



National Association of Emergency and Fire Officials

Amending and Repealing Association Bylaws

Category: ADMINISTRATIVE

Policy Number 2

Revised: April 16, 2024

REFERENCE

SCOPE

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

PURPOSE

Specifies the procedure for proposing Bylaw amendments and repeals at membership meetings of the Association.

POLICY

2.1 PROPOSED ASSOCIATION BYLAWS AMENDMENT OR REPEAL BY VOTING MEMBER OF THE ASSOCIATION

A voting member may propose an amendment to or repeal of the Bylaws as follows:

- a) The proposed Bylaws amendment or repeal must be submitted in writing to the Secretary not less than 14 days before a membership meeting.
- b) The proposed Bylaws amendment or repeal must be submitted in the proper form according to the current edition of *Robert’s Rules of Order, Newly Revised*.

2.2 ACTIONS BY THE ASSOCIATION’S SECRETARY

The Secretary shall:

- a) Before the next Board of Directors meeting, provide the Bylaws Committee Chair a copy of a proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.1;
- b) Ensure that a notice of any proposed bylaw amendment or repeal submitted in accordance with Sections 2.1, 2.3 b), or 2.4 c) and any recommendation of the Board of Directors and/or the Bylaws Committee Chair, is provided to the voting members not less than fourteen (14) days before the next membership meeting;
- c) Place any proposed Bylaws amendment or repeal submitted in accordance with Sections 2.1, 2.3 b), or 2.4 c), on the agenda of the next membership meeting; and

- d) Make available to voting members at the beginning of the next membership meeting, a copy of any proposed Bylaws amendment or repeal submitted in accordance with Sections 2.1, 2.3 b), or 2.4 c), along with any recommendation of the Board of Directors and/or the Bylaws Committee Chair.

2.3 ACTIONS BY THE ASSOCIATION'S BOARD OF DIRECTORS

Not less than fourteen (14) days before a membership meeting, the Board of Directors may:

- a) Recommend to voting members the approval, rejection, or amendment of any proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.1; and/or
- b) Recommend to voting members the approval of any Bylaws amendment or repeal proposed by the Board of Directors, whether or not the proposed Bylaws amendment or repeal was referred to the Bylaws Committee Chair by the Board of Directors.

2.4 ACTIONS BY THE BYLAWS COMMITTEE CHAIR

The Bylaws Committee Chair shall:

- a) Before the next meeting of the Board of Directors:
 - 1. Ensure a review any proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.1; and
 - 2. Ensure a recommendation to the Board of Directors and membership to either approve, reject, or amend a proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.1; and
- b) Before the next meeting of the members:
 - 1. Ensure a review any proposed Bylaws amendment or repeal referred to the Bylaws Committee Chair by the Board of Directors; and
 - 2. Ensure a recommendation to voting members to either approve, reject, or amend any proposed Bylaws amendment or repeal referred to the Bylaws Committee Chair by the Board of Directors.
- c) Ensure a periodic review of the Bylaws to propose to the Board of Directors and/or membership any necessary or desirable Bylaws amendment or repeal.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 16, 2020	Monte Olsen	Refined title; renamed association; grouped actions under correct roles; removed redundancies; harmonized with latest version of Bylaws; and, removed 60 day deadline for Bylaws Committee reviews
May 21, 2022	Candy McCullough	Changed when a proposed Bylaws amendment or repeal must be submitted to the Secretary from not less than 90 days to not less than 14 days.
April 16, 2024	Monte Olsen and Marvin Hill	Removed reference to “annual” in purpose; Change references, including grammatical changes, to Bylaws Committee to Bylaws Committee Chair; focused the Policy’s use of Association instead of NAEFO; refined title; and other grammatical changes.