



## KENTUCKY ASSOCIATION OF FIRE CHIEFS

### CONSTITUTION – 2025 Version

#### PREAMBLE



We, the members of the Kentucky Association of Fire Chiefs, recognizing our responsibility to the community we serve, and our obligations to society in general, and with the knowledge that our profession requires the highest ideals and rule of conduct, hereby, adopt the following code of ethics for fire department executives and commend them to all persons in the firefighting profession for their guidance:

1. We will neither solicit nor accept any gift, privilege, favor, or advantage from any person, which will place us under obligation to overlook any violation of the law or will violate the ethics of our profession.
2. Having efficient fire administration as our objective, we will recognize the need for professionalism on the part of fire department executives and subordinates. We pledge ourselves to advance the science of firefighting through training courses and other methods adequate to meet the minimum requirements of our profession.
3. We will be fair with subordinates, showing only that favor, which has been honestly earned by meritorious service to the public; and demanding that all fire department personnel perform their duties and enforce the laws.
4. Recognizing the mutual dependence of all firefighting forces and other public agencies, we pledge our cooperation to all officials and agencies interested in the promotion of safety and the improvement of the general public welfare. We will not allow envy, jealousy, or any other motive to interfere with such cooperation.
5. We recognize our responsibility to the news media of Kentucky as a medium through which the public is served. We pledge to deal with the news media honestly and to keep them informed regarding fire department activities. We shall seek its support in the promotion of fire department endeavors and its condemnation of any act or policy detrimental to the best interest of society.
6. **CORE VALUES**
  - **Dedication** (To mission, fire service advancement)
  - **Integrity** (doing right morally, legally; honesty)
  - **Accountability** (to membership, cities, boards/jurisdictions)
  - **Cooperation** (with fire service partners, public and private; within membership)
  - **Respect** (job done right; adherence to duty)

**ARTICLE I  
NAME AND PURPOSE**

**Section 1.**

The name of this body will be the “Kentucky Association of Fire Chiefs”.

**Section 2.**

The purpose for which this Association is organized is; to secure a closer official relationship among fire and fire based EMS service officials throughout the Commonwealth of Kentucky; to secure unity of action in fire departments matters; to evaluate the standard of fire departments in the fire and EMS profession; to generally encourage advancement and the perfection of a uniform fire and EMS system within the Commonwealth of Kentucky; to advance along all lines pertaining to the prevention and detection of fires; to further educate and understand the emergency medical service needs; and to encourage membership and affiliation of members of this body with the Southeastern Division of the International Association of Fire Chiefs.

**Section 3.**

**MISSION STATEMENT**

Our Mission shall be to advance the profession of fire and emergency services through proactive leadership, education, and advocacy.

**Section 4.**

**VISION STATEMENT**

Our Vision shall be to promote and support excellence. Our existence will help members maintain and develop their management and leadership skills.

**ARTICLE II  
MEMBERSHIP**

**Section 1.**

The association membership shall be divided into five classes: Active, Associate, Corporate, Honorary Life and Retired Non-Active. All memberships are individual and not departmental. Membership will be activated upon the receipt of application and dues.

**Part A – Active**

Active members shall consist of Chief Officers of a regularly organized fire department in any municipality or county, private and government installations, paid or voluntary who provides fire and EMS services in the State of Kentucky Active membership shall carry one vote on matters requiring such.

## **Part B – Associate**

Associate members shall be those members from any government agency allied with the fire service such as the officers of the Kentucky Firefighters Association, State Fire Marshal's Office, and the Executive Director, Program Director, and Division Director of Kentucky Fire Rescue Training, Public Safety Directors and Emergency Services Directors. Those persons holding an associate membership shall not have a vote or hold an office. An application must be filled out annually to be as associate member, but no dues is collected.

## **Part C – Corporate Sponsorships**

Corporate Sponsorships shall be those persons specifically interested in the fire service and its advancement. They shall include, but not be limited to those persons involved in sales of fire apparatus, fire equipment, clothing, etc. Levels of Sponsorship, shall be developed by the Executive Director, and approved by the Executive Committee.

## **Part D – Honorary Life**

Honorary members shall be any active member of the Association as defined in Article II, Section I-A, who shall be honorably retired or honorably severed from active firefighting service and a member in good standing in this Association. This honor is automatically bestowed upon the member, who shall be exempt from the payment of dues and eligible to hold office and shall otherwise retain all the privileges of an active member.

