



## **Interested in being an MFIS Board Member?**

### **Purpose**

This information is intended to supply essential information about the process of running for the Executive Board of the Michigan Fire Inspectors Society (MFIS). This document is essential to provide information on what is expected of an Executive Board member prior to submitting your name for election.

We hope this serves the purpose of clarifying the process of running and ultimately serving on the MFIS Executive Board. Current and past elected officers recommend that candidates possess a true passion for MFIS and for representing the Fire Service.

Please ask a current Board Member if you need any further information.

Are you ready to be a MFIS Executive Board Member?

### **Executive Board**

The Executive Board of the Michigan Fire Inspectors Society shall consist of the President, Vice-President, Secretary/Treasurer, Immediate Past-President, and four Trustees. All Members of the Executive Board shall serve on the Planning Committee.

### **Term of Office**

- a. Except as specified in Article IV, Section 5 of the MFIS By-Laws, the President, Vice-President, and Secretary/Treasurer shall be elected annually from the membership-at-large during the business meeting of the annual Education Seminar. The President and Vice-President shall not succeed themselves. The Trustees shall be elected by the membership-at-large for staggering terms of four, three, two and one year initially. Hereafter, one Trustee shall be elected each year for the term of four years.
- b. Except where it is so specified in the MFIS by-laws, a member of the Executive Board shall not be elected or appointed to another office until such time as his or her present term of office expires.
- c. The Executive Board of the Michigan Fire Inspectors Society may remove from office any Executive Board member who is absent without excuse from two (2) consecutive scheduled meetings.
- d. Elected Executive Board members who complete a full cycle of membership on the Executive Board, or who have occupied the position of Vice-President or President for one full year, may not be nominated for a second Executive Board position for a period of seven years. This provision does not apply to the position of Secretary/Treasurer, who may be re-elected to consecutive terms. If no member of the MFIS chooses to run for the Executive Board, the provision of the waiting period



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may be waived by a vote of the membership to allow the nomination and/or election of a former Board member to fill the Executive Board position.

- e. Trustees-The Trustees shall serve at the discretion of the President on various committees. The Trustees shall be responsible for the annual audit of the Society's financial records.

## **Meetings**

There shall be an annual business meeting of the Michigan Fire Inspectors Society to be held in conjunction with the Michigan Fire Inspectors Society Educational Seminar. This business meeting shall be held during the Educational Seminar with which regular business and the election of officers shall be conducted. The Executive Board shall be responsible for the formulation of the program for the Michigan Fire Inspectors Society Educational Seminar. The President of the Society shall serve as the Chairperson of the Educational Seminar or may delegate the responsibility to any member of the Executive Board.

A majority of the members of the Executive Board shall constitute a quorum to transact official business for the Society.

The election of officers and trustees for the Executive Board of the Michigan Fire Inspectors Society shall take place at the annual business meeting. Election to any Executive Board position shall require a simple majority vote of over 50% of the members present. In the event that any nominee does not receive a majority vote on the first ballot, the two nominees with the highest number of votes shall participate in a run-off vote. The nominee in the run off with the highest number of votes shall be declared the winner.

## **Am I allowed to campaign prior to the election?**

Campaigning is allowed during downtime of the conference, but shall not disrupt any of the classes or proceedings.

## **How many meetings will I be expected to attend while serving as an Executive Board Member?**

Current and past elected officers spend varying amounts of time away from their job traveling on behalf of MFIS. Time away often depends on the position. It is essential that your Chief/Commanding Officer approve you applying for the Executive Board.

MFIS Executive Board members attend meetings throughout the year, including, but not limited to:

- Winter and Fall Conferences in January and September
- CFSI Dinner in Washington DC (if selected to go)
- MI/WI combined one-day seminar in May
- Kevin Abbasse Memorial Golf Outing in June
- One (1) Executive Board Conference Meeting in July (long weekend/strategic planning session)
- Board Meetings throughout the year (approximately six meetings)



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## **Will I be expected to cover costs while serving as an Executive Board Member?**

Once elected, all approved expenses incurred by MFIS Executive Board Members related to MFIS business are paid by MFIS. Other costs expecting reimbursement shall be approved by the MFIS Board prior to incurring such costs.

## **What is fulfilling about being an MFIS Executive Board Member?**

Current and past MFIS Executive Board Members comment on how satisfying it feels to be a part of an influential organization such as MFIS.

Being an officer means building new friendships and relationships with peers across the state. It also means enhancing the MFIS as an organization and the fire service as a whole.

Any member of MFIS seeking election shall:

- a. Be member in good standing of the MFIS.
- b. Be prepared to make a speech on your behalf at the Fall Educational Seminar during the annual business meeting to tell the membership about yourself and why you would be the best candidate for the position.
- c. Upon winning election, have appropriate attire (suit, dress, skirt/blouse compliment, whichever is applicable) and attend the Conference Banquet.
- d. Have the blessing/approval from your department's Chief/Head to devote the time commitment of serving on the Executive Board. In return, meals, conference registrations and hotel accommodations for all MFIS sanctioned activities will be paid.
- e. Follow the Michigan Fire Inspectors Society By-Laws

## **Balloting/Nomination**

Officers are voted in during the annual business meeting which is held during the fall conference.

If you are interested in running for the Board, submit your resume to the Secretary/Treasurer by September 1.