

**CONSTITUTION AND BY-LAWS  
BYLAW NUMBER ONE**

**ARTICLE 1.1 – ENACTMENT**

- 1.1.1 The Constitution of the Canadian Association of Fire Chiefs shall be enacted and shall become a By-Law governing the Association.

**ARTICLE 1.2 – GENERAL**

- 1.21 The Constitution relates generally to the transaction of the business affairs of the Canadian Association of Fire Chiefs, which business affairs shall be conducted ethically, with accountability and with integrity.

**ARTICLE 1.3 – NAME**

- 1.3.1 The Association shall be known as the Canadian Association of Fire Chiefs, and all subsequent references to the word “Association in this document shall mean the Canadian Association of Fire Chiefs.

**ARTICLE 1.4 – OBJECTIVES**

- 1.4.1 The objectives of the Association shall be:
- a. to reduce the loss of life and property from fire; and
  - b. to advance the science and technology of fire service in Canada;
  - c. to represent the members on federal issues affecting the fire service;
  - d. to provide timely and topical information to members on matters affecting the fire service; and
  - e. to assist members at the municipal and/or provincial level on fire service issues.
  - f. to recognize the diversity of the fire service in pursuit of these objectives.
  - g. to advance Fire and Life Safety Education across Canada.

**ARTICLE 1.5 – HEAD OFFICE**

- 1.5.1 The head office of the Association shall be located in the City of Ottawa, Ontario, Canada, at a place to be determined by the Board of Directors, from time to time.
- 1.5.2 The Association may establish by resolution such other offices and agencies elsewhere within Canada, as the Board of Directors may deem expedient.

**ARTICLE 1.6 – SEAL**

- 1.6.1 The Chief Administrative Officer (CAO) shall be the Custodian of the Corporate Seal of the Association subject to the direction, by resolution, of the Board of Directors.

**ARTICLE 1.7 – MEMBERSHIP**

- 1.7.1 Membership in the Association shall consist of:
- a. Active Members;

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- b. Associate Members;
  - c. Life Members;
  - d. Honourary Members;
  - e. Retired Members; and
  - f. Corporate Members.
- 1.7.2 Any person who holds a management position in emergency services is eligible for active membership, provided that they do not hold active membership in any association or union that represents firefighters in collective bargaining.
- 1.7.3 Any person who is not eligible to serve as Active Members but who is interested in the objects of the Association, as outlined in Article 1.5, is eligible for associate membership.
- 1.7.4 Life membership is accorded to persons retiring who have served in the Office of the President of the Association; and, upon application to the Board through the CAO, may be extended to an Active Member who has been in good standing for period of not less than ten (10) consecutive years, upon retirement from the position that qualified them to hold Active Membership.
- 1.7.5 Honourary membership may be held by any person having served the Association with honour and distinction. Honourary membership is granted upon the recommendation of the Resolutions committee and adoption by a majority vote of members at the Annual Meeting.
- 1.7.6 Retired membership is accorded to Active Members who retired but do not qualify for Life Membership.
- 1.7.7 Corporate membership is available to businesses engaged in the manufacture or sale of emergency apparatus, supplies or services and/or businesses who are interested in the objects of the association outlined in Article 1.5.
- 1.7.8 **Sections:** Subject to the approval of the Board of Directors, a group of twenty-five (25) active and/or associate members having specialized interests may form a Section of the Association.
- a. Sections shall operate within the framework of the Association.
  - b. Sections' Constitution and bylaws shall be approved by the Board of Directors and be consistent with the Constitution and bylaws of the Association.
  - c. Sections shall select their Executive Committee.
  - d. Sections shall not issue any policy statement without the prior approval of the Board of Directors.
  - e. Sections shall not incur any debts or undertake any spending on behalf of the Association unless authorized by the Board of Directors.
  - f. Sections shall provide a report on their activities to the Board through the Executive Committee annually prior to the Annual Meeting. Sections reports shall be distributed to the members at the Annual Meeting.

**ARTICLE 1.8 – RIGHTS AND PRIVILEGES OF MEMBERSHIP**

- 1.8.1 Active Members while in good standing shall have full membership rights and privileges, including the right to vote on any matter at the Annual Meeting of members and the right to be elected to any elected office.
- 1.8.2 Associate Members while in good standing shall have all the rights and privileges of the Active Members except the right to vote and the right to be elected to any elected office.
- 1.8.3 Life, Honourary and Retired Members shall have all the rights and privileges of the Active Members except the right to vote and the right to be elected to any elected office.
- 1.8.4 Corporate Members while in good standing shall have all the rights and privileges of the Active Members except the right to vote, and the right to be elected to any elected office.