## **Part E – Retired Non-Active**

A chief who retires from the fire service in the State of Kentucky, and has not been a member of the Association, shall be eligible for membership in the Association, with voting privileges for a one-time charge of \$25.00. This member shall be ineligible to hold office.

## **Section 2.**

### **Part A**

Any person who is desirous of becoming an Active, Associate, Sustaining, or Honorary Life member and Retired Non-Active of the Association shall file an application with the Executive Director, giving his/her name, position, residence, and department name or by using the current membership form.

### **Part B**

Upon receipt of any application, the Executive Director shall make the necessary inquiry as to his/~~or~~-her eligibility for membership. After such an investigative inquiry, any disputes shall be referred to the executive committee.

## **ARTICLE III OFFICERS**

### **Section 1.**

The officers of the Association shall be a Chief Officer elected from the active membership and or Honorary Life membership and shall consist of: President, First Vice-President, Second Vice-President, Ten (10) Division Board Members, one for each of the Kentucky Emergency Management Areas, Three (3) Section Board Members, with one (1) representing volunteer fire department chief officers, one (1) representing combination fire department chief officers, and one (1) representing paid fire department officers, Secretary, Treasurer, Kentucky State Director for SEAFCA, Chaplain, and Sergeant-at-Arms, all of whom, except for the Division Board Members, shall hold their respective offices for a period of two (2) years or until their successor shall be elected or qualified. However, officers shall not be precluded from being re-elected to serve successive terms of office. Division Board Members will serve two-year terms with the odd numbered divisions being elected in odd years, and the even numbered divisions being elected in even years.

Attendance requirement to retain office is 50% of the meetings per year, one of which is the Annual Conference. If attendance is not met, an officer may be asked to step down. An appeal may be submitted to the Executive Director for just cause. The Executive Committee will review the appeal and report its findings to the Board of Directors. The Board of Directors shall make the final decision by voting to uphold or deny the appeal.

### **Section 2.**

Officers shall be nominated via email using our email communication system. Notice for nominations will be sent to entire email list the first week of June. Nominations will be accepted for a period of three (3) weeks. Once all nominated officers are verified to meet Article III, Section 3, they will be added to the ballot for the office nominated. Qualified candidates may be nominated for only one office. Voting will be conducted using our email communication system. All qualified candidates will appear on ballot and sent to Active, Honorary Life and Retired Non-Active members for voting.

Voting will remain open for a period of two (2) weeks. Results will be verified, and membership will be notified of the results via email. The elected officers will take office at the first meeting after the election and be sworn in at the Annual Conference.

In the event of a tie vote, a revote to the tied nominees will be conducted as soon as possible after the tie has been determined. The vote will take place via email communication system and members will have three (3) days to vote for one of the candidates. This process will continue until a winner is chosen.

Any questions as to the results of the election will be directed to the Executive Director.

### **Section 3.**

At the time of their nomination, candidates for office in the Association shall be actively engaged in one of the positions set forth in Article II, Section 1, Part A or Article II, Section 1, Part E.

#### **Section 4.**

In the event a member vacates his/her position through retirement or otherwise while holding an elected office, the member may continue to hold said office until completion of the term. Any Honorary Life member in good standing is also eligible for elective office.

### **ARTICLE IV DUTIES OF THE EXECUTIVE OFFICERS**

#### **Section 1. PRESIDENT**

- A. Shall be the official representative and spokesperson for the Association.
- B. Shall serve as Chairman of the Executive Committee.
- C. Shall preside at meetings of the Association and the meetings of the Executive Committee.
- D. Shall appoint all committees not otherwise provided for in the Constitution and By-Laws.
- E. Shall approve as such officer all checks and papers executed by or on behalf of the Association requiring the signature of such officer, for amounts exceeding \$500.
- F. Shall receive and lay before the members in their meetings and at other such times being necessary, the reports of the Executive Committee, Officers and Committees and generally do and perform duties pertaining to his/her office as required of him by the Constitution and By-Laws.
- G. Shall be ex-officio with no vote, but the power to break a tie vote and a member of all committees.
- H. Shall approve all expense allowances for the Executive Committee, in attending meetings call to transact business of the Association.
- I. Shall be reimbursed for registration and hotel expenses to attend the annual Southeastern Association of Fire Chiefs Conference.
- J. Shall submit bi-annually to the SEAFCA, a letter of endorsement for the Kentucky State Director position. (Kentucky Director is elected in even years)

#### **Section 2. FIRST VICE-PRESIDENT**

- A. In the absence of the president or inability of the President to perform all duties of his office, the First Vice-President shall be directed to assume the duties of the President.
- B. Shall assist the President in every way possible to fulfill his/her duties.
- C. In case of death, resignation, or inability of the President to serve, the First Vice-President shall be directed to assume all the duties of the President.
- D. In addition to all other duties required by the President, the First Vice-President shall perform such duties as may be required of him at direction of the Executive Committee.

