

KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

ARTICLE I - NAME OF ASSOCIATION

The name of the organization shall be the King County Fire Commissioners Association, hereafter referred to as “The Association”.

ARTICLE II - PURPOSE

The Association is organized to foster and encourage the participation of all duly elected and/or appointed Fire Commissioners in King County, as well as others, in activities in support of improved and effective fire protections, emergency preparedness and emergency medical services to the citizens of King County Washington and adjacent areas.

The Association actively supports continued education and active participation in the Association, by adjacent, Fire Districts, County Fire Associations, Cities, and organizations that further the goals and activities of the Fire Service.

The Association actively supports legislation by local, county, state and federal officials and agencies which will enhance the ability of fire districts to provide quality fire and emergency services.

The Association seeks to be a medium of information and education to its members in particular and to the general public and other elected officials in the matters of fire prevention and fire protection and in stressing the public’s usefulness in preventing accidents and the spread of disease.

ARTICLE III - MEMBERSHIP

Section 3.1 Eligibility of Fire Districts

- 3.1.1 In order for any person to qualify as an active member of The Association, the Fire District he/she represents must be a member in good standing by having paid the Annual Dues of The Association as provided under Section 3.4

Section 3.2 Types of Membership

The Association shall have three (3) types of Membership as follows:

- 3.2.1 Active Members - All duly elected and/or appointed Fire Commissioners of member Fire Districts, City Council members with oversight over a fire department and governance members of RFAs in King County are eligible for membership.
- 3.2.2 Associate Members – Firms, Organizations, ~~City Council~~, Public Safety or Emergency Management Committees with interests common to the fire service and/or The Association may become Associate Members.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 3.2.3 Honorary Members – Honorary Membership may be granted to any person, firm or organization which or whom has demonstrated outstanding service to or interest in the objectives of The Association.

Section 3.3 Voting Rights

- 3.3.1 Only active members of Fire Districts that are in good standing shall be entitled to vote on matters submitted to The Association.
- 3.3.2 Associate and Honorary Members shall have no voting rights, however they may have a voice in discussions regarding business of The Association.

Section 3.4 Dues of Association

- 3.4.1 Annual Dues – The active members of The Association shall determine the amount of annual dues payable to The Association Treasurer by Member Fire Districts and Associate Members.
- 3.4.1.1 Honorary Members shall not pay annual dues
- 3.4.1.2 Dues for the next fiscal year shall be established at the October meeting of the Association.
- 3.4.2 Payment of Dues – Dues shall be payable on the first day of January in each calendar/fiscal year.
- 3.4.3 Default and Termination of Membership – If any Fire District has not made payment of their annual dues by April 1 of any calendar/fiscal year, then the District membership may be suspended.

Section 3.5 Certificates of Membership

- 3.5.1 The Board of Directors may provide for the issuance of Certificates of Membership in The Association in a form determined by the Board.
- 3.5.2 Such certificates shall be signed by the President or Vice-President of The Association and by the Secretary who shall affix the Seal of The Association to such certificates.
- 3.5.3 Certificates so issued shall be numbered consecutively
- 3.5.4 The name and address of each member and the date of issuance of the certificate shall be entered on the records of The Association.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 3.5.5 If Membership Certificates should become lost or destroyed, a new Membership Certificate may be issued upon paying a replacement fee and other such terms and conditions that may be determined by the Board of Directors.

ARTICLE IV – ELECTED OFFICERS

Section 4.1 Elected Officers – The elected Officers of The Association shall be as follows:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

4.1.1 No individual member shall hold two (2) Offices simultaneously.

Section 4.2 Nomination and Election of Officers

4.2.1 Nominations for the elected Officers of The Association shall be made at the October meeting of the Association in even numbered years.

4.2.2 Additional nominations may also be made at the November meeting of The Association.

4.2.3 The officers of the Association shall be elected by the active members in good standing at the November meeting of The Association.

4.2.3.1 If the election of Officers is not held at the regular November meeting, such election shall be held as soon, thereafter, as possible.

Section 4.3 Installation and Term of Office

4.3.1 Newly elected officers of The Association shall be installed at the Annual meeting of The Association in January of the Odd numbered years.

4.3.2 The term of office shall be for a two (2) year term and shall begin on the day of installation.

4.3.3 Each officer shall hold office until his/her successor has been duly elected and installed.

4.3.3.1 Officers appointed to fill an unexpired term shall be installed at the next regular meeting of The Association or the next Board of Directors meeting whichever occurs first.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

Section 4.4 Vacancy within an elected office

- 4.4.1 A vacancy in any officer position, except for the office of President, shall be filled by the Board of Directors with a member in good standing for the unexpired term of the vacated position.
- 4.4.2 The Board of Directors may call for nominations or call for members to submit their names if interested in filling a vacant officer position. The Board of Directors may also use their power of office to make a selection of a member in good standing to fill the unexpired term of office.