**ARTICLE 1.9 – FEES FOR MEMBERSHIP**

- 1.9.1 The Annual membership fee for all members shall be decided by resolution adopted by a majority of members entitled to vote at an Annual Meeting. Membership fees become due upon billing.

**ARTICLE 1.10 – RULES OF MEMBERSHIP**

- 1.10.1 Application for membership in the Association may be made to the CAO, in writing, at any time during the year or at an Annual Meeting.
- 1.10.2 Any Member in arrears of annual membership fees shall not be entitled to vote at an Annual Meeting or receive any membership privileges of the Association.
- 1.10.3 Any Member in arrears of annual membership fees for ninety (90) days shall be suspended sixty (60) days after notice has been sent by the CAO to the member at the member's last known address.
- 1.10.4 Any Member in arrears of annual membership fees who fails to pay all outstanding arrears within ninety (90) days from the date of such notice shall cease to be a member.
- 1.10.5 Any Member may withdraw from the Association by delivering to the CAO a written letter of resignation. Membership shall cease on the effective date of the resignation.
- 1.10.6 Such resignations shall not relieve the member of any indebtedness to the Association for any outstanding amounts then owing.
- 1.10.7 The Board of Directors may revoke membership in the Association where it has been determined by the Board that a member's conduct has brought disrepute to the Association.

**ARTICLE 1.11 – BOARD OF DIRECTORS**

- 1.11.1 A Board of Directors, herein called the Board, shall direct the management of the Association. The Board shall consist of the elected officers, the immediate past-president, eighteen (18) appointed directors and the CAO as ex-officio without a vote.

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- 1.11.2 The appointed Directors shall consist of:
- a. the President from each provincial and territorial Association of Fire Chiefs, or the designate of that President;
  - b. a Director who is an Active Member of the Association and has been appointed by the Canadian Fallen Firefighters Foundation;
  - c. a Director who is an Active Member of the Association and has been appointed by the Department of National Defence; and
  - d. the President of the Council of Canadian Fire Marshals and Fire Commissioners, or the designate of the President; and
  - e. the Chair of the Canadian Metropolitan Chiefs, or the designate of the Chair; and
  - f. a member appointed by the Canadian Volunteer Fire Fighters Association who is an Active member of the Canadian Association of Fire Chiefs.
- 1.11.3 Where a name or names have not been received from the organizations as outlined in Article 1.11.2 above, the CAO shall contact that organization at least 60 days prior to the Annual Meeting and ask for an appointment from that organization.
- 1.11.4 The Directors shall be ratified by resolution of the members at an Annual Meeting. The President may appoint directors on an interim basis to fill vacancies on the Board. The term of office for Directors shall be a period of one year. A Director may serve more than one term subject to being re-appointed in accordance with the provisions of this Article.
- 1.11.5 The office of Director shall be automatically vacated:
- a. if a Director resigns their office by delivering a written resignation to CAFC and the organization or Association that appointed them.
  - b. if a Director ceases to be an Active Member in good standing of the Association;
- 1.11.6 If a Director violates their duties as stated in Article 1.18.1, that Director may be removed by a 2/3 vote of the Directors at a special meeting of the Board called for that purpose.
- 1.11.7 Meetings of the Board may be held at any time and place to be determined by the President.
- 1.11.8 Fourteen (14) days notice of such meetings of the Board shall be sent by the CAO to each member of the Board.
- 1.11.9 The Board will meet at least once each year in addition to its meetings immediately prior to and immediately following the Annual Meeting.
- 1.11.10 At meetings of the Board, eight (8) of the directors then in office shall constitute a quorum. Each director shall be entitled to one vote at all meetings of the Board.
- 1.11.11 Meetings of the Board of Directors may be held face to face or by means of teleconferencing. In special circumstances, as determined by the President, a vote by the Board of Directors may be taken by fax, phone and/or e-mail and shall constitute an approval by the Board in the same manner as if it were made at a regular or special meeting.

