

**BYLAWS**  
**SAN JUAN COUNTY FIRE CHIEF'S ASSOCIATION**

**ARTICLE I – NAME**

Section 1.1                   The name of this organization shall be the San Juan County Fire Chief's Association.

**ARTICLE II – ORGANIZATION**

Section 2.1                   This organization shall function under the statutes and laws of the state of New Mexico.

**ARTICLE III – OBJECTIVE AND PURPOSE**

Section 3.1                   The objectives and purpose of this Fire Chief's Association shall be:

- (A) To unite for mutual professional benefits, the San Juan County District Fire Chief's.
- (B) To advance and encourage the use of improved fire suppression techniques, equipment and mutual aid plans by pooling experience and correlating the recommendation of its members.
- (C) To help the Fire Districts of San Juan County achieve their primary goal of protection of life and property.

**ARTICLE IV – MEMBERSHIP**

Section 4.1                   The membership of this organization shall be composed of the San Juan County District Fire Chief's or their representatives.

**ARTICLE V – OFFICERS**

Section 5.1                   The officers of the organization shall be:

**Chairperson**  
Vice-Chairperson  
Secretary-Treasurer

Section 5.2                   Officers shall serve for a term of one year or until their successors are elected. An officer can be elected to serve an indefinite number of consecutive terms.

Section 5.3                   Duties of Chairperson

The Chairperson shall enforce the Bylaws, preside over meetings or any undertaking requested by the membership.

Section 5.4                   Vice-Chairperson

The Vice-Chairperson shall assume the functions of the Chairperson in his absence. The Vice-Chairperson can be assigned special jobs or functions by the Chairperson or as requested by the membership.

Section 5.5                   Secretary- Treasurer

The Secretary-Treasurer shall have the following duties should the membership decide to keep the records at a place other than the Fire Operations Center:

- (A) Keep minutes of all meetings.
- (B) Keep roll call records.
- (C) Keep any reports or records deemed necessary by the membership.

## **ARTICLE VI – ANNUAL MEETINGS**

- Section 6.1 “Roberts Rules of Order” shall govern all meetings.
- Section 6.2 The Annual Meeting shall be the first meeting in February.
- Section 6.3 The election of officers for the year shall be the first order of new business.
- Section 6.4 If there is more than one candidate, the election shall be by written ballot.
- Section 6.5 To hold an election, this meeting must be attended by a majority of the members of the San Juan County Fire Chief’s Association. A majority shall be defined as two members over 50% of the total membership. In the event that the necessary number of members is no present, the Chairperson shall have the Secretary notify all members by mail that the election will be held ten working days from that date, giving time and place.
- Section 6.6 In case there is a vacancy of one of the elected officers during the year, an election will be held at the next regular meeting to fill that position.
- Section 6.7 All records and reports shall be turned over to the new elected officers at the annual meeting.

## **ARTICLE VII – MEETING**

- Section 7.1 The meeting shall be held every other month during the third week. Meetings to be held at the San Juan County Fire Operations Center or such place as designated by the Chairperson.
- Section 7.2 Special meetings can be called by any member of the organization. The procedures will be as follows:
1. The Chairperson will be notified and the reason for the meeting will be explained.
  2. The Chairperson shall have the Secretary notify all members of the time and place of the meeting.

## **ARTICLE VIII – DUES**

- Section 8.1 Dues may be assessed to Fire Districts at the Annual Meeting. The amount of dues will be determined by a majority vote of the Association.
1. Special dues may be assessed at any time by a majority vote of the Association.

## **ARTICLE IX – VOTING**

- Section 9.1 Each district will have one (1) vote.