#### **Section 3. SECOND VICE-PRESIDENT**

- A. Shall assist the President and First Vice-President in conducting the business and policies of the Association.
- B. In absence or inability of the President and First Vice-President, the Second Vice-President shall immediately be directed to assume all the duties and responsibilities of the President.
- C. In case of death, resignation, or inability of the First Vice-President to serve the Second Vice-President shall be directed to assume all the duties of the First Vice-President.

- D. In addition to all other duties required by the President, the Second Vice-President shall perform such other duties as may be required of him at direction of the Executive Committee.

**Section 4. SECRETARY**

- A. Shall generally do and perform the duties, which usually pertain to this office, or may be directed of him by the Officers and Executive Committee.
- B. Shall attend meetings of the Association and keep full minutes of the proceedings and actions taken there at.
- C. Shall be ex-officio with power to vote and a member of all committees.
- D. Shall employ, with the consent of the Executive Committee, such assistance as deemed necessary to discharge the duties of this office.
- E. Meeting minutes shall be distributed to the executive committee via email for review two weeks prior to the next meeting.

**Section 5. TREASURER**

- A. Shall be guided by the Constitution and By-Laws of the Kentucky Association of Fire Chiefs in reporting and submitting data on membership and dues.
- B. Shall at each annual meeting submit to the Association a report of the financial condition of the Association. It shall be their duty to coordinate with the Executive Director on the collection of all monies, dues, and fees due the Association and shall keep active and correct records of all disbursements on behalf of the Association.
- C. Shall be and with the consent of the Executive Committee, select a chartered bank or banks in which the funds of the Association shall be deposited subject to such safeguards as the Executive Committee demand.
- D. Shall work with the Executive Director to maintain 501C-3 status and all other reporting requirements of the Association.
- E. Shall sign as such officer on proper warrants, such as checks, and papers executed on behalf of the Association as may be required by the Executive Committee.
- F. A debit card from the association account with the signatures of the Treasurer and Executive Director shall be maintained by the Treasurer.
- G. Shall be ex-officio with power to vote and a member of all committees.

**Section 6. DIVISION BOARD MEMBERS**

There will be one Division Board Member for each Kentucky Emergency Management Areas per the 10 regions as of 1/1/2025.

- A. Shall be an advocate for the members in their respective district.
- B. Shall gather information from their district and report to the membership at regular meetings and the annual meeting.
- C. Distribute information to members and non-members throughout their district.
- D. Actively recruit members from their district.
- E. To fill the newly created positions a one-time special election will be held in January 2026.
  - a. The current District Vice Presidents will fill the positions in their new district.
  - b. Notification will go out to the membership about the open positions electronically in November of 2025.

- c. Email nominations will be accepted for designated areas that have multiple representatives or are vacant, until December 31, 2025.
- d. Electronic elections will take place in January 2026, and position filled at the February meeting.
- e. The newly elected Division Board Member will take office once elected. They will serve a two - year term with the odd numbered divisions being elected in odd years beginning in 2027, and the even numbered divisions being elected in the even years beginning in 2028.

**Section 7. SECTION BOARD MEMBERS**

There will be three Section Board Members, with one representing volunteer fire department chief officers, one representing combination fire department chief officers, and one representing paid/career fire department officers.

- A. Shall be an advocate for the members in their respective district.
- B. Shall gather information from their section, and report to the membership at regular meetings and the annual meeting.
- C. Distribute information to members and non-members throughout their section.
- D. Actively recruit members from their section.
- E. To fill the newly created positions a one-time special election will be held in January 2026.
  - a. Notification will go out to the membership about the open positions electronically in November of 2025.
  - b. Email nominations will be accepted for the positions until December 31, 2025.
  - c. Electronic elections will take place in January 2026, and position filled at the February meeting.
  - d. The newly elected Section Board Member will take office once elected. They will serve a two - year term with volunteer and paid/career Section Board Members being elected in odd years beginning in 2027, and the combination department Section Board Member being elected in the even years beginning in 2028.

