

# Florida Fire Investigators Association

A Section of the  
*Florida Fire Marshals and Inspectors Association*

## **Florida Fire Investigators Association Section Guidelines**

### **Article I – PURPOSE**

**Section 1.0 Purpose:** The purpose of the Florida Fire Investigators Association (FFIA) is to provide a support system for individuals serving as Fire and Arson Investigators. This will consist of, but not be limited to, education, training, and networking.

### **Article II – IDENTIFICATION OF MEMBERS**

**Section 2.0 Membership:** Membership to the FFIA shall meet the membership criteria of the parent organization, the Florida Fire Marshals and Inspectors Association (FFMIA). Members of the FFIA will also hold the same membership level with FFMIA. Active members are eligible to vote and hold office within both Associations.

### **Article III – OFFICERS & BOARD MEMBERS AND DUTIES:**

**Section 3.0 Members:** The officers of the FFIA will consist of a Chair, Vice Chair, Secretary, Immediate Past Chair and Statewide Director. The period of office for each position shall be two years.

**Section 3.1 Chair:** The duties of the Chair shall include, but not be limited to, presiding over the meetings with a working knowledge of parliamentary law and procedure. The Chair shall maintain a recent copy of the meeting minutes, membership list, and committee reports. The Chair shall have these available at all meetings. The Chair or designee will represent the FFIA at events, meetings, and conferences. The Chair shall also represent the Association on the Florida Fire Marshals and Inspectors Association Executive Board once the membership criterion is met.

**Section 3.2 Vice-Chair.** The duties of the Vice-Chair shall include, but not be limited to, serving as designee in the absence of the Chair and be responsible for the establishment and oversight of the Awards Committee and Seminar Scholarship Program. The Vice-Chair shall perform any duties assigned by the Chair on behalf of the Association.

**Section 3.3 Secretary:** The duties of the Secretary shall include, but not limited to, have charge of the books, documents, and papers to maintain correspondence with the membership at large and with outside agencies. The Secretary will take the minutes of all board meetings and the Annual Business meeting. Minutes will be submitted to the webmaster for posting in a timely manner. The Vice-Chair shall perform any duties assigned by the Chair on behalf of the Association.

**Section 3.4 Statewide Director:** shall be responsible for establishing a point of contact in each of the 6 FFMIA regions and develop a plan to the development of Region Directors positions. The Statewide Director will also be responsible for developing point of contact with the other allied fire investigation and law enforcement groups throughout the state.

**Section 3.5 Multiple Offices:** At any one time, no individual shall hold more than one office within this Association.

**Section 3.6 Appointment to Vacant Offices:** Vacancies on the Executive Board shall be filled for the unexpired term by recommendation of the Chair and a simple majority vote of the Executive Board. The position may be filled through the remainder of the term.

#### **Article IV - EXECUTIVE BOARD OF DIRECTORS**

**Section 4.0 Responsibilities:** The business of this Association shall be managed by the Executive Board of Directors. The Executive Board shall establish agendas for the Business Meetings. Determine, with input from the membership, the direction of the Association and its activities. The authority of the Executive Board will include executive actions on behalf of the membership to conduct business and institute policies in emergency situations.

**Section 4.1 Membership:** The Executive Board shall consist of the following five members: Chair, Vice-Chair, Secretary, Immediate Past-Chair and Statewide Director. Liaisons from the Florida Fire Marshals and Inspectors Association and other organizations sharing common interest may be appointed to Executive Board as non-voting members. All members of the Board of Directors shall be residents of the State of Florida and citizens of the United States. No officer or Task Force Chair, for reason of his office, shall be entitled to receive a salary or compensation.

**Section 4.2 Voting and Quorum:** Each member of the Executive Board, with the exception of the appointed Liaisons shall hold voting rights. A quorum shall consist of 3 Executive Board members.

**Section 4.6 Meetings:** The Executive Board may meet as often as determined by the Chair in order to conduct business of the Association. The Executive Board shall meet in advance of the annual business meetings to develop an agenda. Minutes of the meetings shall be maintained and provided to the general membership.

**Section 4.7 Board Member Attendance at Meetings:** The Executive Board Members shall attend a minimum of two Executive Board meetings per year. Executive Board officers elected by the membership or appointed by the Chair may be removed from office by a two-thirds (2/3) vote of either the active membership or the Board.

#### **ARTICLE V - NOMINATIONS AND ELECTIONS:**

**Section 5.0 Nominations & Elections:** All Board Members shall be Active Members of the Association as of July 1 preceding the Annual Meeting. For all contested elections, the Chair shall appoint an Election Task Force will be chaired by the Association's Immediate Past-Chair. The Election Task Force will oversee and report on elections. The Election Committee members shall not consist of any current Board member or any member running for a Board position. A slate of Officers shall be the product of the Nominations and Elections Task Force. The remainder of the Task Force will be made up of a minimum of two active members designated by the Immediate Past-Chair.