**ARTICLE 1.12 – EXECUTIVE COMMITTEE**

- 1.12.1 The Executive Committee shall be comprised of the Elected Officers, the Immediate Past-President and the CAO, ex officio. With the exception of the Canadian Division Director of the IAFC whose term will be 3 years, the Elected Officers shall serve a term of one year commencing at the conclusion of the Annual Meeting at which they are elected. The Executive Committee shall, during intervals between meetings of the Board, possess and exercise the powers of the Board in directing the management of the Association and to fix its own rules, subject to any regulations or limitations imposed by this Constitution and By-Laws, the Board or by law. The Board of Directors may remove, for just and sufficient cause, any member of the Executive Committee. Any such removal must be carried out according to the provisions of Article 1.17.1, and is subject to ratification by the members at the next Annual Meeting.
- 1.12.2 The Executive Committee, by a majority vote of its members, shall have power to:
- a. to approve the annual budget on behalf of the Association;
  - b. to appoint members to ad-hoc committees; and
  - c. take all reasonable steps to further the objectives of the Association.
- 1.12.3 The Executive Committee shall:
- a. meet at such time and place as the President directs and at least twice between Annual Meetings. Fourteen days notice of meetings of the Executive Committee shall be sent to each member by the CAO;
  - b. keep minutes of its meetings in which shall be recorded all action taken. Such minutes shall be submitted to the Board prior to the next Board meeting. At such meetings a majority of the members of the Executive Committee shall constitute a quorum. Providing that all members of Executive Committee consent, a member of the Executive may participate in Executive Committee meetings by means of telephone or other communications facility, provided that such method allows all members to hear and be heard.
  - c. arrange for all meetings of the members, the Board and the Executive Committee.
- 1.12.4 Any vacancy on the Executive Committee may be filled by the President appointing a member in good standing to fill the vacancy for the remainder of the term of office.

**ARTICLE 1.13 – REMUNERATION OF DIRECTORS & OFFICERS**

- 1.13.1 Directors and Elected Officers shall not receive any remuneration for their services as Directors or Elected Officers. However, the President may authorize the reimbursement of reasonable expenses for attendance at any meeting of the Board and/or Executive Committee.

**ARTICLE 1.14 – ELECTED OFFICERS**

1.14.1 The Elected Officers of the Association shall be the President of the Association, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer and the Canadian Division Director of the IAFC.

**ARTICLE 1.15 – ELECTION OF OFFICERS**

- 1.15.1 The President, Vice-Presidents, Secretary and Treasurer of the Association shall be elected by a majority of all Active Members in attendance that are entitled to vote at the Annual Meeting of the Association.
- 1.15.2 The Canadian Division Director of the IAFC shall be elected by a majority of all Active CAFC Members having Active dual Membership with the IAFC.
- 1.15.3 If any Elected Officer ceases to be an Active Member in good standing, the position held by that Elected Officer shall automatically become vacant and shall be filled according to the terms of this Constitution and By-Laws.
- 1.15.4 The President, the First Vice-President, the Second Vice-President, the Secretary and the Treasurer shall take office immediately following the Annual Meeting of the Association at which they have been elected. They shall hold office for a term of one (1) year. Elected Officers may serve more than one (1) term.
- 1.15.5 The Canadian Division Director of the IAFC term shall be for 3 years however not to exceed 2 concurrent terms. The Canadian Division Director of the IAFC shall take office immediately following the Annual Meeting of the Association at which they have been elected.

**ARTICLE 1.16 – REMOVAL OF OFFICERS**

1.16.1 Subject to the provisions of Article 1.13.1, the Board of Directors may remove any elected Officer of the Association by means of a two-thirds vote of the Directors at a special meeting of the Board called for that purpose.

**ARTICLE 1.17 – DUTIES OF DIRECTORS**

- 1.17.1 Directors, as members of the Board, shall:
- a. direct management of the Association and provide direction to the Executive Committee;
  - b. participate in developing policy necessary for the effective operations of the Association;
  - c. alert the Association of the needs of the jurisdictions or groups who made the nomination for appointment;
  - d. exercise approval authority for Life Memberships;
  - e. participate in meetings of the Board;
  - f. appoint an Auditor to audit the accounts of the Association and to report thereon at the next Annual Meeting;
  - g. exercise approval authority for the creations of Section;
  - h. the Board of Directors may suspend or terminate a section because of an inconsistency with Association policies, lack of interest by members, and improper representation of the Association by the section.