**Section 8. KENTUCKY STATE DIRECTOR OF SOUTHEASTERN ASSOC. OF FIRE CHIEFS**

- A. Shall be the official representative of the KAFC to the Southeastern Association of Fire Chiefs. (SEAFCh)
- B. Shall serve as a member of the Executive Committee in KAFC.
- C. Shall serve by appointment to SEAFCh committees as made by SEAFCh.
- D. Shall preside over all Kentucky state meetings at annual SEAFCh conference.
- E. Shall lay before the members in the general membership meetings the reports of the annual SEAFCh Conference, or any relative SEAFCh information.
- F. Shall compile a quarterly newsletter article and submit to SEAFCh.

**Section 9. SERGEANT-AT-ARMS**

It shall be the duty of the Sergeant-at-Arms to preserve the decorum and security of all meetings and such duties as the President may appoint.

## **Section 10. CHAPLAIN**

It shall be the responsibility of the Chaplain of the Kentucky Association of Fire Chiefs to lend spiritual guidance to the members of this Association.

## **Section 11. PAST PRESIDENT**

The past president shall serve as a member of the Executive Committee, and Board of Directors, for the term of two years after he leaves the office of president. He will lend the expertise he gained as president to the current president.

## **Section 12. EXECUTIVE DIRECTOR**

- A. Be responsible for the supervision, management and maintenance of the Association Business Office and staff, and the conduct and administration of all business of the Association subject to the policies and direction established by the Executive Committee.
- B. Submit an Executive Directors report at all regular meetings of the association and the Annual Conference detailing activities conducted on behalf of the Association
- C. Prepare a spending plan in conjunction with the Treasurer. The spending plan shall be presented to the Executive Committee for approval and ratified by the Board of Directors at the February meeting.
- D. Coordinate and execute the Annual Conference.
- E. The executive director shall be a Part-time employee or an Independent Contractor, as described in Article VI, of the KAFC with no benefits. Will be paid an annual salary per employment contract. The employment contract will be reviewed by the Executive board and executed by the President and Treasurer of the organization. The employment contract will be reviewed on an annual basis and renewed on a bi-annual basis.

## **Section 13. LEGISLATIVE AGENT**

The Legislative agent shall be recommended by the Executive Committee, and approved by the Board of Directors. Their duties are to monitor legislative bills and issues that have an effect on the KAFC and/or the Fire Service of Kentucky in general. The agent shall keep the association informed of legislative issues concerns or bills both proposed and passed. The agent shall represent the KAFC in providing testimony before legislative committees. The Legislative Agent may be a contract employee of the Association.

## **Section 14. VACANCIES**

In case of death, resignation, or inability to serve, while holding the position of First Vice President, Second Vice President, Secretary, Treasurer, a Division or Section Board Member, SEAFK VP, Sergeant-at-Arms or Chaplain, the President may appoint a member to fill the unexpired term with the approval of the Executive Committee.

**ARTICLE V**  
**BOARD OF DIRECTORS**

**Section 1. BOARD OF DIRECTORS**

- A. There shall be a Board of Directors, which shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Chaplain, State Director of the SEAF, Legislative Agent, the immediate past President, and Division and Section Board Members. The Board of Directors shall transact the business of the Association and shall exercise the jurisdiction and authority over all standing and special committees and may require a report of their activities at any time.
- B. A simple majority shall constitute a quorum for transaction of business at all meetings of the Board of Directors, which may be open or closed at the discretion of the President.
- C. The Board of Directors shall approve an annual spending plan presented by the Executive Committee.
- D. For the purpose of orderly administration and supervision, the Board of Directors shall carry out other duties assigned by the President.
- E. It shall have the receipts and disbursements of the Association audited by a committee appointed by the President at least once each year. It may employ a qualified auditor to audit the books of the Association when deemed necessary.
- F. It shall have full power of authority to levy a conference registration fee and collect from members amounts sufficient to defer expenses of the annual conferences.
- G. Nothing in the above section shall be construed as prohibiting the Executive Committee, in the case of extraordinary emergency, from changing the place or time of the conference.
- H. It shall direct the Secretary and Treasurer to publish to the membership such reports and papers, as it deems important.
- I. It shall establish the order of business to be followed during all meetings and conferences. In all other cases, a professional decorum shall govern the proceedings.