Section 4.5 Removal from Office

- 4.5.1 Any officer of The Association, whether elected by the membership or appointed by the Board of Directors may be removed from office by the Board of Directors whenever, in it's judgment, the best interest of The Association will be served by their removal.
- 4.5.2 The records of The Association shall reflect the reason for the removal of the officer from his/her office by the Board of Directors.

Section 4.6 President Duties

- 4.6.1 The President of The Association shall be the principal executive and presiding officer of The Association.
- 4.6.2 The President shall oversee, supervise and direct the business affairs of The Association.
- 4.6.3 The President shall preside at all Regular and Special meetings of The Association and the Board of Directors meeting.
- 4.6.4 The President shall perform all the duties incident to the office of President and other duties as may be prescribed by the Board of Directors.
- 4.6.5 The President shall be the official spokesperson for The Association in regards to issues of the fire service affecting fire districts in King County at the local, regional, state and national levels.
- 4.6.6 The President shall sign, along with the Secretary and other proper officers of The Association any legal documents which the Board of Directors authorizes to be executed; unless specifically directed to other officers/agents of The Association by Articles or Sections of these Bylaws.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

Section 4.7 Vice-President Duties

- 4.7.1 The Vice-President shall perform the duties of the President in the absence of the President or in the event of inability or refusal of the President to fulfill the duties of President.
- 4.7.2 When acting in the capacity of the President, the Vice President shall have all the powers and responsibilities of the President and shall be subject to all the restrictions upon the President.
- 4.7.3 The Vice President shall be responsible for coordinating the program or speaker for the regular meetings of the Association.
- 4.7.4 The Vice President shall perform other duties as assigned by the President or the Board of Directors.

Section 4.8 Secretary Duties

- 4.8.1 The Secretary shall take and distribute all draft meeting minutes to the board or membership within 2 weeks of each meeting.
- 4.8.2 The Secretary shall post (or send the webmaster) the approved meeting minutes within 1 week of being approved and then archive the minutes both electronically and physical hardcopy.
- 4.8.3 Under the direction of the president, the Secretary shall create and distribute the meeting agendas at least 3 business days prior to each meeting
- 4.8.4 The Secretary shall create and disseminate meeting notices to the general membership approximately 2-3 weeks prior to each General Membership meeting and track RSVPs
- 4.8.5 The Secretary shall assist all officers and directors with official documents and the management of those documents

Section 4.9 Treasurer Duties

- 4.9.1 The Treasurer shall have custody of and shall be responsible for all the funds, monies and securities of The Association.
- 4.9.2 The Treasurer shall receive and distribute receipts of all monies paid to The Association from any source and shall deposit such monies in the name of The Association in Banks, Trust Companies or other Depositories as selected in accordance with Article X of these Articles and Bylaws.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 4.9.3 The Treasurer shall maintain accurate financial records and shall present regular reports of The Associations assets, deposits, debts and expenses to the Board of Directors at their E-Board meeting and to the membership at regular meetings and when requested at Special meetings of the E-Board and the membership.
- 4.9.4 The Treasurer shall assist the President in developing a budget for the fiscal year and make a recommendation to the Board of Directors and the membership for any changes to the dues for the following fiscal year.
- 4.9.5 The records of the Treasurer may be audited at any time at the direction of the President.
- 4.9.6 The records of the Treasurer shall be audited prior to installation of the new Treasurer when elected or appointed.

Article V - Board of Directors

Section 5.1 General Powers of the Board of Directors – The affairs of The Association shall be managed and directed by the Board of Directors of The Association and endorsed by the membership at the next regular and or special meeting of The Association.

