



National Association of Emergency and Fire Officials

Association Committees

Category: ADMINISTRATIVE

Policy Number 5

Revised: April 16, 2024

REFERENCE

SCOPE

This Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the “Association”.

PURPOSE

To allow the ability to utilize committees to further the purposes of the Association.

POLICY

5.1 ASSOCIATION COMMITTEE MEMBERS

The President shall have the authority to appoint members of standing committees and ad hoc committees authorized by the Board of Directors, subject to the following conditions:

- a) The President must notify the Board of Directors of any appointments and resignations.
- b) The Board of Directors may overturn an appointment made by the President upon a two-thirds vote.
- c) The President shall appoint a chair of each committee.

5.2 AUTHORITY OF ASSOCIATION COMMITTEES

An ad hoc committee authorized by the Board of Directors has only the authority granted by the Board of Directors and a standing committee authorized by the Bylaws has only the authority over the topic granted by standing committee name in the Bylaws. In addition, committees are subject to the following:

- a) A committee chair may establish meeting dates and committee procedures at his or her discretion.
- b) The committee chair may appoint subcommittees and subcommittee chairs.
- c) An ad hoc committee authorized by the Board of Directors may only make recommendations to the Board of Directors, unless specifically authorized by the Board.

- d) A committee may not speak on behalf of the Association unless specifically authorized by the Board of Directors.
- e) Committee members may only vote who have been appointed by the President. Committee guests may not vote at committee meetings.
- f) All committee meetings shall be open to the Executive Director and any member of the Association.

5.3 TERM OF APPOINTMENT

Committee chair and member terms shall run concurrent with the term of office of the appointing President unless the Board of Directors provides for a different term for ad hoc committee members.

5.4 WITHDRAWAL OF APPOINTMENT

Committee chairs and members serve at the pleasure of the President and the President may withdraw the appointment of committee chairs and members, subject to the following conditions:

- (a) The President must notify the Board of Directors of the withdrawal of any appointment.
- (b) The Board of Directors may overturn the withdrawal of any appointment upon a two-thirds vote.

5.5 RESIGNATION OF APPOINTMENT

A committee chair or committee member may resign at any time by giving notice, preferably in writing, to the Executive Director, President, or Secretary or designee. Any such resignation will take effect at the specified time, or if the time is not specified, upon acceptance by the President.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 16, 2020	Monte Olsen	Refined title; renamed association; amplified the difference between ad hoc committees of the Board of Directors versus standing committees of NAEFO, the latter of which are identified in the Bylaws; expanded committee voting privileges for committee members appointed by the committee chair; and, added sections for withdrawals and resignations.
April 16, 2024	Monte Olsen	Added notification of resignations to Section 5.1; change title of Section 5.1 due to both appointments and resignations; focused the Policy's use of

		Association instead of NAEFO; refined title; and correction of typographical and grammatical errors
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