
Florida Association
of
Fire and Life Safety Educators

A Section of the
Florida Fire Marshals & Inspectors Association

Florida Association of Fire and Life Safety Educators

Section Guidelines

Article I – Purpose

Section 1.0 Purpose. The purpose of the Florida Association of Fire and Life Safety Educators (FAFLSE) is to provide a support system for individuals serving as Fire and Life Safety Educators. This will consist of, but not be limited to, education, training, networking, legislation and advocacy.

Article II – Identification of Members

Section 2.0 Membership. The Association consists of individuals representing their respective agencies in the role of Fire and Life Safety Educator.

Membership to the FAFLSE shall meet the membership criteria of the parent organization, the Florida Fire Marshals and Inspectors Association (FFMIA). Once listed as a member of the FAFLSE, all individuals are eligible to vote and hold office within this Association unless otherwise prohibited due to membership status of the parent association.

Article III – Officers and Duties

Section 3.0 Officers. The officers of the FAFLSE will consist of a Chair, Vice Chair, Secretary, and Public Relations Officer. The period of office shall be two years.

Section 3.1 Chair. It is the responsibility of the Chair to preside 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 FAFLSE at events, meetings, and conferences. The Chair will serve as the designated representative to the FFMIA Board of Directors.

Section 3.2 Vice Chair. The Vice Chair will serve as designee in the absence of the Chair and be responsible for the establishment and oversight of the scholarship awards, the annual fundraising event and any other awards that are disseminated.

Section 3.3 Secretary shall have charge of the books, documents, and papers to maintain correspondence with the membership at large and with outside agencies. He/she will take the minutes of all board meetings and the Annual Business meeting. Minutes will be submitted to the FFMIA Executive Director for posting in a timely manner on the FAFLSE web site. He/she shall perform all of the duties subject to the direction of the FAFLSE Executive Board.

Section 3.4 Public Relations Officer. The Public Relations Officer shall serve as the Association spokesperson, handling all public relations and publicity. The Public Relations Officer shall oversee the Information Task Force.

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

Section 3.6 Vacancies. Vacancies in elected or appointed offices shall be filled for the unexpired term by recommendation of the Chair and a simple majority vote of the Executive Board. The position may be filled through a vote held at a Special Meeting or by Appointment from the Executive Board.

Article IV – Executive Board

Section 4.0 Responsibilities. The Executive Board shall establish the agendas for the business meetings determining the direction of the Association and its activities. The authority of the Executive Board will include executive action on behalf of the membership to conduct business and institute policies in emergency situations.

Section 4.1 Membership. The Executive Board shall consist of the following five members: Chair, Vice Chair, Secretary, Public Relations Officer, and Immediate Past- Chair of the Association. Liaisons from the Florida Fire Marshals and Inspectors Association and other organizations sharing common interests shall be on the Executive Board as non-voting members.

Section 4.2 Voting and Quorum. Each member of the Executive Board, with the exception of the Liaisons, holds voting rights. To pass a resolution, a majority, or three members of the Executive Board, represents a quorum. In the case of a tie the Chair will cast the deciding vote.

Section 4.3 Meetings. The Executive Board shall meet in advance of the scheduled business meetings to develop an agenda and at other times as deemed necessary. Minutes of the meetings shall be maintained and provided to the general membership.

Section 4.4 Board Member Attendance at Meetings. The Executive Board officers shall attend a minimum of two Executive Board meetings per year. Executive Board officers elected by the membership or appointed by the Chair may be removed from office at the discretion of the Chair after prior consultation with the other Executive Board members.

Article V – Nominations and Elections

Section 5.0 Nominations and Elections Committee. A slate of Officers shall be the product of the Nominations and Elections Committee, consisting of the Immediate PastChair as Chairperson, and a minimum of two members designated by the Past Chair. The Election Committee 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 Nominations and Elections Committee Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least one nominee for each office and the date, time, and location for elections.

If a position is contested:

Balloting Procedure - Election of Board Members shall take place at the annual conference at a date and time specified by the Executive Director. To be eligible to vote, a member must be an Active Member as of July 1 preceding the Annual Membership Meeting and in good standing. All elections shall be by secret ballot. No election is required for uncontested positions.

The installation of Officers will be held during the Annual Conference each election year. Only members whom are present and whose dues are current may vote.

Section 5.2 Installation of Officers. The installation of new Executive Board officers will be held during the banquet at the Annual Conference each election year.

Article VI – Task Forces

Section 6.0 Identification. The Association will consist of committees identified as Task Forces.

Section 6.1 Authority. With approval of the body or acting on behalf of the Executive Board, the Chair may, from time to time, constitute or dissolve such Task Forces as may be appropriate. The Chair shall designate the size, duration, and responsibilities of each Task Force.

Article VII – Business Meetings

Section 7.0 Meetings. The Annual General Membership Business Meeting of the Association shall be held at the Annual Fire and Life Safety Educators Conference. Other meetings of this association shall be held as often as the Executive Board deems necessary. Written notice of all meetings shall be sent to members at least 30 days prior to the meeting.

Section 7.1 Order of Business. The transaction of business shall be according to Robert's Rules of Order.

Section 7.2 Voting. Only those individuals listed as members of the FAFLSE, 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.

Section 7.3 Quorum. A quorum will consist of ten members which shall include members of the Board.

Article VIII – Fiscal Year

Section 8.0 Fiscal Year. The fiscal year of the Association will coincide with the fiscal year of the Florida Fire Marshals and Inspectors Association.

Article IX – Amendments

Section 9.0 Modifications. Any Article or Section of the Guidelines may be amended, repealed, or added to by a vote of a simple majority of the members present at the annual meeting.