

The Yadkin County Fire Chiefs' Council
Operational Guidelines
Adopted April 5, 2017

Article I – Name

The name of the organizations shall be *The Yadkin County Fire Chiefs' Council*, hereby referred to as the Council.

Article II – Purpose

The purpose of the Council is to recommend and adopt, as appropriate, operational procedures for the management of fire and rescue calls in Yadkin County and other designated response areas.

Article III – Membership

- A. Voting members of the Council shall be the Chiefs of the Yadkin County fire and rescue departments or his/her designee. The department representative should be a chief, assistant or equivalent.
- B. If the chief of a department is unable to attend he/she shall notify the Council Chair who will be the voting representative the department.
- C. Each department shall have only one representative in attendance.
- D. The Yadkin County Fire Marshal shall serve as an ex officio member of the Council.

Article IV – Meetings

- A. Regular meetings shall be held on the third Thursday in January, April, July, and October at the same location as the Yadkin County Fire and Rescue Association meeting beginning at 6:30 PM. Meeting dates may be adjusted at the discretion of the membership.
- B. The Chair of the Council may call an emergency meeting of the Council as he/she deems necessary for the benefit of the Council.
- C. Chiefs shall submit discussion items to be placed on the agenda to the Chair prior to meeting dates.

Article V – Officers

- A. Officers of the Council shall be Chair, Vice Chair, and Secretary. The Chair and Vice Chair shall be actively serving Chiefs of the Council. The Secretary may be a chief or a non-voting member of the Council.
- B. Officers of the Council shall not, at the same time, hold an office in the Yadkin County Firemen's Association.
- C. Elections for officers shall be held at the regularly scheduled July meeting. Terms for officers shall be for one year.
- D. If the Vice Chair or Secretary is unable to complete their term of office, the Chair shall appoint an individual to complete their terms. If the Chair is unable to complete his/her term, the Vice Chair shall assume the duties of the Chair until the next regular meeting at which time the membership shall elect a new Chair.

- E. The Chair shall preside at all meetings of the Council. The Chair or his/her designee may act on the behalf of the Council at meetings requiring Chair representation.
- F. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- G. The Secretary shall take accurate minutes of Council meetings, shall call roll at meetings, and complete other duties as directed by the Chair.

Article VI – Honoring Deceased Chief

Yadkin County Fire and Rescue Departments may, at their discretion upon the death of their chief, suspend the use the chief's assigned radio number for up to six months from the date of death. The acting/interim/new chief shall use the word "chief" and the station number in place of the chief's radio number during the time of suspension of use.

Article VII – Amendments

These guidelines may be amended by a three fourths (3/4) majority of members present and voting.