

# Mohave County Fire Officers Association

---

## Bylaws

**Revised:**  
**10-24-19**  
**Adopted:**  
**1971**

# Mohave County Fire Officers Association

---

## ***Bylaws***

### **Article I - GENERAL**

#### Section 1.1 Names

The name of the organization shall be the Mohave County Fire Officers Association.

#### Section 1.2 Mission

The Mohave County Fire Officers Association (MCFOA) serves fire departments, other public safety entities, and affiliate organizations in Mohave County in order to foster mutual-aid response, training, communication and to provide a common Mohave County public safety voice at the local, state, and federal levels of government.

#### Section 1.3 Membership

Members may not formally represent MCFOA on matters unless it has been previously brought to the body and approved by a majority decision of voting members present at an appropriately noticed meeting.

#### Voting Members

- A. Career Fire Departments within Mohave County and Tri-State area.
  - a. Chiefs of all ranks
  - b. Company officers
  
- B. Volunteer Fire Departments within Mohave County and Tri-State area.
  - a. Chiefs of all ranks
  - b. Company officers
  
- C. Designated fire and public safety agencies and organizations at the local, county, state and federal levels of government as decided by the body of the whole.

It is the responsibility of each member to fulfill the mission of the organization. Each member organization will have one vote on issues brought before the body. To be eligible to vote, the person voting must be the designated representative or proxy and the member's organization must be current with their dues.

Individuals or entities seeking to become members shall be sponsored by an existing voting member in good standing. Prior to a vote being cast, the entity seeking to become a member needs to be identified as a voting member or an associate member. Once this determination has been made, a vote shall be made by authorized voting members for approval. The vote must be a majority vote of members present.

# Mohave County Fire Officers Association

---

## ***Bylaws***

### Non-Voting

#### D. Associate Members

### Section 1.4 Dues/Membership Fees

Annual membership fees for Voting Members are \$250.00 for Career Fire Departments, \$150.00 for Volunteer Fire Departments, and \$150.00 for Governmental Agencies.

Annual membership fees for Non-Voting Members are \$200.00. These members are considered Associate Members.

Fees are due and payable August 1<sup>st</sup> of each calendar year. Dues may be waived if approved by the membership.

### Section 1.5 Meetings

#### Regular Meetings:

Regular meetings of the organization will be held on the fourth Thursday of the month at a predetermined host department at 1200 hours. The meeting shall be scheduled one week early in November to accommodate the Thanksgiving holiday. There shall be no regular meeting scheduled in December.

#### Executive Session Meetings:

At the end of every Regular Meeting, an Executive Session will be agenzized for discussion and possible votes among one voting member from each organization. If there are no items for the Executive Session, the session will not be conducted. However, during the Regular Meeting, any voting member of the organization may request any item on the agenda be placed under the category of executive session. No vote is required to make this request. Only the senior ranking voting member of each organization will attend the executive session.

A special or emergency meeting may be called by the Executive Board to insure timely action and effectiveness of the organization.

### Section 1.6 Codes of Ethics

The members of the Mohave County Fire Officers Association shall hold themselves and each other to a high standard of ethical conduct. Members will adhere to the following:

- Always be truthful and honest.
- Maintain public trust and use all resources effectively and judiciously.
- Regard shared information for the public good and not for personal gain.
- Hold each other in high regard, even in disagreement, for the purpose of fulfilling our mission.

# Mohave County Fire Officers Association

---

## ***Bylaws***

- Refrain from conflicts of interest in our positions of public trust.
- Ensure that the decisions made in the organization are in the best interest of those that we serve.

### **Article II - OFFICERS**

#### Section 2.1 Officer Positions

The Officers of the Mohave County Fire Officers Association shall include:

- President
- Vice-President
- Secretary/Treasurer

The elected officers are collectively called the Executive Board. Officers shall be an employee of a fire department within Mohave County and assigned at the rank of Company Officer or higher.

#### Section 2.2 Elections and Terms of Office

Nominations for office shall be requested and/or accepted during the October regular meeting. Ballots will then be distributed to all eligible voting agencies. Ballots must be returned to the Secretary prior to the November meeting. Election results shall be posted and approved at the November meeting. The terms of office shall be two years for the president, vice-president, and secretary/treasurer. A maximum of one term may be served in each office as president and vice-president. There is no limit on the amount of terms the secretary/treasurer may serve as long as he/she is voted in during the election process. The voting shall take place in November of each odd year.

When the president vacates the office after the term of service has been completed, the vice-president moves up and fills the role of president for the allowable term. A new vice-president is nominated and voted on.

Each member entity has one vote. Eligibility to vote is dependent upon current membership. A majority vote of members present during an appropriately noticed meeting shall carry the vote.

#### Section 2.3 Appointments

The President may establish committees and make appointments within and outside of the organization as seen fit to further the organization's mission.

Controversial appointments shall be brought to the floor for a majority vote.

# Mohave County Fire Officers Association

---

## ***Bylaws***

### Section 2.4 Filling Officer Vacancies

If an elected office is vacated before the term has expired, the position will be filled at the next regularly scheduled meeting of the organization by nomination and majority vote of entities present.

## **Article III - DUTIES OF THE OFFICERS**

### Section 3.1 President

It shall be the duty of the President to preside over all meetings of the organization. The President shall represent the organization at meetings and functions at the local, state and federal level to fulfill the mission of the organization. The President may appoint members to a project or standing committees.

### Section 3.2 Vice-President

In the absence of the President, the Vice President shall perform the duties of the President. Upon a vacancy in the President's position before term expiration, the Vice-President will immediately assume the duties of President until the next regularly scheduled meeting.

### Section 3.3 Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to assure that a complete record of meetings and actions be recorded and the minutes are distributed to the members within 10 business days following any meeting.

Reports filed by assigned committees shall be collected and maintained. Billing for and collection of annual membership dues shall be collected, documented and maintained. The Secretary/Treasurer shall change and maintain signature authority of financial accounts of the organization and shall maintain an accounting of the organizations monies and report on such at the monthly meetings. Upon completion of term of office or resignation shall deliver to their successor or the President all monies, books, statements and documents in any way related to the organizations business.

### Section 3.4 Financial Expenditures

The Treasurer, under the direction of the Executive Board, may sign all receipts, vouchers and checks of the Association and accept drafts and shall make such payments up to \$250 on behalf of the Association. Any expenditure greater than \$250, shall only be done with permission of a majority vote of member entities present at a regularly scheduled meeting.

# Mohave County Fire Officers Association

---

## ***Bylaws***

The President may authorize the use of an electronic or telephonic vote to expend funds in emergency circumstances. A  $\frac{3}{4}$  majority of member organizations shall be required under these circumstances to approve.

### Section 3.5 Review of By-Laws

The by-laws shall be reviewed annually by the Board of Directors when they take office.

## **Article IV – AMENDMENTS**

### Section 4.1 Amendments to By-Laws

These by-laws may be amended by a vote of two thirds ( $\frac{2}{3}$ ) of the membership entities in good standing present at any membership meeting, provided that written notice of the proposed amendments shall have been hand delivered, mailed, or electronically forwarded to the last known address of each member entity in good standing at least fourteen (14) days prior to the date of such meeting.