**ARTICLE 1.18 – DUTIES OF ELECTED OFFICERS**

- 1.18.1 The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings of the members of the Association, of the Board of Directors and of the Executive Committee. The President shall have the responsibility for overseeing the general and active management of the business of the Association. The President shall see that all lawful orders and resolutions of the Board and of the members are followed up with the appropriate action. The President, with such others as may be appointed by the Board of Directors for this purpose, shall sign all By-Laws and other documents requiring formal execution by the Association.
- 1.18.2 The First Vice-President or, if absent, the Second Vice-President, shall in the absence of the President perform the duties and exercise the powers of the President. Should the office of the President become vacant, it shall be filled by the First Vice-President.
- 1.18.3 The Treasurer shall keep proper accounting records in compliance with all relevant statutory provisions and, under the direction of the Board, shall control the deposit of money, the safeguarding of securities and the disbursement of the funds of the Association. The Treasurer shall render to the Board, whenever required, an account of all transactions undertaken as Treasurer. The Treasurer shall perform all duties incidental to the Office and such other duties as the Board of Directors may prescribe. The Treasurer may delegate any of the duties of the Office to the staff of the Association.
- 1.18.4 The Secretary shall keep an accurate record of all of the meetings of the Executive Committee and the Board of Directors. The secretary shall be a liaison with the International Association of Fire Chiefs for matters related to the CAFC as the Canadian Division of the International Association of Fire Chiefs. The Secretary shall be the liaison with all Sections and Standing Committees of the Association. The Secretary shall perform such other duties as may be assigned by the President.
- 1.18.5 The Canadian Division Director of the IAFC shall be a liaison between the Boards of the International and Canadian Association's of Fire Chiefs for matters related to the CAFC as the Canadian Division of the International Association of Fire Chiefs.
- 1.18.6 The CAO shall be responsible for the management of the Association in accordance with the policies and procedures established by the Board of Directors and shall serve as Chief Operation Officer responsible for the direction of staff. The CAO shall at all times devote full effort to the fulfillment of the objectives of the Association and the welfare of the members.
- 1.18.7 The President may appoint a Sergeant-at-Arms at the Annual Meeting who shall assist in ensuring the prompt attendance of members at each session of an Annual Meeting of the Association and perform such other duties as the President may request.

**ARTICLE 1.19 – MEETINGS OF THE MEMBERS**

- 1.19.1 The Executive Committee shall decide the place in Canada and the time that an Annual Meeting will be held, after consultation with the host city.

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- 1.19.2 The CAO shall notify all Members in writing at least 30 calendar days prior to the Annual Meeting or a Special Meeting. Such notice shall contain sufficient information about the business to be transacted to enable a member to make an informed judgment.
- 1.19.3 A quorum for any meeting of the Association shall be twenty-five (25) Active Members who are in good standing and eligible to vote.
- 1.19.4 Proxy voting shall not be allowed.

**ARTICLE 1.20 – FISCAL YEAR**

- 1.20.1 The fiscal year of the Association shall begin with the first (1<sup>st</sup>) day of January and extend through the thirty-first (31<sup>st</sup>) day of December.

**ARTICLE 1.21 – SIGNATURE AND CERTIFICATION OF DOCUMENTS**

- 1.21.1 The Executive Committee may delegate to the CAO and staff or Officers the authority to sign contracts, documents and instruments in writing on behalf of the Association that may be related to the day-to-day operation of the Association. The Board of Directors, prior to signing, shall approve all contracts, documents and instruments in writing that may bind the Association.
- 1.21.2 The Seal of the Association, when required, may be affixed to contracts, documents and instruments in writing signed according to Article 1.22.1.
- 1.21.3 All contracts, documents and instruments in writing, so signed, shall be binding upon the Association without any further authorization. (delete “or formality”)

**ARTICLE 1.22 – COMMITTEES**

- 1.22.1 Immediately after the close of the Annual Meeting the President shall appoint standing committees and such other committees as the President deems necessary. One member of each committee shall be appointed its Chairperson. Standing committees of the Association are:
  - a. Assessment;
  - b. Planning and Resources;
  - c. Nominations;
  - d. Resolutions;
  - e. CBRN/HazMat;
  - f. EMS Committee, if no EMS Section is formed; and
  - g. Fire and Life Safety
  - h. Membership
- 1.22.2 Each of the Standing Committees shall consist of:
  - a. Assessment – a minimum of three members of the Executive Committee;
  - b. Planning and Resources – a minimum of three members of the Executive Committee;
  - c. Nominations – as appointed by the President;
  - d. Resolutions – as appointed by the President;
  - e. CBRN/HazMat – as appointed by the President
  - f. EMS – as appointed by the President; and
  - g. Fire and Life Safety – as appointed by the President

- h. Membership – as appointed by the President
- 1.22.3 The CAO shall immediately notify each Committee member and each Chairman so appointed.
- 1.22.4 All appointments to such Committees shall be revocable at any time at the discretion of the President.

