



# *National Association of Emergency and Fire Officials*

## Policy on Governing Policies

Category: ADMINISTRATIVE

Policy Number   1  

Last Revised: May 21, 2022

### **REFERENCE**

### **SCOPE**

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

### **PURPOSE**

The Board of Directors may maintain policies to interpret or implement the Associations Bylaws, or to establish procedures for the operation and conduct of the Association

### **POLICY**

#### **1.10 ADOPTION AND MODIFICATION OF POLICIES**

Policies shall be adopted or modified by a two-thirds vote of the Board of Directors.

#### **1.11 REPEAL OF POLICIES**

Policies shall be repealed or suspended by a two-thirds vote of the Board of Directors.

#### **1.12 RETENTION OF POLICIES**

Policies, including previous versions, shall be maintained by the Association.

(a) The maintenance of the policies shall be the responsibility of the Administrative Assistant.

(b) Policies shall be numbered and include the date the policy was adopted, modified or repealed.

#### **1.13 PUBLICATION OF POLICIES**

Policies shall be published on the Association's website.

#### **1.14 REVIEW OF POLICES**

One or more policies to be reviewed at quarterly by the Association's Board of Directors so that all policies should be reviewed at least once per year.

## REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 17, 2019	Monte Olsen	Renamed association; refocused on maintenance instead of adoption; added website publication due to virtual main place of business; added policy reviews; added revision table
May 21, 2022	Candy McCullough	Removed specific number of policies to be reviewed at each quarterly Board of Directors meeting.