



PIKES PEAK

FIRE CHIEFS COUNCIL

By-laws



Effective date- 2/22/2016

Revision date-

PIKES PEAK FIRE CHIEFS COUNCIL

EL PASO COUNTY, COLORADO

BY-LAWS

*ARTICLE I***ORGANIZATIONAL NAME**

The organization shall be titled and known as the PIKES PEAK FIRE CHIEFS COUNCIL

*ARTICLE II*

**PURPOSE AND GOAL**

The purpose of the organization shall be to promote and to develop the fire service within the Pikes Peak area of matters concerning: fire code, fire prevention, fire suppression, private fire protection systems, training, legislation, public emergency preparedness, emergency medical services, and public education.

**Mission Statement**: To continuously strive to improve fire protection, life safety and emergency response in El Paso County by enhancing communication, cooperation and collaboration of its fire service leaders.

**Vision Statement**: The purpose of this council will be to develop communication and collaboration with its fire service partners within El Paso County and our neighboring counties, improve interoperability through region wide aid agreements, enhance training opportunities to develop all members of our fire service, promote fire service goals through participation as a united voice in local, county, and state legislative forums and committees, promote public awareness and education in cooperation with local, county and state resources, and provide advice and expertise on matters pertaining to policy affecting the fire service in the county.

*ARTICLE III*

**MEMBERSHIP**

Membership shall be open to any public or privately owned fire department or district which has jurisdictional authority within El Paso County and provides an all hazards response.

Member departments or districts shall be represented by the Fire Chief, Business Administrator, and   
those officers designated by the Fire Chief. Active membership shall have voting privileges   
subject to the limit of one (1) vote per department. (See *ARTICLE IX, QUORUM AND VOTING*).

Once per year, the Fire Chief of each member department will certify, on forms provided by the   
council, a list of officers who may represent the department. The Fire Chief may amend the list   
of certified representatives upon written notification to the Secretary/Treasurer.

*ARTICLE IV***DUES**

The dues for The Pikes Peak Fire Chiefs Council shall be established by a vote of the membership   
at a regular meeting prior to the October meeting and shall become effective the following   
January 1, for the subsequent year. Adoption of the budget for the subsequent year will be   
made by a vote of the members at the November meeting.

*ARTICLE V***OFFICERS**

The Officers of the Council shall consist of: President, Vice-President, and Secretary/Treasurer

**Terms of Office**

**Council President**- The term of office for Council President shall be three (3) calendar years beginning on January 1st after elections. The President shall serve no more than two (2) consecutive terms.

**Council Vice-President** - The term of the Council Vice-President shall be three (3) calendar years beginning on January 1st after elections. The Vice-President shall serve no more than two (2) consecutive terms.

**Secretary/ Treasurer** - The term of the Council Secretary/ Treasurer shall be three (3) calendar years beginning January 1st. The Secretary/ Treasurer shall serve no more than two (2) consecutive terms.

**Officer Elections**

The Council President shall call for nominations during new business during the October meeting of election years. The Secretary/Treasurer shall prepare a paper ballot after the October meeting of all candidates for use at the November meeting of the Council.

Officer elections shall take place during the November meeting of the PPFCC. The election shall be the first agenda item under new business. The Council President shall read the names of any candidates for each position and each candidate shall have up to five (5) minutes to explain their candidacy. Upon completion of this process the President shall direct eligible members to cast their ballots. All ballots will be collects and tallied by three (3) members of the council selected by the Council President. The President will announce the successful candidates to the membership.

In the event of a tie ballot, the elected officer shall be determined by the toss of a coin.

**Vacated Term**

Any officer may resign their positon with written notice to the Council.

The Council President shall appoint an officer from the council to fill the vacated position. Such appointment shall not prohibit that person from subsequently being elected to that office for two (2) terms unless the appointment is greater than one (1) calendar year. Should the resignation be that of the President, the appointments will be handled by the Vice-President.