**ARTICLE 1.23 – AMENDMENT PROCEDURES**

- 1.23.1 The Association shall have the power to repeal, alter or amend its Constitution by resolution passed by a majority of the Active Members voting at the Annual Meeting.
- 1.23.2 Proposals for alteration or amendment shall be forwarded to the CAO for submission to the Executive Committee and for assignment to committees, as appropriate, prior to presentation to the Board and the members for decision.

**ARTICLE 1.24 – SPECIAL RECOGNITION AWARD**

- 1.24.1 An individual or organization whose efforts and sense of dedication has been of exceptional value to the Association may be presented with an appropriate form of special recognition including, but not limited to, a Certificate of Appreciation, Honourary Senior Officer Rank, etc.

**ARTICLE 1.25 – RULES AND REGULATIONS**

- 1.25.1 The Board may prescribe rules and regulations, consistent with the provisions of this Constitution, relating to the management and operation of the Association and the Annual Meeting as they deem expedient.

**ARTICLE 1.26 – THE BORROWING OF MONEY, THE ISSUE OF DEBT OBLIGATIONS AND THE SECURING OF LIABILITIES**

The Directors of the Canadian Association of Fire Chiefs (hereinafter referred to as the “Corporation”) may from time to time, upon approval by 2/3 majority vote of the Board:

- a. Borrow money upon the credit of the Corporation;
- b. Limit or increase the amount to be borrowed;
- c. Issue debentures or other securities of the Corporation;
- d. Pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient;
- e. Secure any such debentures or other securities or any other present or future borrowing or liability of the Corporation by mortgage, hypothecate, charge or pledge of all or any currently owned or substantially acquired real or personal, undertaking and rights of the Corporation; and
- f. Guarantee liabilities or obligations of any other person.

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The Board of Directors may from time to time delegate any or all of the foregoing powers to such officers or directors of the Corporation to such extent and in such manner as the Board of Directors may from time to time determine.

Nothing herein contained shall limit or restrict the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Corporation.

**ARTICLE 1.27 – STATEMENT OF POLICY FOR OFFICERS AND DIRECTORS  
ON POTENTIAL CONFLICT OF INTEREST**

- 1.27.1 All members of the Board shall sign a Conflict of Interest Statement attached as APPENDIX “A” to the Constitution.

APPENDIX “B”

**RULES AND REGULATIONS**

**RULE 1.1 – GENERAL**

- 1.1.1 The Rules and Regulations have been developed to provide guidance in the application of the Constitution and to provide guidance for the effective administration of the Association and its business.

**RULE 1.2 – AUDITOR’S RIGHTS OF ACCESS & ADMINISTRATIVE PROCEDURES**

- 1.2.1 The Auditor shall have the right of access at all reasonable times to all books, records, documents, accounts and vouchers of the Association. The Auditor shall examine the books and records of the Association, including the Bylaws, minutes and budgets.
- 1.2.2 The Auditor shall be entitled to require from the CAO and Officers of the Association, such information and explanations as may be necessary to enable the Auditor to make a proper and complete report.
- 1.2.3 The Auditor shall submit his Report to the President, Treasurer and CAO, in writing, seventy-five (75) calendar days after the close of the fiscal year, for the approval of the members at the Annual Meeting, with such recommendations as in the Auditor’s opinion shall better safeguard the assets of the Association.

**RULE 1.3 – COMMITTEE ADMINISTRATIVE PROCEDURES**

- 1.3.1 Vacancies on Committees shall be filled by the President from among the Active Members.
- 1.3.2 The CAO shall provide administrative support to such committees as required.
- 1.3.3 All Committees, excluding sub-committees, and Sections shall prepare and submit, in writing, their Annual Report to the Executive Committee through the CAO at least sixty (60) calendar days prior to the Annual Meeting, unless otherwise provided.
- 1.3.4 The Chairman and the members of the Committees may not authorize expenditures of funds of the Association, unless specifically authorized by the President.
- 1.3.5 Committees shall take all necessary steps for the efficient execution of their Committee work, but they may take no action which is binding upon the Association without the approval of the Board, or of the Active Members eligible to vote at a business session of the Annual Meeting.
- 1.3.6 The Chairman of each Committee, excluding sub-committees, shall present a Report, on the activities of their committee at the Annual Meeting.

