***Pierce County Life Safety Association***

**BYLAWS**

June 2012

Pierce County Life Safety Association is comprised of representatives of fire and emergency services and is a standing Division of the Pierce County Fire Chiefs Association.

***Mission Statement***

"To provide cooperation, leadership, resources and partnering to all agencies facilitating fire and life safety within Pierce County. "

**Article I: Objectives**

1. Plan, coordinate, prioritize and expedite fire prevention and life safety training, public education, fire investigation, code development, inspection codes/enforcement and emergency preparedness in Pierce County.

2. Provide representation to local, regional, state and national level fire prevention committees and organizations.

3. Assist the development and promote the uniform application of fire and life safety codes throughout the county.

4. Promote and assist in cooperative sharing of fire prevention resources and equipment.

5. Sponsor and present fire and injury prevention training programs in the county.

**Article II: Members**

The Association shall have Active Members, designated as follows:

***Active members***

The Chief or their designee of the fire departments, fire protection districts and fire marshal offices within Pierce County and other agencies

Representatives of law enforcement, emergency management divisions, code authorities, enforcement, or injury prevention entities which interact with fire investigation and fire code/injury prevention authorities within the county. Active members also include those from Puget Sound Clean Air Agency and the Department of Natural Resources.

**Article III: Rights of Members**

The qualifications and rights of members of each class shall be as follows:

***Members***;

One vote for each entity represented in the Association.

Active members can vote and are eligible to hold office.

**Article IV: Executive Board**

The Executive Board shall consist of the officers elect.

**Article V: Officers**

The officers of the Executive Board shall be:

Chairperson

Vice Chairperson

Secretary

Who shall be elected by and from the members of the Association and shall be elected at the January meeting for the following terms (initial term only):

|  |  |
| --- | --- |
| Chair | 2 year |
| Vice Chair | 1 year |
| Secretary | 2 year |

Following the initial terms, all offices will be elected for a two year period.

Officers will be considered Active Members and are eligible to vote and hold office.

**Article VI: Duties of Officers**

**Section I. *Chairperson***

The Chair of the Association shall:

* Preside over all meetings of the Association or Executive Board.
* Appoint committees and representatives as necessary.
* Perform duties and functions of the Association as the official Association representative.
* Represent the Association at meetings as needed, to include but not limited to;
  + Pierce County Fire Chiefs Association meetings
  + Region # 4 Life Safety or Training
  + Region # 4 Fire Investigation

(The chair may appoint a designee to represent them at different times as needed)

**Section II. *Vice Chairperson***

Perform the duties of the chair in the absence of that officer.

Other duties as directed by the Chairperson.

**Section III. *Secretary***

Record and maintain the minutes of the meetings of the Association and Executive Board.

**Article VII: Vacancies in Office**

**Section I.** *Chairperson*

A vacancy in the office of Chairperson shall be filled by the Vice Chair.

**Section II.** *Other Officers*

A vacancy in any office other than Chairperson shall be filled by special election at the next regular meeting of the Executive Board. Notice must be sent to the active members a minimum of thirty (30) days prior to such selection.

The special election shall be for the unexpired term.

**Article VIII: Executive Board of Directors**

**Section I**. *Powers and Duties*

The Executive Board shall carry on the business of the Association when the membership is not in meeting as prescribed by the parameters of the published and accepted budget.

**Article IX: Meetings of the Association**

**Section I.** *Regular Meetings*

The regular meetings of the Association shall be held once per quarter on the fourth (4th) Wednesday of every meeting month at 10:00 a.m.

**Section II.** *Special Meetings*

A special meeting of the Association may be called by the Chair or by four (4) active members of the Association.

**Section III.** *Notice of Meetings*

Notice of any meeting of the Association shall be provided at least fourteen (14) days prior to that meeting; provided that a special meeting for an emergency situation may be called with twenty four (24) hours notice. Notification will normally occur by e-mail.

**Section IV:** *Quorum*

A quorum of the Association shall be at least one member present plus one executive board member in attendance.

**Article X: Fiscal Year**

The fiscal year of the Association shall be the same as the Chief’s Association (January through December).

**Article XI: Rules of Order**

Robert's Rules of Order shall govern the conduct of all meetings of the Association and the Executive Board.

**Article XII: Amendment of Bylaws**

**Section I.** *Proposal for Amendment*

Proposals for the amendment of the Bylaws may be made by the Executive Board or by the petition of a quorum.

Proposals shall be submitted in writing and shall be specific as to the amendment sought.

**Section II.** *Notice*

Proposals for amendment to the Bylaws shall be sent to all active members of the Association at least sixty (60) days prior to the meeting at which the proposals are to be considered.

**Section III.** *Approval*

A proposed amendment to the Bylaws of the Association shall require the approval of two-thirds of the members present and voting at the meeting.

**Article XIII: Region 4 Representatives**

If regional representation is ever asked for fire investigation or fire life safety committees. The board shall forward a recommendation to the Pierce County Fire Chiefs Association for approval. A letter expressing confirmation shall be sent to the Chairperson of the requesting board or council by the Pierce County Fire Chiefs Association within 30 days upon receipt of such letter.

The undersigned, Chair, Vice Chair, and Secretary of the Pierce County Life Safety Association (PCLSA) and the President of the Pierce County Fire Chiefs Association (PCFCA) certify that the above and foregoing bylaws of said Association were adopted by the directors as the Bylaws of Pierce County Life Safety Association and that the same do now constitute the Bylaws of this Association.

Dated this \_\_\_\_\_\_\_ day of June 2012.

Attest:

John McDonald, President, PCFCA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name), Chair, PCLSA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name), Vice Chair, PCLSA

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(Name), Secretary, PCLSA