



SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS

POLICY 2010 – 12/07 REV. I - 2017/02 RESOLUTIONS

1.0 PURPOSE

As authorized by Section I, Subsection 10 of the SEAFCA By-Laws, the Association may adopt resolutions. This policy establishes the procedure and process for submissions and adoption of resolutions.

2.0 OBJECTIVE

Observance of this policy will promote timely submission of resolutions for consideration and provide a consistent process for the development and adoption of resolutions.

3.0 RESOLUTION PROCESS

- 3.1** Any member of the association in good standing may submit a resolution for consideration.
- 3.2** All resolutions for consideration shall be submitted to the Executive Director at least 45 days prior to the SEAFCA Annual Conference.
- 3.3** The Executive Director shall verify the membership of the person submitting a resolution for consideration.
- 3.4** The submitted resolution will be forwarded to the Chair of the Resolutions Committee by the Executive Director.
- 3.5** Either through a meeting or conference call, the Chair of the Resolutions Committee shall discuss with the Resolutions Committee the submitted resolution in order to formally prepare the resolution for presentation to the Board of Directors.

- 3.6** The Board of Directors will review all resolutions under consideration during the Board Meeting held prior to the annual conference and vote to support or not support each resolution.
- 3.7** The Chair of the Resolutions Committee will present to the membership in attendance at the annual conference each resolution to be considered, along with the Board's recommendation of adoption or non-adoption. A vote of the eligible voting members will be taken on each resolution. Adoption of a resolution shall require a majority vote of the members properly assembled.
- 3.8** During the presentation, the resolution under consideration may be amended or withdrawn in accordance with Robert's Rules of Order.
- 3.9** The President, Executive Committee or Board of Directors may direct the Chair of the Resolutions Committee to prepare a resolution at any time prior to the annual conference and in so doing Sections 3.2, 3.3, and 3.4 will not apply.
- 3.10** A resolution acknowledging vendor support, speaker presentation, host department or city, or acknowledgement of an invited guest or visitor may be adopted if the resolution is submitted to the Chair of the Resolutions Committee or his/her designee prior to the close of the business meeting at the annual conference.

4.0 ADOPTED RESOLUTIONS

- 4.1** Resolutions adopted by majority vote at the SEAFCA Annual Conference shall remain valid for a period not to exceed three years after the date of adoption.
- 4.2** A copy of each resolution shall be retained for historical purposes by the Executive Director and by the Chair of the Resolutions Committee.
- 4.3** Adopted resolutions shall be forwarded by the Executive Director to the appropriate organization, agency or individual.

Adopted by the Board of Directors on this 7th day of December, 2010

Amended and Adopted by the Board of Directors on this 7th day of February , 2017

Lisa Moatts
Executive Director

Wallace Possich
Constitution & By-Laws Committee
Chairman