**RULE 1.4 – NOMINATIONS COMMITTEE**

- 1.4.1 The Nominations Committee shall:
- a. ensure that there is a minimum of one (1) candidate for each elected office as defined in Article 1.13;

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- b. ascertain that the candidates named are prepared and willing to carry out the duties of the proposed office;
- c. advise the President, forty-five (45) calendar days prior to the Annual Meeting that nominees are prepared and willing to stand for election at the Annual Meeting;
- d. during the first business session the day after the opening of the Annual Meeting they shall present their report and accept nominations from the Active Members eligible to vote. If necessary, they will prepare ballots for an election.
- e. when necessary and required, be responsible for the conduct and holding of elections during the second business day after the opening of the Annual Meeting.

**RULE 1.5 – RESOLUTIONS COMMITTEE**

1.5.1 The Resolutions Committee shall:

- a. consider and study all the resolutions submitted by the members of the Association;
- b. be empowered to draft composite resolutions where more than one (1) resolution deals with the same subject;
- c. be empowered to amend any resolution so to make same more presentable, without changing its intent;
- d. hear any representation from delegates who may wish to discuss a resolution;
- e. make all resolutions available to the delegates on the day preceding the day on which they are presented to the delegates for decision; and
- f. present and submit, with their recommendations, all resolutions to the Annual Meeting during the third business day after the opening of the Annual Meeting.
- g. notwithstanding their recommendation, all resolutions will be presented to the Annual Meeting in the affirmative.

**RULE 1.6 – ELIGIBILITY FOR ELECTED OFFICE**

1.6.1 Subject to compliance with the provisions as to nomination, any Active Member in good standing is eligible to stand for election to one of the Elected Offices.

**RULE 1.7 – PROCEDURES GOVERNING ELECTIONS**

1.7.1 The following procedures apply to the conducting of elections:

- a. The Nominations Committee shall be responsible for conducting the elections, if required;
- b. The Nominating Committee shall prepare, distribute, collect and count the ballots in a manner which they shall determine.
- c. there shall be no voting by proxy;

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- d. no member who is absent from the Annual Meeting shall be eligible to stand for election, unless the member has indicated, in writing, their intention to stand for election if nominated;
- e. all candidates have the right to request and designate a member of the Association as an observer at the polls and the counting of the ballots;
- f. the Chairman of the Nominations Committee shall preside over the elections and shall vote only to break a tie;
- g. once ballots have been counted and election of Officers has been confirmed, the Chairman of the Nominations Committee shall ask for a motion that the ballots be destroyed;
- h. the installation of Officers shall take place immediately following the election of the Officers and shall be effective immediately after the Annual Meeting of the Association.

**RULE 1.8 – RULES OF ORDER – MEETINGS**

- 1.8.1 The Presiding Officer shall preserve and conduct impartially the business in Annual Meetings, taking no part in debates while presiding, and shall decide all points of order and procedure, subject to an appeal to the Annual Meeting assembled by any Active Member of the Association eligible to vote.
- 1.8.2 A two-thirds (2/3) vote of Active Members present, eligible to vote and voting shall be necessary to reverse a decision of the Presiding Officer.
- 1.8.3 Every member when they speak or offer a motion, shall rise in their place, respectfully address the Presiding Officer and give their name and department or organization they represent; and when finished they shall take their seat. No member shall speak twice on any question, except to answer a question asked of them, or until every other member has had an opportunity to speak to the question under discussion.
- 1.8.4 When speaking, members shall confine themselves to the question under discussion and shall avoid all personalities or undignified language; and all motions shall be placed in writing if so requested.
- 1.8.5 When two (2) or more members rise to speak, the Presiding Officer shall decide which one of them is entitled to the privilege of the floor.
- 1.8.6 A member called to order shall at once take their seat until the point of order in question has been decided, following which decision they shall again be entitled to the floor.
- 1.8.7 An amendment to an amendment shall be in order but further amendments shall not be entertained until the amendment to the amendment is decided.
- 1.8.8 A motion to close debate shall always be in order, except when a member is in possession of the floor, and must be put without debate. The motion, if supported by a majority vote of the Active Members present, eligible to vote and voting, shall be declared carried and no further discussion or amendment shall be in order until the main motion, or amendment as the case may be, has been decided.
- 1.8.9 A motion to adjourn shall always be in order except when a member is in possession of the floor or when it has been decided by a previous motion or rule

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that a vote be taken at a specific time. A motion to adjourn is not debatable, but a motion to adjourn to a given time is debatable.

