

Section 1 Name

1.1 The name of this Council shall be the ICC Fire Service Membership Council (“Council”).

Section 2 Authority

2.1 The Council is established pursuant to Section 11.1 of the ICC Bylaws and Section 3.0 of CP 9 – Role & Structure of Advisory Councils.

2.2 The Council shall comply with applicable Bylaws, Council Policies, and procedures. The Council shall function as an advisory and collaborative entity; it shall not represent itself as the ICC and shall not incur financial obligations on its behalf without authorization from the ICC Board of Directors.

Section 3 Purpose

3.1 The purpose of the Council shall be to advocate for concerns and issues that are of particular interest to the fire service, to assist ICC in increasing the participation of such individuals in the ICC Code development process, and to advise ICC on programs and policies, legislative matters, code adoption issues and such other matters as the Council deems appropriate.

Section 4 Objectives

4.1 Identify and recommend to the Board of Directors, funding opportunities available from federal, state, and local grant programs for the purpose of securing funds for the advancement of training and education, promotion of professional interests, and other relevant professional development opportunities of individuals charged with the responsibilities thereto.

4.2 Recommend to the Board of Directors, additions or modifications to the education, training and certification programs offered by ICC through its various training, education, and certification programs.

4.3 Provide to the Board of Directors, assessments and evaluations of professional development programs offered by ICC in the form of reports, surveys or other means of communication as deemed appropriate by the Council.

4.4 Conduct meetings of the Council and record the actions, activities and other affairs of its membership for reporting to the Board of Directors, subject to the limitation contained in Section 2 of this Charter.

4.5 Work in conjunction with other membership Councils established by the Board of Directors as necessary to insure that efforts to enhance the interests of the entirety of the ICC membership are fostered by collaboration and cooperation.

4.6 Build and improve relationships with organizations, jurisdictions and individuals interested in code development, adoption, administration, and enforcement.

4.7 Perform any other duties, activities, or programs which may be authorized by the Board of Directors, from time to time.

Section 5 Membership in the Council

5.1 Criteria for membership in the Council shall be determined by the Governing Committee of the Council.

5.2 Each member of the Council shall have one vote in the affairs of the Council.

5.3 Membership in the Council is open to any individual who wishes to affiliate with the Fire Service Membership Council and is a member of ICC, an ICC Governmental Member Voting Representative, or employed by a jurisdiction or corporate member of ICC or a member in good standing of a closely aligned organization as approved by the ICC Board of Directors. The Governing Committee may make recommendations to the ICC Board of Directors to include additional organizations as closely aligned.

5.4 Members of the Council, by their participation, acknowledge ICC's copyright of all work product of the Council including ICC publications, and understand that members of the Council accrue no interest or property rights, including rights in copyright, to publications or products produced.

5.5 Members of the Council should endeavor at all times to conduct themselves in accordance with the ICC Bylaws and Council Policies, including the ICC Statement of Ethical Conduct.



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Section 6 Governing Committee

6.1 This Council shall be governed by a minimum of a twelve member Governing Committee appointed by the Board of Directors. A member of the Governing Committee may serve a maximum of two 3-year terms.

6.2 The officers of the Governing Committee shall be a Chair and Vice Chair. Officers shall be elected by members of the Governing Committee to serve one-year terms.

6.3 The Governing Committee shall have general charge of the affairs of the Council.

6.4 The Governing Committee may, at its discretion, from time to time form such committees as it deems necessary. Such committees shall have membership, structure, tenure, power and duties as may be determined by the Governing Committee.

6.5 The officers (with support from ICC staff) shall publish and distribute bulletins, newsletters, etc., containing items of professional interest and value, recording significant developments in the affairs of the Council and its members.

6.6 In accordance with CP-9, the Governing Committee shall submit an annual report of the Council's accomplishments and recommendations to the Board of Directors. The report shall be submitted in conjunction with the ICC Annual Conference unless otherwise requested by the ICC Board of Directors.

6.7 The Governing Committee shall periodically review the Purpose (Section 3) and Objectives (Section 4) of this Charter to ensure the Council's continued relevance and productivity. Proposed amendments shall be subject to the provisions of Section 8 of this Charter.

6.8 The Chair of the Governing Committee shall serve as a member of the Codes and Standards Council. The Vice Chair of the Governing Committee shall serve as an alternate for the Chair. Appointments to the Codes and Standards Council shall be made by the Board of Directors.

6.9 Vacant positions may be filled by the Governing Committee following the procedures outlined in the sections below or left vacant until the next Annual Meeting of the Fire Service Membership Council.

6.9.1 A call for applicants shall be issued allowing 30 days for submission. The Governing Committee will review the applications and select the successful



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applicant by ballot. All applicants will be notified of the results prior to the announcement to the full Council Membership.

6.10 A member who ceases to meet the requirements for membership in the Council for a period exceeding 180 days shall automatically forfeit his or her position as a member of the Governing Committee.

Section 7 Meetings

7.1 There shall be an Annual Meeting of the Council, held in conjunction with the ICC Annual Conference, for the nomination of Governing Committee members and for such other business as may be necessary.

7.1.1 Meetings of the Council and Governing Committee shall be open to all ICC members and staff. Notification of all meetings shall be provided to Council members and Governing Committee members, and meeting announcements shall be posted on the ICC website.

7.1.2 Except as otherwise provided in this Charter, the ICC Bylaws, or Council Policies, Robert's Rules of Order shall govern the transaction of business at all Council and Governing Committee meetings.

7.2 Council Meetings

7.2.1 There shall be an Annual Meeting of the Council, held in conjunction with the ICC Annual Conference, for the nomination of Governing Committee members and for such other business as may be necessary.

7.2.2 Special meetings of the Council may be called by a two-thirds majority vote of the Governing Committee, with 30 days notice to all members of the Council. Such meetings may be conducted by conference call or other electronic means. Votes may be cast electronically.

7.2.3 A quorum for the conduct of business at either an Annual Meeting or a Special Meeting of the Membership Council shall consist of not fewer than 25 members who have been members of the Membership Council for a period of at least 30 days prior to the meeting.

7.3 Governing Committee Meetings



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7.3.1 Meetings of the Governing Committee shall be called by the Chair as is necessary for the proper conduct of business, or as requested in writing by six or more members of the Governing Committee. The notice of all meetings of the Governing Committee shall be sent electronically to all members of the Governing Committee not less than 7 days prior to the meeting.

7.3.2 Meetings of the Governing Committee may be conducted by conference call or other electronic means, provided that (a) proper notice, as set forth in this Charter, is given, and (b) all participants are able to communicate with all of the other participants concurrently. Votes on matters properly before the Governing Committee may be cast electronically.

7.3.3 A quorum of the Governing Committee shall consist of a majority of the Governing Committee members.

Section 8 Amendments to the Charter

8.1 This Charter may be amended by the ICC Board of Directors. Amendments may be proposed in writing by a majority of the Governing Committee or by 25 percent of the members of the Council.

Section 9 Funding and Support

9.1 The ICC shall provide funding for the activities of the Council, as financial conditions allow. At a minimum the ICC shall fund the cost for two in-person meetings of the Governing Committee per year, including their annual meeting.

9.2 ICC will provide reimbursement for all reasonable travel expenses in accordance with the ICC policies when members of the Governing Committee incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC.

9.3 ICC shall provide staff support to the Governing Committee, including:

- Keep a register of the membership
- Support the work of the Council
- Record the proceedings of all meetings and distribute summary minutes
- Conduct such correspondence and issue such notices as may be required or requested by the Chair



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