Section 5.2 Number, Term and Qualifications

- 5.2.1 The Board of Directors shall consist of the following:
 - a. The elected officers of The Association
 - b. Four (4) Directors elected at large by the active members
 - c. The immediate Past President of The Association
- 5.2.2 Each Director shall hold office for a term of two (2) years and until his/her successor is elected and installed. The term shall begin when the Director is duly installed at the Annual meeting of The Association.
 - 5.2.2.1 In the event a Director is appointed to complete an unexpired term the Director term shall begin when installed at a Board of Directors meeting or regular meeting of The Association whichever occurs first after his/her appointment.
- 5.2.3 Directors shall be installed at the Annual meeting of The Association in the Even Numbered Years.
- 5.2.4 Nominations for Directors of The Association shall be made at the November meeting of The Association.
 - 5.2.4.1 Additional nominations may also be submitted at any subsequent regular meeting of the Association.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 5.2.5 Elections for Directors shall occur at the regular November meeting of The Association.
 - 5.2.5.1 Director Positions 1 and 3 shall be elected in the odd years.
 - 5.2.5.2 Director position 2 and 4 shall be elected in the even years.
 - 5.2.5.3 If the election is not held at the regular November meeting, such election shall be held as soon as possible thereafter.
- 5.2.6 Directors shall be elected by the active members in good standing at the time of the elections.

Section 5.3 Regular Meetings of the Board of Directors

- 5.3.1 The regular meetings of the Board of Directors shall be held consistently on an established day and week of each month by the Board of Directors for the Board, to suit their schedules until changed by mutual consent of the Board.
- 5.3.2 The time and place of the Board of Directors meetings is also to be selected by the Board of Directors and shall be published and distributed for the information of the membership with the minutes of each regular and/or special meeting of the membership.
- 5.3.3 The Board of Directors meetings are open to attendance by the membership of The Association. However non Director or Elected Officers shall not vote during Board of Directors meetings.

5.3.4 Section 5.4 Special Meetings of the Board of Directors

- 5.4.1 Special meetings of the Board of Directors may be called by:
 - a. The President
 - b. Any two (2) Elected Officers or Directors
- 5.4.2 The Elected Officer authorized to call such special meetings shall affix the date, time and place for any special meeting called by them.
- 5.4.3 Notice and the purpose of the Special meeting of the Board of Directors shall be given at least two (2) days prior to any such meeting by written notice:
 - a. Delivered personally by an elected officer or Director
 - b. Sent in the US Mail to the address of record for the elected Officers and Board of Directors and the membership of The Association.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- c. Email sent to the email address(es) of the elected Officers and Board of Directors and the membership of The Association
- d. FAX's sent to elected Officers and Board of Directors and the membership of The Association.

Section 5.5 Quorum for a Board of Directors Meeting

- 5.5.1 A simple majority of the Board of Directors in attendance at a meeting of the Board of Directors shall represent a quorum.
- 5.5.2 If a quorum is not present at the start of the meeting the presiding officer shall adjourn the meeting or he/she may continue the meeting as a study session and no votes shall be taken on business being discussed at the study session. Note: the record should indicate which Board of Directors members were present at the meeting(s).
- 5.5.3 Should a simple majority develop after the meeting has been adjourned; the presiding officer may reconvene the meeting and votes on business before the Board of Directors may be conducted.

Section 5.6 Manner of Voting by the Board of Directors

- 5.6.1 A simple majority vote of the Board of Directors at a meeting of the Board of Directors, at which a quorum is present, shall constitute an official act of the Board of Directors.
- 5.6.2 Votes by the Board of Directors may be either a voice vote or show of hands, at the discretion of the presiding officer or determination by the Board of Directors present. The votes may or may not be recorded in the meeting record at the direction of the Board of Directors present at the meeting.

Section 5.7 Vacancies on the Board of Directors

- 5.7.1 Any vacancy, except that of the Immediate Past President of The Association, occurring on the Board of Directors may be filled by appointment by the remaining Directors.
- 5.7.2 A Director appointed in such a manner shall serve the unexpired term of his/her predecessor and shall be installed at the next regular meeting of The Association or the Board of Directors whichever occurs first after acceptance of the appointment.

Section 5.8 Informal Action Taken By the Board of Directors

- 5.8.1 Any action which may be taken by the Board of Directors in a regular Board of Directors meeting may be taken without such meeting with the written consent of all the members of the Board of Directors.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 5.8.1.1 Such written statement of consent shall fully state the action taken and shall be signed by all of the members of the Board of Directors.

Section 5.9 Removal of a Board Member from Office

- 5.9.1 Any Director, elected by the membership or appointed by the Board of Directors may be removed from office by the Board of Directors whenever, in their judgment, the best interest of The Association will be served.
- 5.9.2 The record of the Board of Directors and The Association shall reflect the reason for removal from office.

ARTICLE VI - APPOINTED AGENTS

Section 6.1 Agents for The Association

- 6.1.1 The Board of ~~Directors~~ shall have the power and authority to appoint such agents as they deem necessary to conduct the business of The Association.