- 1.8.10 Consideration of amendments to the Constitution shall be during the Resolutions Committee Report.
- 1.8.11 Any question coming before the Annual Meeting for which no provision has been made in the Constitution shall be decided according to Robert's Rules of Order.

**RULE 1.9 – PROCEDURES GOVERNING RESOLUTIONS**

- 1.9.1 The procedure for processing the resolutions received from the members, shall be as follows:
- a. all resolutions to be considered at the Annual Meeting must be submitted to the CAO at least thirty (30) days prior to the Annual Meeting;
  - b. all resolutions received by the CAO shall be forwarded by him/her to the members of the Resolutions Committee as they are received;
  - c. copies of all resolutions shall be provided to delegates at least one (1) full day prior to presentation to the delegates meeting in session;
  - d. late resolutions may properly be considered if they are received prior to the opening of the Annual Meeting and are accepted by a vote of 2/3 of the Active Members present, eligible to vote and voting;
  - e. only resolutions considered by the President as "Emergency Resolutions" shall be accepted by the Resolutions Committee after the opening of the Annual Meeting;
  - f. the sponsor of any resolution that is changed or recommended non-concurrence by the Resolutions Committee shall have the privilege of stating their case on the floor;
  - g. all resolutions adopted by the Annual Meeting shall be acted upon by the Board or by the Executive Committee as soon as is reasonably practicable after the conclusion of the Annual Meeting; and
  - h. all members shall be advised by the CAO of the results of each resolution adopted by the Annual Meeting.

**RULE 1.10 – OATH OF OFFICERS AND DIRECTORS**

- 1.10.1 Each elected Officer and appointed Director will undertake and pledge as follows, at the time of his induction into office:

"I HEREBY PLEDGE MY HONOUR TO PERFORM THE DUTIES OF MY OFFICE AS PRESCRIBED BY THE CONSTITUTION OF THE ASSOCIATION; TO STRIVE TO REDUCE THE LOSS OF LIFE AND PROPERTY FROM FIRE AND TO ADVANCE THE SCIENCE AND TECHNOLOGY OF THE FIRE SERVICE IN CANADA; AND TO BEAR TRUE ALLEGIANCE TO THE CANADIAN ASSOCIATION OF FIRE CHIEFS.

I WILL DELIVER TO MY SUCCESSOR IN OFFICE ALL BOOKS, PAPERS AND OTHER PROPERTY OF THE ASSOCIATION THAT MAY BE IN MY POSSESSION AT THE CLOSE OF MY OFFICIAL TERM.

ALL OF WHICH I SOLEMNLY PROMISE WITH THE FULL KNOWLEDGE THAT IF I VIOLATE THIS PLEDGE IS TO STAMP ME A PERSON DEVOID OF PRINCIPLE AND DESTITUTE OF HONOUR.”

**RULE 1.11 – FIDELITY BOND**

- 1.11.1 The Association shall secure a bond of fidelity or an insurance indemnity up to an amount determined by the board in the names of the following:
- a. President;
  - b. CAO;
  - c. Administration and Account Director; and
  - d. Any other such person as the Executive Committee may designate.
  - e. Board of Directors

**RULE 1.12 – PROCEDURE FOR SPECIAL RECOGNITION AWARDS**

- 1.12.1 The procedures for recognizing special service to the Association through the awarding of special recognition by means of a Certificate of Appreciation, Honorary Senior Officer Rank, etc., shall be as follows:
- a. Active Members and persons who served as Active Members for a period of time that would qualify them to apply for Life Membership are excluded;
  - b. nominations may be made to the Executive Committee by members of the Board or by Active Members;
  - c. the Executive Committee shall consider the nominated person or organization and shall by majority vote decide on the special recognition; and
  - d. presentation of the special recognition to recipients, in whatever form is decided, shall be made during the Annual Meeting or as otherwise determined by the Board.