



National Association of Emergency and Fire Officials

Credentials

Category: ADMINISTRATIVE

Policy Number 4

Approved: ~~February 14, 2009~~
Revised: ~~March 13, 2021~~ April 15, 2023

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

PURPOSE

To ensure the legitimacy of decisions made by NAEFO members, this policy sets the requirements for voting at membership meetings.

POLICY

4.10- CREDENTIALS PROCESS

Before the annual ~~business~~ meeting, or before any other meeting that will result in a vote by the NAEFO membership, the NAEFO Secretary or designee:

(a) Shall review the participant list and determine which participants are NAEFO Individual Members, former officials who are NAEFO members, and individuals representing NAEFO State Members; and

(b) May issue name badges or some other identifier to voting members before the meeting to identify those participants with the right to vote.

4.11 VOTING PROCESS

Using a roll call, name badges, or some other identifier, the Chair person chairing a membership meeting shall ensure that only participants with voting rights shall be allowed to vote during a membership meeting.

4.12 PROXY VOTING PROCESS

Not less than ~~fourteen~~ seven (7) nor more than sixty (60) days before the date set for any meeting of NAEFO members, the NAEFO Secretary or designee shall notify ~~in writing~~ all NAEFO members of the meeting of NAEFO members and such notice shall include instructions for authorizing another voting member to vote by proxy on behalf of another voting member; however, all such proxies must be submitted to the Secretary or designee ~~seven (7) days~~ prior to the membership meeting at which proxy vote may be cast.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
March 13, 2021	Monte Olsen	Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.
<u>April 15, 2023</u>	<u>Monte Olsen</u>	<u>Clarified responsibilities of anyone chairing a membership meeting, not just the Chair, which is not a defined officer in NAEFO's Bylaws; synchronized with Bylaws the minimum number of days of a meeting notice before the meeting date; clarified meeting notice does not have to be in writing, i.e., a letter; clarified proxies are to another voting member on behalf of a voting member; removed any minimum number days of proxy submission prior to a membership meeting</u>