



National Association of Emergency and Fire Officials

Policy on Governing Association Policies

Category: ADMINISTRATIVE

Policy Number 1

Last Revised: April 16, 2024

REFERENCE

SCOPE

This Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the “Association”.

PURPOSE

The Board of Directors may maintain policies to interpret or implement the Association’s Bylaws, or to establish procedures for the administration and conduct of the Association.

POLICY

1.1 ADOPTION AND MODIFICATION OF ASSOCIATION POLICIES

Policies shall be adopted or modified by a two-thirds vote of the Board of Directors present at a meeting of the Board of Directors.

1.2 REPEAL OF ASSOCIATION POLICIES

Policies shall be repealed or suspended by a two-thirds vote of the Board of Directors present at a meeting of the Board of Directors.

1.3 RETENTION OF ASSOCIATION POLICIES

Policies, including previous versions, shall be maintained by the Association.

- a) The maintenance of the policies shall be the responsibility of the Association’s Secretary or designee.
- b) Policies shall be numbered and include the date the policy was adopted, modified, or repealed.
- c) Policies shall have a revision table that describes the changes of a new version compared to the previous version.

1.4 PUBLICATION OF ASSOCIATION POLICIES

Policies shall be published on the Association's website.

1.5 REVIEW OF ASSOCIATION POLICES

One or more policies should be reviewed quarterly by the Board of Directors so that all policies should be reviewed at least once per year.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 17, 2019	Monte Olsen	Renamed association; refocused on maintenance instead of adoption; added website publication due to virtual main place of business; added policy reviews; added revision table
May 21, 2022	Candy McCullough	Removed specific number of policies to be reviewed at each quarterly Board of Directors meeting.
April 16, 2024	Monte Olsen	Added revision table requirement clarification of super majority approval requirements; and focused the Policy's use of Association instead of NAEFO.