**Section 2. EXECUTIVE COMMITTEE**

- A. There shall be an Executive Committee consisting of the President, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President. The Executive Director shall be an Ex Officio, non-voting Member.
- B. The Executive Committee shall be authorized to perform such duties and exercise such powers as may be delegated to it by the Board of Directors.
- C. A simple majority shall constitute a quorum for transaction of business at all meetings of the Executive Committee, which may be open or closed at the discretion of the President.
- D. It shall develop an annual spending plan in cooperation with the Treasurer and Executive Director and shall present the Spending Plan to the Board of Directors at the February meeting for approval.
- E. It shall supervise and control all expenditures of the Association. It shall have the authority to make reasonable allowances for expenses incurred by the officers or its members in the transaction of business on behalf of the Association.
- F. For the purpose of orderly administration and supervision, the Executive Committee shall carry out other duties assigned by the President, including serving on appointed committees.

G. It may interpret the provisions of the Constitution and By-Laws.

## **Section 2. ASSOCIATION EXPENSES**

- A. No member or officer of the Association except for the Treasurer or the Executive Director in accordance with Article IV Section 5 shall incur any expense in the name of the Association without approval of the Executive Committee except that, in case of emergency, the President is empowered to authorize the expenditures of sufficient funds to meet the emergency.
- B. The Treasurer shall be authorized to pay all expenses properly submitted to the KAFC, that have been approved in the adopted spending plan (budget).

## **ARTICLE VI INDEPENDENT CONTRACTORS**

### **Section 1. General Provisions**

- A. The KAFC may, at the discretion of the Executive Committee, enter a memorandum of understanding (MOU) with an independent contractor, for the purposes of ensuring representation and continuity of the organization.
- B. The MOU outlines all responsibilities and compensation of the contractor. The contractor shall represent the best interest of the KAFC, however shall not be construed as an “employee” of such.
- C. The contractor shall report findings to the executive committee and general membership as referenced throughout the constitution and bylaws of the KAFC.
- D. All MOUs shall be reviewed on an annual basis and renewed on a bi-annual basis.
- E. Possible positions for MOU are, but not limited to Executive Director, Legislative Agent, Secretary, and Treasurer.

## **ARTICLE VII COMMITTEES**

### **Section 1.**

- A. The President may establish a committee from time to time, as necessary and shall terminate with his term of office or prior if deemed necessary. Each committee chairperson will be accountable to provide a written report to the President and Executive Director prior to each quarterly board meeting. The committee chairperson should be prepared to discuss their report and bring any item pertinent to the full Board.
- B. The following is a list of committees but not limited to this list
  - a. **Constitution, Resolution, & By Laws Committee**  
Shall maintain the Associations Constitution and By Laws, and draft Resolutions as directed.
  - b. **Conference Committee**  
Shall assist the Executive Director with the planning and the operation of the Annual Conference.

- c. **Community Risk Committee**  
Shall keep the Association at the forefront of community risk issues, including legislative initiatives, and NFPA, and shall maintain our Turn Your Attention to Fire Prevention initiative.
- d. **Government Relations Committee**  
Shall keep the Association abreast of legislative issues at the local, state, and federal levels that may have an impact on the Kentucky Fire Service.
- e. **Health and Safety Committee**  
Shall keep the Association abreast of the health and safety issues at the local, state, and federal levels, and shall be an advocate for firefighter health and safety.
- f. **EMS Committee**  
Shall keep the Association at the forefront of EMS issues.
- g. **Mutual Aid Committee**  
Shall implement and manage the Kentucky Mutual Aid System at the regional level. Appoint regional KMAS Coordinators, develop membership to provide State EOC support, and develop Incident Support Teams for operational deployment.
- h. **Nominations / Election – Chief of the Year Committee**  
Shall implement and manage the election process and Chief of the Year (COY) selection process.
- i. **Professional Development Committee**  
Shall develop the Association Fire Chiefs Handbook, develop a program to recognize Chief Officer development, and provide training opportunities.

**Section 2. Auditing Committee**

The Auditing Committee shall be appointed by the President at the Annual Conference and shall report their findings to the members.

**Section 3. Constitution and By-Laws Committee**

The Constitution and By-Laws Committee shall be appointed by the President to oversee and recommend any Constitution and By-Law changes. Proposed changes to the by-laws must follow the guidelines set forth in Article III Section of the bylaws of this organization.

