

Executive Board By-laws

MABAS Division 6



ARTICLE I – NAME

Mutual Aid Box Alarm System Executive Board

ARTICLE II – PURPOSE

The Executive Board is the guiding body of MABAS and is established to consider, adopt, and amend from time to time as needed, policies and procedures, by-laws and any other matters deemed necessary by the Member Units.

ARTICLE III - MEMBERSHIP

Each division shall be represented by one member who shall be designated by their respective Division.

ARTICLE IV - OFFICERS AND ELECTIONS

The MABAS Executive Board shall elect a President and Vice President who shall serve a two year term. Election shall be held at the first meeting of the year on even numbered years. Officers may serve consecutive terms. The President may appoint any committee necessary to conduct business for the Executive Board.

ARTICLE V - DUTIES OF OFFICERS

- A. President
 - 1. Schedule Meetings
 - 2. Make up Meeting Agenda
 - 3. Preside over Meetings
 - 4. Establish Committees
- B. Vice President
 - 1. Handle Duties of President when he is absent.

ARTICLE VI - EXECUTIVE SECRETARY

The President shall appoint an Executive Secretary who shall serve at the discretion of the Board. The Executive Secretary is not required to be a member of the Executive Board to be selected.

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ARTICLE VII - DUTIES OF THE EXECUTIVE SECRETARY

- A. He shall be the Recording Secretary of the Board.
- B. Take minutes of all meetings.
- C. Keep a history of MABAS
- D. Have physical custody of all MABAS minutes, contracts, and documents.
- E. Attend all MABAS Executive Board meetings.
- F. Send minutes of all meetings to all Executive Board members.
- G. Provide notification and agenda to Executive Board members for all scheduled meetings.
- H. Any other task agreed upon mutually with the Executive Board.

ARTICLE VIII - MEETING SCHEDULE AND AGENDA

The Executive Board shall meet at such times and dates as established by the Executive Board. In no case shall the Executive Board meet less than quarterly.

Quorum: More than 50% of all Divisions of MABAS shall be present at a meeting to constitute a quorum.

The agenda for Executive Board meetings are as follows:

- A. Call to Order
- B. Approval of Minutes of Prior Meeting
- C. Communication and Correspondence
- D. Committee Reports
- E. Old Business
- F. New Business
- G. Division Reports
- H. Adjourn

ARTICLE IX - BOARD ACTION

Actions of the Executive Board require a majority vote of approval by the Divisions present at a meeting.

ARTICLE X - POLICIES AND PROCEDURES

The Executive Board shall adopt policies and procedures that coordinate working relations between MABAS Divisions. These procedures shall include, but not limited to:

- A. Communications
- B. Box Cards
- C. Incident Command System
- D. Personnel Accountability

ARTICLE XI - SPECIAL ASSESSMENTS

Special assessments as needed are made by a vote of the members of the Executive Board.

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ARTICLE XII – INDEMNIFICATION

The Executive Board has the power to indemnify itself through insurance or bonds as it deems necessary for the good of the organization.

ARTICLE XIII – ELIGIBILITY

Eligibility for Division membership in MABAS shall be approved by the Executive Board. Eligibility for Member Unit membership shall be approved by a Division.

ARTICLE XIV – MEDIATION

Mediation of disputes regarding MABAS policies and procedures may be requested from the Executive Board.

- Step 1: MABAS Division attempts to resolve issues with the grieved fire agency.
- Step 2: At impasse: Division petitions the Executive Board in writing, of issues of non-compliance involving the grieved agency.
- Step 3: Within 60 days of notification, the Executive Board mediation panel will meet with the involved parties to discuss the issues.
- Step 4: Within 60 days following mediation, the Executive Board shall give written notice to the involved parties, specifying the areas of non-compliance and the recommended resolutions for each area.
- Step 5: The grieved fire agency will be given a reasonable period of time to implement the Board recommendations for each area of non-compliance. This time period shall generally be no more than 90 days. However, the Executive Board may agree to a longer period of time to implement the recommendations due to unusual circumstances.
- Step 6: In the event of continued non-compliance by the grieved agency, a Division may request that the Executive Board send its recommendations to the elected officials of the grieved fire agency for further action.
- Step 7: Further non-compliance by the grieved agency will be referred back to the Division for final determination.

ARTICLE XV – AMENDMENTS

A quorum of the Executive Board is necessary for any amendment of the by-laws. The by-laws of any section or provision thereof, may be amended, rescinded or expanded by approval of two-thirds (2/3) vote of the members of the Divisions of MABAS. Any change to the by-laws must be distributed to the Divisions 30 days prior to the vote. A written proxy constitutes being present at a meeting.

ARTICLE XVI – BOOKLET

An information booklet shall be compiled by the Executive Board, containing all pertinent information needed in the operation of a MABAS Division. This booklet shall be updated by the Executive Board as often that is deemed necessary.