

Central Oregon Fire Prevention Cooperative
By-Laws and Rules of Order

1/30/04

Mission Statement: It is the mission of this organization to promote an interagency exchange of ideas and resources to encourage members to prevent fires through coordinated fire safety education programs, projects and presentations.

ARTICLE ONE

- Section #1 This organization shall be known as the Central Oregon Fire Prevention Cooperative (C.O.F.P.C.).
- Section #2 Purpose:
- It is the purpose of this organization to assist and encourage members to promote the prevention of destructive fires through coordinated fire safety education programs and presentations.
- Section #3 The C.O.F.P.C. encompasses an area which includes Crook, Deschutes, Jefferson and portions of Klamath Counties within the State of Oregon.
- Section #4 Rules of orders have been established and will be enforced by officers.

ARTICLE TWO

- Section #1 There shall be two (2) categories of membership:
Active Members and Associate Members.
- Section #2 Active (Voting) Members:
- a. Shall be any member of a fire protection agency within the C.O.F.P.C. 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 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.

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Section #4 Activities of C.O.F.P.C. will be monitored and supported by the Central Oregon Fire Chief's Association (C.O.F.C.A.), which contains representatives of each membership organization.

Section #5 All voting privileges are vested with the active members of the organization. Any active 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 officer of Chair, Vice-Chair, Secretary, Treasurer and Information Officer shall be elected bi-annually. 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. Nominations shall be made by active 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 active 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 an Active member to fulfill the responsibilities for the remaining portion of the term of office.

Section #4 Any person found guilty of malfeasance maybe removed from officer 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.

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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 C.O.F.P.C. at meetings of the C.O.F.C.A. and shall annually present a written report to that association regarding the activities and accomplishments of the past year by the C.O.F.P.C. The written report shall include the annual financial report as prepared by the C.O.F.P.C. 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 C.O.F.P.C. 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 C.O.F.P.C... Seasonal fire prevention public service announcements will be released in a timely manner as scheduled on the C.O.F.P.C 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 active 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 meeting of the active 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.

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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 active members present at a scheduled meeting shall constitute a quorum present for the transaction of business.
- Section #4 Roberts Rules of Order (current) 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. Communication/Correspondence
 5. Standing committees/Project reports
 6. Old/Unfinished business
 7. New business
 8. Good of the order/Announcements
 9. 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 active membership present at regularly scheduled business meeting and shall take effect upon adoption unless otherwise specified.