ARTICLE VII - COMMITTEES

Section 7.1 Committees of The Association

- 7.1.1 The President shall have the right and duty to select and appoint whatever committees he/she shall deem necessary for the good of The Association and/or for the benefit of the fire service.
- 7.1.2 The President may also name the Chairperson for committees with the selection of the committee members being appointed at the discretion of the Committee Chair.
- 7.1.3 Any member named, appointed, or who volunteers to be a member of a committee may be removed by the appointing authority when such removal would be deemed to be in the best interest of the committee, the member and/or The Association.

Section 7.2 Standing Committees of The Association

- 7.2.1 Nominations Committee shall be appointed by the President at the June regular meeting of The Association to solicit candidates for Elected Officers and/or Directors and shall make a report at the September regular meeting and September Board of Directors meeting.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

7.2.2 Audit Committee shall be appointed by the President to audit the financial records of The Association. The Audit committee shall audit the financial records of The Association prior to the installation of the Treasurer elect in January or at the earliest time possible when a vacancy in the Treasurers Office.

7.2.3 Membership Committee shall be responsible to contact newly elected fire commissioners and inform them of the King County Fire Commissioners Association, when the meetings are held and share the new information with the Secretary so as to keep The Association Roster current.

Section 7.3 Quorum of Committee at Meetings

7.3.1 A simple majority of the committee members present at a committee meeting shall constitute a quorum and shall be able to conduct business of the committee.

7.3.2 Committee minutes shall indicate the names of committee members present and absent or excused by the Chairperson.

7.3.3 Should a committee meeting be called and a quorum is not present, no voting shall be conducted as to the business of the committee; however, the meeting may be used as a study session or planning session.

Section 7.4 Rules of Conduct for Committees

7.4.1 Each committee of The Association shall adopt rules of conduct for its deliberations providing that the committee rules are not inconsistent with the Bylaws and/or Articles of The Association.

7.4.2 The Committees shall submit a copy of the Rules of Conduct for the Committee to the President and the Secretary of The Association. The Chairperson of the committee may use and/or modify existing rules of conduct on file with the Secretary or develop new rules of conduct independent of existing rules from a past committee with similar task.

7.4.3 The Committees of The Association shall keep minutes of all meetings and events and provide a copy to the Secretary and President of The Association. The Chairperson shall ensure that all members of the committee receive copies of the committee meeting minutes.

7.4.4 The committee shall prepare a post committee action report or review of the committee activities upon completion of the task assigned or when the committee is disbanded; so as to provide an informational trail for any future committees with a similar task charge by the President or Board of Directors.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

Section 7.5 Committee Minutes

- 7.5.1 Committee Chairpersons shall ensure that someone from the committee keeps an accurate record of the proceedings of the committees, actions taken, information sources etc, including names of committee members present and absent or excused from committee meetings.
- 7.5.2 Committee minutes shall be distributed to the committee members, the President and Secretary of The Association.
- 7.5.3 Committees shall make regular reports to the Board of Directors and to the membership at Regular meetings providing status and information reports on the task assigned.

ARTICLE VIII – Meetings of the Membership

Section 8.1 Regular Meetings of the Membership

- 8.1.1 Regular meetings of The Association shall be held on the third (3rd) Wednesday of each month (except December).
 - 8.1.1.1 The meeting day may be rescheduled, with due notice to the membership, to accommodate the needs of The Association
- 8.1.2 The January meeting is the Annual Meeting of The Association and is established as a Joint Installation Banquet with the King County Fire Chiefs Association.
 - 8.1.2.1 The Association is the scheduled Host of the January meeting in the even numbered years and is responsible for the planning, location, mailing of notices and invitations and announcements.

Section 8.2 Special Meetings

- 8.2.1 Special Meetings of The Association may be called by the President, the majority of the Board of Directors or by not less than five percent (5%) of the active member departments.

Section 8.3 Annual Meeting

- 8.3.1 The annual meeting of the of The Association shall be held in the evening on the third (3rd) Wednesday of January of each year, or at the direction of the Board, for the purpose of installing the elected officers and/or Directors of The Association and for the transaction of other business as may be before The Association.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

- 8.3.1.1 This meeting may be rescheduled by a majority vote of the Board of Directors or as a result of other unforeseen circumstances that may occur to prevent meeting on the prescribed day.

Section 8.4 Location of Regular Association Meetings

- 8.4.1 The Board of Directors shall designate the location and times of any regular, special and annual meeting(s) of The Association.
- 8.4.2 The Secretary shall publish and distribute the list of meeting locations and travel directions, if the Board of Directors has elected to have visitation meetings at local fire districts or if the Board of Directors elects to have regular meetings at a central location.

