



**League of California Cities
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FIRE CHIEFS DEPARTMENT

BYLAWS

Revised November 2013

**LEAGUE OF CALIFORNIA CITIES
FIRE CHIEFS DEPARTMENT BYLAWS**

I. MISSION, GOALS, AND OBJECTIVES

The Fire Chiefs Department of the League of California Cities is one of twelve League functional departments that provide professional staff involvement in League affairs. Each department is represented on the League Board of Directors, as well as on each of the League's eight policy committees, and works supportively on the League's Strategic Goals.

MISSION

The mission of the Fire Chiefs Department is: to restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

It is the intent of the Fire Chiefs Department to communicate regularly with all League departments and with other statewide fire service organizations; to ensure the interests of Fire Chiefs, and moreover, municipal governments are represented in pending legislation and regulatory matters; to provide substantial educational opportunities for Chief Officers to build the skills necessary to enhance public safety in their respective communities; and to publish a Departmental Annual Report each year that describes the previous year's accomplishments and activities, and projects goals and objective for the next calendar year.

II. GENERAL MEMBERSHIP REQUIREMENTS

All members of the Fire Chiefs Department must be chiefs or assistant chiefs on active duty with a local fire service agency.

III. EXECUTIVE COMMITTEE

Responsibilities

The Executive Committee will serve as the overall coordinating and policy-making body of the Department.

Composition

The Executive Committee of the Fire Chiefs Department consists of five (5) officers: President, First Vice President, Second Vice President, League Board of Directors Representative (Department Director), and Immediate Past President of the Department.

Term in Office

The terms of the President, First Vice President, and Second Vice President shall be for one year, and shall commence immediately following the election for the Second Vice President and Department Director at the Annual League Fire Chiefs Leadership Seminar, or the Annual League Conference. The Immediate Past President shall serve for a period of one year. Although not mandatory, it is desirable that the offices be rotated between Northern and Southern California.

The President rotates to the office of Immediate Past President upon the installment of a new President. The position of the Immediate Past President on the Executive Committee is automatic. The Immediate Past President serves until the current President succeeds to the office of Immediate

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Past President. The First Vice-President shall succeed to the office of President. The Second Vice-President shall succeed to the office of First Vice-President.

The term of the Department Director shall be for two years, commencing immediately following the election at the annual League Fire Chiefs Leadership Seminar, *or the Annual League Conference*, in even-numbered years. The office of Department Director shall, if possible, be rotated between Northern and Southern California. Desired qualification for candidacy for the position of Director includes a rotation through the Department's Executive Chairs; or a combination of substantial League experience that facilitates a broad understanding of League activities and functionality, to be established at the determination of the Department's Executive Board.

In the event of a vacancy in the positions of First Vice President, Second Vice President, League Board of Directors Representative (Department Director), or Immediate Past President of the Department, due to illness, injury, retirement or other reason, where the terms of those offices have not yet expired, the President shall within 30 days appoint a successor to complete the term of the vacant office. If the appointment is to fill the position of Second Vice President or Department Director, if the successor holding the office on an interim basis wishes to remain in office, the successor must stand for election at the next Annual League Fire Chiefs Leadership Seminar, or the next Fire Chiefs Department Business meeting at the next Annual League Conference at which the term of office expires and is the subject of a new election.

Eligibility Guidelines to Serve as an Executive Officer

There are no mandatory requirements to serve as an Executive Officer within the Department. However, it is desirable that each individual office rotate between Northern California and Southern California each year (or in the case of the Department Director, every two years).

