



National Association of Emergency and Fire Officials

Association Membership Credentials

Category: ADMINISTRATIVE

Policy Number 4

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 ensure the legitimacy of decisions made by the Association’s members, this Policy sets the requirements for voting at Association membership meetings.

POLICY

4.1 ASSOCIATION MEMBERSHIP CREDENTIALS PROCESS

Before Association membership meetings, the Secretary or designee:

- (a) Shall review the participant list of the Association membership meetings and determine which participants are the Association’s Individual Members, former officials who are Association members, and individuals representing the Association’s State Members; and
- (b) May issue name badges or some other identifier to voting members of the Association before the meeting to identify those participants with the right to vote at the membership meeting of the Association.

4.2 ASSOCIATION MEMBERSHIP VOTING PROCESS

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

4.3 ASSOCIATION MEMBERSHIP PROXY VOTING PROCESS

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

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
March 13, 2021	Monte Olsen	Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.
April 16, 2024	Monte Olsen	Clarified responsibilities of anyone chairing a membership meeting, not just the Chair, which is not a defined officer in NAEFO's Bylaws; synchronized with Bylaws the minimum number of days of a meeting notice before the meeting date; clarified meeting notice does not have to be in writing, i.e., a letter; clarified proxies are to another voting member on behalf of a voting member; focused the Policy's use of Association instead of NAEFO; and removed any minimum number days of proxy submission prior to a membership meeting