Section 8.5 Notification of Regular Meetings

- 8.5.1 Written notice stating the date, time, and location, driving directions and the purpose or agenda of any regular meeting of The Association shall be distributed so as to be in the hands of each member not less than ten (10) days or more than fifty (50) days before each regular meeting.
- 8.5.1.1 Notices, if mailed, shall be deemed to have been delivered when the meeting notice has been posted with the United States Postal Service and addressed to the member at his/her address as it appears on the records of The Association and with postage prepaid.
- 8.5.2 Delivery of meeting notices may be completed by use of FAX, Email, and Personal service in lieu of the US Mail and/or voice mail.

Section 8.6 Quorum for Association Meetings

- 8.6.1 The active member departments, in good standing, present at a meeting shall constitute a quorum.
- 8.6.2 A sign in sheet for all members shall be provided at the beginning of each meeting and shall be a part of the record of the meeting and attached to the minutes.

Section 8.7 Proxies

- 8.7.1 Voting by proxy is **not** permitted in the business of The Association.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

Section 8.8 Voting

- 8.8.1 A simple majority of votes by the members, in good standing, in attendance at a meeting at which a quorum is present, is all that is required to pass any measure brought before The Association.
- 8.8.2 Voting by secret ballot may be called for from the floor, with approval of the majority of active members present.
- 8.8.3 The preferred method of voting on measures before the membership is the voice or hand vote.

ARTICLE IX - Fiscal Year of The Association

- Section 9.1** The fiscal year of the King County Fire Commissioners Association shall be from the first day of January of each calendar year until the last day of December of each year.

ARTICLE X - Contracts, Checks, Deposits and Funds

Section 10.1 Contracts

- 10.1.1 The Board of Directors may authorize any officer or any agent of The Association in addition to the Officers authorized by the Articles and Bylaws, to enter into contracts or execute or deliver instruments in the name of and on the behalf of The Association.
 - 10.1.1.1 Such authority may be general in nature or confined to specific instances.

Section 10.2 Checks and Drafts

- 10.2.1 All checks, drafts or orders for payment of monies for any indebtedness of The Association shall be signed by the Treasurer and counter signed by the President or Vice President of The Association when appropriate or in a manner determined by Resolution of the Board of Directors.

Section 10.3 Deposits of Monies

- 10.3.1 All monies or funds received by The Association shall be deposited in a timely manner to the credit of The Association in such Banks, Trust Companies or their Depositories as may be selected by the Board of Directors.



KING COUNTY FIRE COMMISSIONERS ASSOCIATION BYLAWS AND ARTICLES OF ASSOCIATION

Section 10.4 Gifts to The Association

10.4.1 The Board of Directors may, at their discretion, accept any gift, donation, bequest or devise for the general purpose of The Association or for such special purpose as may be designed or designated by the donor.

ARTICLE XI - Books and Records

Section 11.1 The elected officers and appointed officers and committee chairpersons of The Association shall keep accurate and complete books and records of account and they shall also keep minutes of all authorized proceedings of it members, Board of Directors and committees having the authority of the Board of Directors.

Section 11.2 A current record of all names and addresses of members in good standing and Fire Districts eligible to vote on the Association matters and Associate and Honorary members in good standing shall be maintained by the Secretary to The Association in conjunction with the Treasurer.

Section 11.3 All books and records of The Association may be inspected by any member of The Association or his/her agent for any proper purpose at any reasonable time and with proper and adequate notice provided to the President, Secretary and Treasurer.

ARTICLE XII - Amendments to the Articles and Bylaws of The Association

Section 12.1 The Articles and Bylaws of The Association may be altered, amended or repealed or new Articles and Bylaws may be adopted by a simple majority vote of the active members, in good standing, present at any regular or special membership meeting of The Association.

Section 12.2 The Articles and Bylaws shall be reviewed every even numbered year beginning June 2004.

Section 12.3 These current Articles and Bylaws of The Association were amended from the July 16, 2008 version which was approved at Woodinville, WA. These current Bylaws and Articles of The Association, as amended, were approved by the membership present on November 16, 2016 at a regular meeting of The Association held at King County Fire District No.36 Woodinville, Washington, and amended by membership vote on November 16, 2016.



**KING COUNTY FIRE COMMISSIONERS ASSOCIATION
BYLAWS AND ARTICLES OF ASSOCIATION**

NEXT REVIEW: June 2018

These amended Articles and Bylaws of the King County Fire Commissioner Association are effective this day, Wednesday, November 16, 2016.

Signature _____

Printed Name _____

Title _____

Date _____

