



California Metropolitan Fire Chiefs

BYLAWS

ARTICLE I

NAME, PRINCIPAL PLACE OF BUSINESS, ORGANIZATION AND PURPOSE

Section 1 – Name

This organization shall be known as the California Metropolitan Fire Chiefs, herein called Metro Chiefs Section or Section.

Section 2 – Principal Place of Business

The principal place of business of the Metro Chiefs Section is Sacramento County, California.

Section 3 – Organization

This Metro Chiefs Section is organized a Section of the California Fire Chiefs Association pursuant to General Non-Profit Corporation Law of the State of California and shall be governed by this Constitution and Bylaws.

Section 4 – Purpose

The purpose of this Metro Chiefs Section is to further the collaboration and professional advancement of the fire service to ensure and maintain greater prevention and protection of life and property from fire, natural and human caused disaster, or other sudden emergencies. To carry out this purpose, the Section shall:

- a. Provide for the assembling at regularly scheduled meetings, chief fire officers and, when appropriate, other interested persons to discuss ways and means for the betterment of the fire service and to develop a bond of friendship and understanding among its members;
- b. Develop and provide programs dedicated to the betterment and continual well-being of the fire service and the attainment of its goals and objectives;
- c. Cooperate with other stakeholder organizations to promote programs that further the goals and objectives of the fire service and the greater public safety of those served in California and with our mutual aid partners in the region;
- d. Provide for review of legislative developments and react to those affecting the fire service, in a non-partisan, coordinated and approved manner;
- e. Collaboratively work with other stakeholder organizations to develop appropriate legislation as approved and/or directed by membership, identify supportive legislators, and take steps necessary for successful introduction and passage;

- f. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma; and
- g. Serve as the representative for the section with other stakeholder organizations as approved and/or directed by the membership.

**ARTICLE II
MEMBERSHIP**

Section 1 – Membership

Membership is divided into two categories: New Membership and Charter Membership.

Section 2 – New Membership

Membership shall be limited to persons who are fire chiefs of fire departments within the State of California which provide fire suppression and fire prevention services to a city, district, authority or local political subdivision including cities and unincorporated areas and employing in their respective departments more than 350 full-time paid firefighters.

In the event downsizing occurs within a member fire department and the fire department no longer meets the criteria as defined above, the department’s membership would continue until such time the fire chief retires or otherwise separates from the department.

Section 3 – Charter Membership

Charter membership shall be granted to the following sixteen (16) original member agencies of the Corporation:

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| Alameda County Fire Department | Orange County Fire Authority |
| Contra Costa County Fire Protection District | Sacramento Fire Department |
| Fresno Fire Department | Sacramento Metropolitan Fire District |
| Kern County Fire Department | San Bernardino Fire Protection District |
| Long Beach Fire Department | San Diego Fire-Rescue Department |
| Los Angeles County Fire Department | San Francisco Fire Department |
| Los Angeles Fire Department | San Jose Fire Department |
| Oakland Fire Department | Ventura County Fire Department |

Charter members are exempt from ‘New Membership’ criteria and have been grandfathered in under the Bylaw language established on July 23, 1975.

Section 4 – Sections

The Metro Chief Section recognizes the following sub-sections:

- a. Medical Directors

The purpose of this Section is to unify the voices of pre-hospital EMS medical directors who represent fire-based EMS on topics that are germane to the fire service.

b. Public Information Officers (PIOs)

The purpose of this Section is to organize local government PIOs to ensure that local government agencies are represented in the media and that appropriate messaging is disseminated to our elected officials and the general public.

Any member can propose the establishment of a new Section by contacting the Chair. The Chair shall see that the membership shall have at least thirty (30) days' notice of such proposed action previous to the date set for the item to be considered. A two-thirds majority vote of the membership, which are present, shall be necessary for the adoption of any such action.

ARTICLE III DUES

Section 1 – Dues

Metro Chief Section dues for membership shall be two thousand five hundred dollars (\$2,500) per calendar year and shall be invoiced each year on January 1.

ARTICLE IV BOARD OF DIRECTORS AND OFFICERS

Section 1 – Board of Directors

There shall be a Board of Directors (hereinafter “Members”) which shall consist of all members of the Metro Chief Section.

Section 2 – Elected Officers

The elected officers (“hereinafter “Officers”) of the Section shall consist of the Chair and Vice-Chair, each elected by the Members. The officers shall hold office for a period of one (1) calendar year. The election of officers for the forthcoming year shall take place during the second in-person meeting.

In the event that the office of the Chair is vacated during the term of that office, the Vice-Chair will assume the position of the Chair for the remainder of that term and then assume their respective term as Chair. The (new) Chair will then agendize the selection of a new Vice-Chair at the next regularly scheduled meeting.

In the event that the office of the Vice-Chair is vacated during the term of that office, the Chair will agendize the selection of a new Vice-Chair at the next regularly scheduled meeting. The newly elected Vice-Chair will serve for the remainder of that term and then assume their respective term as

Vice-Chair. Following their term and when the office of the Chair is vacated, the Vice-Chair will assume the role of Chair.

Section 3 – Compensation

No officer shall receive any compensation for his or her services to the section, except for authorized expenses actually incurred in connection with the business of the section.

