



Fire Chiefs & Firefighters Association of York County Standard Operating Policies

Position Statement Procedure

Policy Number: 12-02

Effective Date: August 1, 2012

1.0 SCOPE

This policy is applicable to all members of the Fire Chiefs and Firefighters Association of York County ("Association").

2.0 PURPOSE

The purpose of this policy is to establish a structured and consistent procedure for creating, reviewing and approving Association Position Statements.

3.0 POLICY

3.1 Creation

- 3.1.1 Any current Association member or standing committee shall present their request to create or revise an Association Position Statement to the Association President in writing.
- 3.1.2 The Association President shall present the request to the Board of Governors to determine whether the request shall be forwarded to a committee for further review and development.
- 3.1.3 If a simple majority of the Board of Governors approves the request, the Association President shall delegate the request to a standing committee or, if necessary, appoint a special committee to further review and develop the requested policy or update.

3.2 Review and Development

- 3.2.1 The assigned committee shall review the request relative to conflict with current Association by-laws. Policies, or position statement and potential beneficial and adverse impacts to Association members. Solicitation of input from emergency service providers within and outside the Association may be considered.
- 3.2.2 The committee shall formally develop a proposed position statement in a format approved by the Board of Governors for presentation to the Association membership.

3.3 Approval

- 3.3.1 Once the proposed position statement is completed, it shall be presented by the committee chairperson to the Association membership at a monthly Association meeting. Any questions posed at the meeting may be discussed. If the committee chairperson has not received any information that would necessitate a change in the proposed policy, the proposal shall be tabled for a general membership vote at the next general meeting.
- 3.3.2 The proposed position statement (clearly indicated as DRAFT) shall be distributed with the monthly meeting minutes to all current members of the Association with an indication that it will be voted on at the next monthly meeting.

3.3.3 At the following monthly meeting of the Association, the proposed position statement shall be presented to the membership for approval. Any general discussion items may be heard before the vote, but the position statement shall not be revised before the vote is taken.

3.3.4 A simple majority vote shall approve or reject the position statement.

3.4 Distribution

3.4.1 The approved position statement shall be finalized by the Secretary, signed, and then distributed as needed by the Association President on behalf of the Association.

3.4.2 The approved final position statement shall be distributed with the monthly meeting minutes and filed for record.

4.0 RESPONSIBILITIES

4.1 Association Member/Committee

4.1.1 Proposes new position statement or modification to an existing position statement to the Association President in writing.

4.2 Association President

4.2.1 Accepts proposal, presents it to the Board of Governors, and delegates it to a committee for further review and development.

4.2.2 Appoints a special committee to review policy if necessary.

4.2.3 Presents the position statement to the Association members for approval after it has been widely distributed.

4.2.4 Signs approved position statement on behalf of the Association and distributes.

4.3 Committee

4.3.1 Reviews proposed position statement relative to conflict with current Association by-laws or policies and potential beneficial and adverse impacts to Association members.

4.3.2 Formally develops the position statement in a form approved by the Board of Governors.

4.3.3 Committee chairperson presents the position statement to the Association membership at a monthly Association meeting.

4.4 Association Secretary (or designee)

4.4.1 Forwards a draft copy of the policy to Association members attached to meeting minutes.

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4.5 Association Members

- 4.5.1 Approves or disapproves policy by simple majority vote at a meeting after it has been presented.

Approved By:

Steven R. Buffington

Steven R. Buffington
President (on behalf of the Association)

Proposed Date: 06/18/2012	Approved Date: 07/16/2012	Issued Date: 08/01/2012
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