**Section 5.1 Duties and Responsibilities:** It shall be the duty of the Nominations and Elections Task Force Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least one nominee for each office and the date, time, and location for elections. Only active members whom are present and whose dues are current may vote.

**Section 5.2 Installation of Officers:** The installation of new Executive Board officers will be held during the banquet at the Annual Florida Arson Seminar each election year.

#### **ARTICLE VI - TASK FORCES:**

**Section 6.0 Authority:** The Association Chair, with the approval of the Board, may from time to time create or dissolve task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of task force members.

**Section 6.1 Identification:** The Association will consist of Task Forces. Each Task Force shall have a Chair.

**Section 6.2 Task Forces:** The Association may have, but be limited to, the following Task Forces:

- Membership and Marketing
- Training
- Elections
- Awards

#### **ARTICLE VII – BUSINESS MEETING:**

**Section 7.0 Meetings:** The Annual General Membership Meeting of the Association shall be held at the Annual Florida Arson Seminar. Other meetings of the association shall be held as often as the Executive Board deems necessary. Notice of all meeting will be posted on the Association website at least 30 days prior to the meeting.

**Section 7.1 Order of Business:** The transaction of association business shall be according to Robert's Rules of Order.

**Section 7.2 Voting:** Only those individuals listed as members of the FFIA whose dues are current and in good standing will be permitted to vote. No proxy voting, written or otherwise, shall be allowed or accepted at any meeting of the Association.

**Section 7.3 Quorum:** A quorum shall consist of ten voting members of the association.

**ARTICLE VIII – FISCAL YEAR:**

**Section 8.0 Fiscal Year:** The fiscal year of the Association will coincide with the fiscal year of the Florida Fire Marshals and Inspectors Association, which is currently, October 1<sup>st</sup> – September 30<sup>th</sup>.

**ARTICLE IX – AMENDMENTS:**

**Section 9.0 Modification:** Any Article or Section of these Guidelines may be amended, repealed, or added to by a vote of a simple majority of the members present.

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## Florida Fire Investigators Association Section Management Policies

### **NEW EXECUTIVE BOARD MEMBERS:**

Newly elected Executive Board Members are expected to read and familiarize themselves with the FFIA Guidelines and Management Policies and the Florida Fire Marshals and Inspectors Association By-Laws and Policies.

### **MEMBERSHIP:**

Membership is individual. A member of FFIA is also a member of the Florida Fire Marshals and Inspectors Association.

### **TRAVEL:**

Travel on official FFIA business, scheduled meetings or those authorized by the Association Chair are eligible for reimbursement. Expenses shall be paid according to the FFMIA Travel Expense Policy. Expense Reports shall be submitted to the Chair for approval before being submitted to FFMIA for payment.

### **TASK FORCES:**

The Association may consist of, but not limited to the following Task Forces:

- **Membership and Marketing:** It shall be the responsibility of the Membership and Marketing Task Force to market the association, recruit new members and the retention of existing member of the Association. The Task Force, along with the assistance of the Secretary, will develop and maintain a current list of Association members.
- **Training:** It shall be the responsibility of the Training Task Force for the developing and coordinating all training activities for the Association. This shall include the Annual

Florida Arson Seminar and any other workshops, seminars and self-directed learning programs sponsored by the Association.

- **Nomination and Elections:** It shall be the responsibility of the Nominations and Elections Task Force Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least one nominee for each office and the date, time, and location for elections. Only active members whom are present and whose dues are current may vote.
- **Awards:** It shall be the responsibility of the Selecting the FFMIA Fire Investigator of the Year award. Task Force shall follow the criteria established in the awards section of this policy.

### **CONFERENCES:**

Each year the Association shall hold an annual conference to be entitled; Florida Arson Seminar. The Executive Board and the FFMIA Executive Director shall determine the date and location of the Annual Conference. The Host Committee shall follow the FFMIA Guidelines for hosting conferences.

### **AWARDS:**

**Fire Investigator of the Year Award:** This award is provided annually to the Association member who has made significant and valuable contributions to the Association and who has demonstrated excellence as a Fire or Arson Investigation. The award shall consist of an engraved plaque.

Any Association member in good standing may be nominated for this award by his or her Department Chief or any member of the FFIA or Florida Fire Marshals and Inspectors Association. The Vice Chair shall solicit nominations in a timely manner. Nominations, which provide rationale for the selection, must be in writing and be presented to the Vice-Chair prior to the announced deadline.

The Awards Task Force shall consist of Association Vice-Chair, the Immediate Past Award Recipient, and two members from the Association shall serve as the review committee for this award.

The Awards shall be presented during the banquet at the Annual Florida Arson Seminar.