*ARTICLE VI***DUTIES OF OFFICERS**

**PRESIDENT**:

The President shall conduct all business meetings of the general membership;   
assume responsibility for general management of organizational affairs and carry out the   
resolutions of the Membership. In the absence of the President, the Vice-President shall act in   
the Presidents capacity

**VICE-PRESIDENT**:

The Vice-President shall assist the President wherever necessary and shall act in the capacity of the President in his absence.

**SECRETARY/TREASURER**:

The Secretary/Treasurer shall be responsible for keeping accurate business records; sending written notifications via email or necessary media to member departments. The secretary/treasurer shall also record and accurately maintain and distribute minutes of meetings.

Following the November meeting, the Secretary/Treasurer shall bill all departments for dues as   
determined by the membership. With the billing statement, the Secretary/Treasurer shall include a form to   
certify active members prior to the January meeting. He shall perform such other duties as   
designed by the President. The Secretary/Treasurer shall keep an accurate record of all finds, receipts,   
disbursements, and provide financial reports and status of the account at each meeting.

The Secretary/Treasurer shall be responsible for care and custody of all organizational funds   
and securities and shall periodically deposit said funds in the name of the Council into such bank   
accounts as determined by the membership. Upon authorization, the Secretary/Treasurer shall   
sign and execute all contracts, sign checks, drafts, notes and orders for payments of money.   
The Council President will also sign checks, drafts, notes and orders for payments of money, which shall   
have been duly authorized by the membership.

***ARTICLE VII*COMMITTEES AND DUTIES**

The President may appoint standing committees at any time to perform specific functions, research or tasks addressing identified or on-going issues. Task Forces may be established to address short term issues; Task Forces shall be dissolved when their tasks or function have been completed or no longer necessary.

Committee Chairs shall provide progress reports as necessary during the report of standing committees section of the agenda.

***ARTICLE VIII*MEETINGS**

REGULAR: There shall be at least one (1) monthly meeting. Meetings are held on the 4th Monday of the month, January through November, at 1900 hours. The meeting date/time schedule can be changed by a vote of the membership at any regular meeting.

SPECIAL MEETINGS: Special meetings may be held upon call of the President or upon written request of two (2) or more members of the Council.

**AGENDAS**

1. Roll Call/Sign-in
2. Approval of Minutes from Previous Meeting
3. Guest or invited speakers
4. Report of Standing Committees
5. Officers' Reports
6. Old Business
7. New Business
8. Executive session (if requested)
9. Adjournment

***ARTICLE IX***QUORUM AND VOTING

QUORUM: Twenty percent (20) of the member departments in good standing shall   
normally constitute a quorum at any regular or special meeting. However, in the event of   
an emergency action, the President shall have the authority to declare a quorum when it is necessary to care for the business of the Council. The president shall attempt to contact all voting members to cast vote via email, phone or text.

VOTING: A simple majority of the voting members present at a regular meeting will carry any issue. Each member department shall be granted one (1) vote. Votes may be cast via email, phone or text.

***ARTICLE X***ELECTION

Elections shall take place at the regular meeting in November of each year with the newly elected   
officers being installed at the January meeting.

***ARTICLE XI***AMENDMENTS

These By-Laws may be amended by a two-thirds majority of the active members (see   
ARTICLE IX) at any regular or special meeting provided at least thirty (30) days’ notice has been   
given to the members in writing. The notice must stipulate the nature of the proposed   
amendment(s). Change in the proposed amendment(s) may be made from the floor and passed   
with two-thirds majority vote. Once the By-Laws change has been submitted and voted down, it   
cannot be proposed for a period of one (1) year.

Votes may be cast by email or phone call.

Each year the By-Laws committee shall review these by-laws and make recommendations for change as necessary.

***ARTICLE XII***PARLIAMENTARY AUTHORITY

All meetings of the Organization shall be conducted under the guidelines of the latest edition of   
ROBERT'S RULES OF ORDER

***Article X111***

DISSOLUTION OF THE ORGANIZATION

In the event the Pikes Peak Fire Chiefs Council should dissolve the organization, all unencumbered funds would be distributed to the Pikes Peak Firefighters Association. If the Pikes Peak Firefighters Association is not available, funds would be distributed to a local charity(s). The selection of a charity(s) would be selected by a majority vote of the organization prior to the dissolution of the organization.