



National Association of Emergency and Fire Officials

Credentials

Category: ADMINISTRATIVE

Policy Number 4

Approved: February 14, 2009

Revised: March 13, 2021

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

PURPOSE

To ensure the legitimacy of decisions made by NAEFO members, this policy sets the requirements for voting at membership meetings.

POLICY

4.10 CREDENTIALS PROCESS

Before the annual business meeting, or before any other meeting that will result in a vote by the membership, the NAEFO Secretary or designee:

(a) Shall review the participant list and determine which participants are NAEFO Individual Members, former officials who are NAEFO members, and individuals representing NAEFO State Members; and

(b) May issue name badges or some other identifier to voting members before the meeting to identify those participants with the right to vote.

4.11 VOTING PROCESS

Using a roll call, name badges, or some other identifier, the Chair shall ensure that only participants with voting rights shall be allowed to vote during a membership meeting.

4.12 PROXY VOTING PROCESS

Not less than fourteen (14) nor more than sixty (60) days before the date set for any meeting of NAEFO members, the NAEFO Secretary or designee shall notify in writing all NAEFO members of the meeting of NAEFO members and such notice shall include instructions for authorizing another member to vote by proxy on behalf of another member; however, all such proxies must be submitted to the Secretary or designee seven (7) days prior to the membership meeting at which proxy vote may be cast.

REVISION HISTORY

Revision Date	Author	Revision
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February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 16, 2020 March 13, 2021	Monte Olsen	Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.