ARTICLE V DUTIES OF THE OFFICERS

Section 1 – Board of Directors (Members)

The duty of the Members shall be:

- a. Have the duty of the general management of the section and shall exercise all section powers of the section;
- b. Appoint the Chair and Vice-Chair who shall serve the section at the direction of the Members;
- c. Appoint representative(s) who shall serve the section at the direction of the Members to represent the corporation on other stakeholder organizations' boards, committees, etc.;
- d. Establish the dates, times and locations of meetings;
- e. A vote of a majority of the Members present, or a quorum, whichever is greater, shall be necessary to decide any question before the Members;
- f. A vote of a majority of the Members present, or a quorum, whichever is greater, shall be necessary for a Member to speak on behalf of the section verbally or in writing; and
- g. Any action taken by the Members shall be consistent with the Bylaws.

Section 2 – Chair

The duty of the Chair shall be:

- a. The official representative and spokesperson for the section;
- b. Preside at all meetings of the section;
- c. Act as a Recording Secretary at all meetings and prepare the minutes of such meetings;
- d. Upon termination of this office, deliver all records, papers and funds of the section to his or her successor in office.

Section 3 – Vice-Chair

The duty of the Vice-Chair shall be:

- a. Assist the Chair; and
- b. Assume the duties of the Chair in the event of absence or inability of the Chair to perform the duties of his or her office.

ARTICLE VI MEETINGS

Section 1 – Regular Meetings

Regular meetings of the membership shall be held at a time and place most convenient to the majority of the members as determined by the Chair of the Metro Chief Section, with advance notice thereof being given to all members by written notice not less than seven (7) days prior to the respective dates thereof.

At any meeting of the members, the presence of a majority of the members of the section shall constitute a quorum for the transaction of business;

Members shall not cast more than one vote on any question; not voting by proxy shall be permitted;

Closed meetings may be called by the Chair at any gathering of the Metropolitan Fire Chiefs, and attendance shall be restricted to the Chief of Department;

The members may submit any matter, other than the selection of officers, to a vote of the members at a regular or special meeting;

Any action by the Members may be taken without a meeting if all of the Members individually or collectively consent verbally or in writing to such action. Such consent shall be filed with the minutes of the proceedings of the Members;

In the event a member is retiring or otherwise separating from their respective department and their permanent successor has not been established, the department's Acting/Interim Fire Chief shall be included in meetings to maintain continuity; and

All meeting minutes shall be signed by the Chair.

Section 2 – Special Meetings

Special meetings may be called at any time by the Chair and Vice-Chair and/or a Member can request a meeting with the concurrence of the Chair and Vice-Chair and/or in absence of agreement from the Chair and Vice-Chair three (3) Members may request a meeting, which would warrant a meeting to take place.

ARTICLE VII

MEMBERSHIP

Section 1 – Organizational Documents

Organizational papers of this Metro Chief Section, its Bylaws and all amendments thereto, results of nominations and elections, and minutes of all meetings, shall be contained in the Minute Book of this section, together with any other papers of important historical value. The Minute Book shall remain with the current Chair. Upon termination of office, the Chair shall deliver all records of the section to the successor in office.

Copies of organizational papers of this corporation, its Bylaws and all amendments thereto, results of nominations and elections, and minutes of all meetings will be given to CalChiefs for record keeping purposes.

All books of account and other records of this section shall, on appropriate notice, be made available for inspection by any member and to any duly authorized representative of the United States of America, or the State of California, upon his or her presentation of proper credentials.

Section 2 – Fiscal Matters

The California Fire Chiefs Association (hereinafter “CalChiefs”) will receive and disburse all funds of the section.

The Section may expend member dues to purchase reasonably priced meals in the performance of Metropolitan Fire Chiefs business.

CalChiefs shall maintain oversight of the Section’s funds and maintain these funds in their account, identified by a separate line item. All financial transactions for the section will be managed by CalChiefs; however, expending decisions are at the sole discretion of the section and its members. The section will adhere to CalChiefs signatory guidelines when expending funds.

CalChiefs will provide the Section with quarterly financial reports, which will be presented to the Members on a quarterly basis.

ARTICLE VIII AMENDMENTS

Section 1 – Amendment Process

The Members shall have full power at any meeting to alter, amend, or revise these bylaws, providing that notice of such alteration, amendment or revision shall have been given in writing to the Chair of the section at least sixty (60) days prior to a meeting. The proposed amendment shall refer to specific sections and contain exact wording. The Chair shall see that the membership shall have at least thirty (30) days’ notice of such proposed alteration, amendment or revision previous to the date set for the item to be considered. A two-thirds majority vote of the membership, which are present, shall be necessary for the adoption of any such alteration, amendment or revision.

A review of the Bylaws will occur when deemed appropriate by the members but shall not exceed every three (3) years.

Section 2 – Implementation of Amendments

All amendments, alterations or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

ARTICLE IX RULES OF ORDER

Section 1 –

The Chair shall preserve order and decorum. All questions of order shall be subject to an appeal to the Chair, and upon such an appeal, the vote shall be taken without debate. The Chair may state the reasons for the decision given and shall put the question as follows: “Shall the decision of the Chair be sustained?” A two-thirds majority of those present and voting shall be necessary to reverse the decision of the Chair.

Section 2 –

Every member, when speaking or offering a motion, shall rise, state his or her name and department affiliation, and respectfully address the presiding officer, and, when finished speaking, shall at once resume his or her seat.

Section 3 –

When two (2) or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

Section 4 –

A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when he or she shall again be entitled to the floor.

Section 5 –

A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate, and, if supported by a majority vote of the membership present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

Section 6 –

A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote being taken, or it has been decided that a vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjoin to a given time is open to debate.

Section 7 –

Any question coming before the members for which no provision has been made in the constitution and bylaws, the presiding officer shall be guided by the rules laid down in Robert's Rules of Order, Revised.