**ARTICLE VIII  
MEETINGS AND CONFERENCE**

**Section 1.**

The Association shall have a minimum of four meetings per calendar year with one being the Annual Conference meeting.

**Section 2.**

Conferences of the Association shall be held at a place previously determined at conference or meeting and upon such date at the Executive Committee and Executive Director may determine after consultation with the Chief of the Fire Department of the conference city.

**Section 3.**

Meeting of the Executive Committee or Board of Directors shall be held at such time and place as the President may designate. The President upon request of a majority of members thereof may call special meetings.

## **BY-LAWS**

### **ARTICLE I DUES**

#### **Section 1. Active**

- A. Volunteer \$25 per person per year.
- B. Career/Combination \$50 per person per year.

#### **Section 2. Associate**

Associate Membership \$50 per person per year.

#### **Section 3. Corporate Sponsorships**

Corporate Sponsorships shall be those persons specifically interested in the fire service and its advancement. They shall include, but not be limited to those persons involved in sales of fire apparatus, fire equipment, clothing, etc. Levels of Sponsorship shall be developed by the Executive Director and approved by the Executive Committee.

#### **Section 4. Honorary**

No Dues Associated with this membership.

#### **Section 5. Retired Non-Active**

One time \$25 per person, no dues after the first year.

#### **Section 6. Membership Term**

Dues for any membership requiring it will be due January 1 and be good until December 31 of that same year in which it is received.

### **ARTICLE II**

#### **Section 1.**

The fiscal year of the Association shall be consistent with the calendar year. Terms of the elective officers shall coincide with the Annual Conference.

#### **Section 2.**

Invited speakers, distinguished guests, or visitors shall be permitted to register and receive the courtesies of the conference without cost, upon approval of the Executive Director of the Association.

### **Section 3.**

Travel expenses for all persons authorized or requested by the President, Executive Committee or Executive Director for the transaction of Association business shall be paid by the Association at the rates established by the State of Kentucky. Association Officers, who are Retired, and request reimbursements due to Association business travel, shall sign an MOU with the Association that shall define the travel expenses that shall be covered by the Association.

Sub-Section 1. Retired Association Officers who may be considered for travel expense reimbursement shall be the positions of President, Vice Presidents, Secretary, and Treasurer.

Sub-Section 2. Expenses shall be for travel, meals, hotel accommodations, ground and air transportation, and any other reimbursement authorized by the Association President, Executive Committee, or Executive Director.

Sub-Section 3. Receipts shall be submitted to the Association Treasurer for reimbursement. Receipts shall be submitted in a timely manner, and submitted on approved travel reimbursement form adopted by the Association.

## **ARTICLE III**

### **Section 1. Rules of Order**

Questions on rules of order will be addressed to the Sergeant at Arms and voted on at the beginning of the meeting

### **Section 2. Changes or Amendments to Constitution, Bylaws or Rules of order**

The consideration of any proposed amendments to the Constitution, By-Laws or Rules of Order shall be presented to the Constitution and By Laws Standing Committee for review and consideration. The Constitution and By Laws Committee may in itself propose amendments to the Constitution and By Laws for consideration. Any amendments, shall be presented to the Executive Committee, and if approved by the Executive Committee, shall be presented at a meeting of the Association Board of Directors. If approved by the Board of Directors, the changes shall be electronically presented to the full membership for a period of fourteen days (14), and if no objection is submitted to the Executive Director within that time, the changes shall be considered adopted.

Any objection shall be presented to the Constitution and By Laws Committee and will be presented at the annual conference for consideration by the membership. The proposed change will then require a two-thirds majority of the voting members to adopt the amendment.

### **Section 3. Order of Business**

The order of business may be as follows, the president shall set the order prior to each meeting.

- A. Opening ceremonies
- B. Opening business session
  - 1. Adoption of minutes of previous conference or meeting
  - 2. Reports of Committees (standing and special)
  - 3. Reports of Division Board Members
  - 4. Reading of communications
- C. Unfinished business
- D. Nominations and elections
- E. Installation of incoming officers
- F. New business
- G. Appointment of committees
- H. Report of attendance and place of next conference or meeting
- I. Adjournment

Revised November 2003

Revised November 2005

Revised August 2006

Revised January 2013

Revised August 2014

Revised August 2017

Revised August 2019

Revised March 2021

Revised August 2022

Revised August 2023

Revised August 2024

Revised June 2025

Revised January 2026