Historically, the Second Vice-President has met the following criteria:

- *Currently serving as fire chief to a city fire department or other local fire agency*
- *Has completed at least one year of Department involvement through Department activities (consistent meeting participation, conference planning, policy committee assignment, task force or working group involvement, etc.)*
- *Anticipates continuing as fire chief for at least five more years to ensure the rotation of Executive Officer positions can be completed without disruption*

Historically, the Department Director has met the following criteria:

- *Currently serving as fire chief to a city fire department or other local fire agency*
- *Active Department member and has previously served as Department President and/or Immediate Past President*
- *Candidate can complete the two-year term of Director*

Nominations

Nominations for Second Vice President and Department Director shall be submitted by the Nominating Committee to the general membership of the Fire Chiefs Department during the Annual League Fire Chiefs Leadership Seminar, *or the Annual League Conference*. Election of officers will occur during the Annual League Fire Chiefs Leadership Seminar, *or the Annual League Conference*. Each city, represented by its fire chief, will have one vote.

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Deadline for Nominations

The recommended deadline for nominations is one month prior to either the Annual League Fire Chiefs Leadership Seminar, or the Annual League Conference.

Composition of the Nominating Committee

- *The Chair and members of the Nominating Committee are appointed by the Department President, except that one member shall be the Immediate Past President of the Department.*
- *The Department's Second Vice President generally serves as the Nominating Committee Chair unless circumstances require that the Department President appoint an alternate.*
- *There is no established number of members who serve on the Nominating Committee; membership consists of the current Executive Officers and any additional members deemed necessary by either the Chair and/or the Department President.*

Nominating Committee Duties

The Nominating Committee is charged with assessing candidates and making recommendations for the position of Second Vice-President on an annual basis, and for the position of Department Director bi-annually (every two years, in even years only). The nominees for Second Vice-President and Department Director are subject to a confirmation vote by the General Assembly at the Fire Chiefs Department meeting at the Annual League Conference, or at the Annual League Fire Chiefs Leadership Seminar. League staff may assist in compiling biographical and contact information for the candidates, but are not to participate in the discussion or assessment of candidates.

Nomination Process Timeline

May/June:

- *The Nominating Committee Chair compiles a list of potential candidates to put forward to the Committee. Goal: Complete list by June 30th of each year.*

July/August:

- *The Committee holds a conference call (or calls) to review and discuss potential candidates, and, in the event of multiple candidates, determines their ranking;*
- *Committee members make outreach calls to candidates in rank order to determine their interest and eligibility;*
- *Final selection of a candidate – Goal: Select candidate by August 30th of each year*

September:

- *The Nominating Committee Chair announces the election process for the Second Vice-President and the Department Director at the Fire Chiefs Department Business Meeting held during the Annual League Conference, or during the Annual League Fire Chiefs Leadership Seminar. Each city, represented by its fire chief, has one vote, signified by an "Aye" or "No" voice vote.*

Meeting Schedule

The Executive Committee shall meet at least twice annually: once at the League Annual Conference and once at the League Fire Chiefs Leadership Seminar. The Executive Committee will also meet on the call of the Department President.

The work of the Executive Committee will be aided and coordinated by a designated League staff member.

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IV. DEPARTMENT OFFICER RESPONSIBILITIES

President

The President of the Department will chair all meeting of the Department and the Executive Committee; will make appointments and recommend appointments as authorized by the League Bylaws and Fire Chiefs Department Bylaws; will periodically approve Department call agendas; will work with the Nominating Committee and its Chair to identify possible Second Vice President candidates; shall report to the Department at least twice annually (Annual Conference and Fire Chiefs Department Annual Leadership Seminar) on the status of the Department and the work of the Executive Committee; will perform those other tasks as requested by the League President, the Department Executive Committee, the general membership of the Department, and tasks which, in the determination of the President, are beneficial to the Department.

First Vice-President

The First Vice-President will perform all functions of the President in the President's absence, incapacitation, removal from office, or at the request of the President. Furthermore, the First Vice-President will serve as Chairperson of the Annual Leadership Seminar Program Planning Committee and perform all tasks relating to the Committee's chairpersonship, as well as coordinate the activities of the involvement of the Department's representatives to League Policy Committees. He or she will also perform other duties and assignments as required.

