

Central Oregon Fire Prevention Cooperative
By-Laws and Rules of Order
adopted on July 22, 2014

Mission Statement:

It is the mission of this organization to promote an interagency exchange of ideas and resources by actively participating through coordinated fire & life safety education programs, projects and presentations.

ARTICLE ONE

- Section #1 This organization shall be known as the Central Oregon Fire Prevention Cooperative (COFPC).
- Section #2 Purpose: It is the purpose of this organization to actively participate through coordinated efforts by promoting fire & life safety education programs, projects and presentations.
- Section #3 The COFPC encompasses the tri-county area which includes Crook, Deschutes, Jefferson, and portions of Klamath, Wasco and Wheeler Counties within the State of Oregon.
- Section #4 Rules of order have been established within Article 5, and will be enforced by COFPC officers.

ARTICLE TWO

- Section #1 There shall be three (3) categories of membership:
 Active Members, Life Members and Associate Members.
- Section #2 Active (Voting) Members:
- a. Shall be any member of a fire protection agency within the COFPC boundaries, or,
 - b. Shall be any person who is representing an agency or Organization that is either directly involved, practices or is interested in public fire and life safety education.

Section #3 Life (voting) Member
a. Must have been a regularly attending member as described in Article Two, Section two, and separated from their fire organization as a result of retirement or ending a favorable employment.

Section #4 Associate (Non-Voting) Member:
a. Shall be any individual, association, or business, which has an interest in public fire and life safety education programs and their promotion.
b. Associate members are considered to be those whose activities are indirectly related to development and delivery of the C.O.F.P.C. programs. Associate members may also possess special skills, expertise, or experience that would prove beneficial and useful in accomplishing our purpose.

Section #5 The COFPC is an organization under the Central Oregon Fire Chief's Association (COFCA).
The COFPC will be monitored and supported by the (COFCA).

Section #6 All voting privileges are vested with the active and life members of the organization. Any active and life member in good standing may hold an elected office or serve in an appointed position. Member agencies are encouraged to send a representative to meetings in the event of their absence.

ARTICLE THREE

Section #1 Officers of the organization shall consist of a Chair, Vice- Chair, Secretary, Treasurer and Information Officer.
a. The office of Chair, Vice-Chair, Secretary, Treasurer and Information Officer shall be elected bi-annually. Chair, Secretary and Information Officer will be elected on even years and Vice-Chair and Treasurer will be on odd years. When possible, both wildland and structure representatives shall be represented in the Chair and Vice-chair positions.
b. Election of the Officers shall be at the November meeting, with nominations being placed at the October meeting.

- c. Term of office shall begin at January meeting following the November vote.
- d. Nominations shall be made by voting members. Elections shall be by secret ballot, with a simple majority of votes sufficient to elect. Re-elections shall be at the discretion of incumbents.

Section #2 The Chair shall appoint, from the voting members present, any individual to fulfill the responsibilities of an officer when a temporary vacancy occurs. The officer of Chair shall be assumed by the Vice-chair in their absence.

Section #3 In the event of a long term vacancy by an officer, the officers shall appoint a voting member to fulfill the responsibilities for the remaining portion of the term of office.

Section #4 Any person found guilty of malfeasance may be removed from office or membership by a majority vote of the voting quorum at a regular business meeting.

ARTICLE FOUR

Section #1 For the purpose of conducting regular business meetings of the organization, the line of authority for presiding at the meetings shall be the chair first and then the Vice-Chair. In those cases where both presiding officers are not present, the Secretary or Treasurer shall be responsible for conducting meetings.

Section #2

- a. The Chair shall preside at all meetings under customary parliamentary procedures and shall appoint committees not otherwise provided within the By-laws.
- b. The Chair shall represent the COFPC at meetings of the COFCA and shall annually present a written report to that association regarding the activities and accomplishments of the past year by the COFPC. The written report shall include the annual financial report as prepared by the COFPC Treasurer.

Section #3 The Vice-chair shall preside at meetings in the absence of the Chairperson and perform those duties as needed to complete necessary business of the organization, and shall enforce the Rules of Order, as adopted.

Section #4

- a. The Secretary shall make and keep a full and correct record of minutes of all meetings, shall prepare and distribute monthly minutes, and keep account of all proceedings and correspondence.
- b. The Treasurer shall collect all funds due and pay all bills approved by the organization. The Treasurer shall submit a written financial report to COFPC in November of each year.
- c. The Information Officer shall prepare, update and implement the annual communication plan. The plan will provide for external and internal information and news reports on the purpose and special activities of the COFPC.
Seasonal fire & life safety prevention public service announcements will be released in a timely manner as scheduled on the COFPC calendar of activities.

Section #5

No member shall incur any expense or indebtedness of any kind in the name of the organization without prior authorization by a vote of the voting members at a regular meeting. The Secretary and Treasurer may, however, be allotted a specified budget for postage and other expenses associated with their office. Expenditures above the authorized shall be approved at a regular business meeting of the voting members.

Section #6

The Treasurer shall keep and maintain all financial records including bank statements and checkbook, etc. Monthly balance and financial statement shall be reported to the organization at monthly meetings for approval.

ARTICLE FIVE - RULES OF ORDER

Section #1

Regularly scheduled meetings will be held monthly. The meeting date will be on the third Tuesday at 0930 unless otherwise specified. Location shall be rotated among all participating agencies and organizations if possible. Hosting group shall provide refreshments and meeting room arrangements.

Section #2 Special meetings may be called by the Chair or Vice-chair. Notification of any special meetings shall require at least one week prior notice to the members of the organization.

Section #3 At least two of the five officers and five voting members present at a scheduled meeting shall constitute a quorum present for the transaction of business.

Section #4 Roberts Rules of Order (revised) shall be followed at all regular and special meetings.

Section #5 Order of Business: For the purpose of regular business meetings, an agenda will include the following items:

1. Call to order
2. Previous minutes
3. Treasurer's report
4. PIO report
5. Communication/Correspondence
6. Standing communities/Project reports
7. Old/unfinished business
8. New business
9. Good of the order/Announcements
10. Adjournment

Section #6 The consideration of any proposed amendments to the By-laws or Rules of Order shall be the first order of business under "Old/unfinished business".

Section #7 Any proposed amendments of these By-Laws or Rules of Order shall be read and reviewed to the general membership at least 30 days prior to a regular meeting. Adoption of such amendments shall require majority vote of the voting membership present at regularly scheduled business meeting and shall take effect upon adoption unless otherwise specified.

Chair (TJ Johannsen) _____ Date __ July 22, 2014 __

Vice Chair (George Fox) _____ Date __ July 22, 2014 __

