***Pierce County Fire Chiefs Association***

***Regional Logistics Committee***

**BYLAWS**

January 2014

Pierce County Fire Chief’s Association Regional Logistics Committee is comprised of representatives of fire based emergency services and is a standing Committee of the Pierce County Fire Chiefs Association.

***Mission Statement***

"To support mission oriented operational readiness, pursue organizational efficiency and ensure fiscal responsibility through the collaborative efforts of all member agencies."

**Article I: Objectives**

1. Communicate frequently to identify, prioritize and provide solutions to obstacles that impact the operational readiness, organizational efficiency and fiscal responsibility of member agencies;
2. Organize, share and evaluate all available member agency resources relating to the logistics functions;
3. Work collaboratively with other local, regional and/or State logistics efforts;
4. Explore, develop and improve the consistency of member agencies’ logistics functions by evaluating standard operating procedures, purchasing contracts & joint purchasing programs, apparatus specifications, facilities needs and services, protective equipment, inventory procurement & distribution methods, security & continuity of operations and other support and/or logistics functions.

**Article II: Members**

The Committee shall have Active Members, designated as follows:

***Active members***

The Chief or their designee of the fire departments and fire protection districts within Pierce County and other agencies.

**Article III: Rights of Members**

The qualifications and rights of members shall be as follows:

***Members***;

One vote for each entity represented in the Committee.

Active members can vote and are eligible to hold office.

**Article IV: Officers**

The officers of the Committee shall be:

Chairperson

Vice Chairperson

Officers shall be members of the PCFCA and shall be elected at the January meeting for the following terms:

|  |  |
| --- | --- |
| Chair | 1 year |
| Vice Chair | 1 year |

At the completion of 1 year as Division Chair, the Vice Chair will assume that position and a new Vice Chair will be elected.

Officers will be considered Active Members and are eligible to vote and hold office.

**Article V: Duties of Officers**

**Section I. *Chairperson***

The Chair of the Regional Logistics Committee shall:

* Preside over all Regional Logistics Committee meetings.
* Appoint committees and representatives as necessary.
* Perform duties and functions of the Committee as the official Committee representative.
* Represent the Committee at meetings as needed.

**Section II. *Vice Chairperson***

Perform the duties of the chair in the absence of that officer.

Other duties as directed by the Chairperson.

Record and maintain the minutes of the meetings of the Committee.

**Article VI: Vacancies in Office**

**Section I.** *Chairperson*

A vacancy in the office of Chairperson shall be filled by the Vice Chair.

**Section II.** *Other Officers*

A vacancy in any office other than Chairperson shall be filled by special election at the next regular Committee meeting

The special election shall be for the unexpired term.

**Article IX: Meetings of the Association**

**Section I.** *Regular Meetings*

The regular meetings of the Committee shall be held once per month, immediately following the regularly scheduled Pierce County Fire Chiefs Association meetings.

**Section II.** *Special Meetings*

A special meeting of the Committee may be called by the Chair or Vice Chair.

**Section III.** *Notice of Meetings*

Notice of any meeting of the Division shall be provided at least fourteen (14) days prior to that meeting; provided that a special meeting for an emergency situation may be called with twenty four (24) hours’ notice. Notification will normally occur by e-mail.

**Section IV:** *Quorum*

A quorum of the Committee shall be at least three members present.

**Article VII: Fiscal Year**

The fiscal year of the Regional Logistics Committee shall be the same as the Pierce County Fire Chief’s Association (January through December).

**Article VIII: Amendment of Bylaws**

**Section I.** *Proposal for Amendment*

Proposals for the amendment of the Bylaws may be made by any active member of the Committee.

Proposals shall be submitted in writing and shall be specific as to the amendment sought.

**Section II.** *Notice*

Proposals for amendment to the Bylaws shall be sent to all active members of the Committee at least sixty (60) days prior to the meeting at which the proposals are to be considered.

**Section III.** *Approval*

A proposed amendment to the Bylaws of the Committee shall require the approval of two-thirds of the members present and voting at the meeting.

**Article IX: Rules of Order**

Robert's Rules of Order shall govern the conduct of all meetings of the Regional Logistics Committee.

The undersigned, Chair and Vice Chair of the Pierce County Regional Logistics Committee and the President of the Pierce County Fire Chiefs Association (PCFCA) certify that the above and foregoing Bylaws of said Association were adopted by the directors as the Bylaws of Pierce County Regional Logistics Committee and that the same do now constitute the Bylaws of this Association.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014.

Attest:

Keith Wright, President, PCFCA

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Brian Caldier, Chair, PCFCA Regional Logistics Committee

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Steve Richards, Vice Chair, PCFCA Regional Logistics Committee