Second Vice-President

The Second Vice-President will perform all functions of the First Vice-President in the First Vice-President's absence, incapacitation, removal from office, or at the request of the First Vice-President. Furthermore, the Second Vice-President will serve as *the Nominating Committee Chair* and the Department's liaison to the League Annual Conference Program Planning Committee, serve as Vice-Chairperson of the Program Planning Committee (Annual Leadership Seminar), and coordinate the activities of the Department's Special Committees and liaisons and their appointments. He or she will also perform other duties and assignments as required.

Department Director

The League's activities and affairs are exercised by or under the direction of the League's Board of Directors. The League Board is responsible for the overall supervision, control and direction of the League. One Director is elected from each of the functional departments of the League. The department Director shall represent the functional department on the League Board and shall keep the department membership apprised of League Board activities. The Director serves as a liaison between the department and the League Board. The Director's duties include providing an annual report to League members at the regular Annual Conference showing the League's work, the League's financial condition, and a statement with respect to the League's plans for further work and proposed policies.

V. STATE LEAGUE POLICY COMMITTEES

Purpose

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Standing policy committees exist to study specific areas of municipal concern and to recommend action on issues to the Board of Directors, and through the Annual Conference resolutions process, to the General Assembly of the League.

More specifically, policy committees exist for the following reasons:

1. To provide a formal procedure for developing policy from the individual cities and city officials through the League divisions and departments and affiliate functional groups.
2. To provide more effective communication in both directions between the cities and the Board through divisions and departments.
3. To decentralize the division, department and affiliate group appointments to policy committees with additional appointments by the League President to balance the representation.
4. To broaden policy consideration by committees to include all issues confronting cities.

Appointments

According to the League Bylaws, each Department shall have one appointment to each of the eight standing policy committees:

- Administrative Services
- Community Services
- Employee Relations
- Environmental Quality
- Housing, Community and Economic Development
- Public Safety
- Revenue and Taxation
- Transportation and Public Works

VI. DEPARTMENT STANDING COMMITTEES AND LIAISONS

Chairs and Members of these Committees and liaisons are appointed by the Department President, except as otherwise noted.

League Annual Conference Program Planning Committee Liaison

The Department Second Vice-President shall serve as the representative to the Planning Committee, or otherwise designate a representative. The Department representative recommends programs and suggests speaker to the State Annual Conference (business sessions and related programs) Planning Committee.

Department Annual Leadership Seminar Program Planning Committee

The Program Planning Committee recommends programs and suggests speakers for the Fire Chiefs Department Annual Leadership Seminar. The Department First-Vice President serves as the Chair and the Department Second Vice-President serves as the Vice-Chair.

Fire Service Technical Advisory Committee (TAC)

Chaired by the Department President, the Fire Service TAC consists of all Department appointees to the State League Policy Committees and the Department Executive Committee. The Fire Service TAC shall review legislation and policies pertaining to fire protection and life safety, and will make

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recommendations to the appropriate Policy Committees. The Committee will meet at the Annual Fire Chiefs Leadership Seminar, and on call of the Chair.

Nominating Committee

The Nominating Committee meets on the call of the Department President, or the Committee Chair, to nominate officers of the Department. Chair and members are appointed by the Department President, except that one member shall be the Immediate Past President of the Department. Meetings of the Nominating Committee may be held by telephone or with the assistance of electronic communications. The Nominating Committee will report its recommendations to the Executive Committee during the Department business session at the League Annual Conference.

VII. SPECIAL COMMITTEES AND LIAISONS

It shall be the responsibility of the President to appoint representatives to special committees and as liaisons as necessary.

VIII. BYLAWS

Department Bylaws shall be reviewed by the department Executive Committee prior to the annual League Fire Chiefs Leadership Seminar. Approval of proposed bylaw revisions is by majority vote at the annual Department Business Session, where the representatives of each Member City may cast collectively one vote on functional department matters.