a current list of Section members.

Training: It shall be the responsibility of the Training Task Force for developing and coordinating all training activities for the Section, in coordination with FFMIA staff. This shall include the Annual Conference and any other workshops, seminars and self-directed learning programs sponsored by the Section.

- **Nomination and Elections:** It shall be the responsibility of the Nominations and Elections Task Force Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least two (2) nominees for each contested office and the date, time, and location for elections if required. Only active members who are present and whose dues are current may vote.
- **Awards:** It shall be the responsibility of the Awards Task Force to solicit nominations for the FFMIA Fire Investigator of the Year award. The Task Force shall follow the criteria established in the awards section of this policy.

CONFERENCES:

Each year the Section shall hold an annual conference. The Board and the FFMIA Executive Director shall determine the date and location of the Annual Conference. The Section or Training Task Force shall follow the FFMIA Guidelines for hosting conferences.

AWARDS:

Fire Investigator of the Year Award: This award is provided annually to the Section member who has made significant and valuable contributions to the Section or Association and who has demonstrated excellence as a Fire or Explosion Investigator. The award shall consist of an engraved plaque.

Any Association member in good standing may be nominated for this award by his or her Department Chief or any member of the FFEIA or Florida Fire Marshals and Inspectors Association. Nominations may also be submitted by members of the public, but must follow the prescribed format. The Vice Chair shall solicit nominations in a timely manner via electronic submission. Nominations, which provide rationale for the selection, must be in a Board approved format and be submitted to the Vice-Chair prior to the announced deadline. Timely and complete nominations will be forwarded to the Association Executive Director who will coordinate with the Chair of the Association awards committee.

The Awards shall be presented during the Annual Conference. The nominee must be a member in good standing and must attend the Annual Conference to receive their award, or it will be forfeited if not excused for extreme circumstances. Any awardee who is not excused and fails to attend will not be eligible for future recognition.

Reserved – Scholarship Program: