



VCPFA BOARD OF DIRECTORS' POLICY

No. 901

CHARTER, POLICY AND ELECTIONS COMMITTEE

MISSION

The Policy and Elections Committee exists to research, develop and propose Board of Directors' policy, foundational statements, and any other bodies of official language which may be used to govern, represent, or characterize the VCPFA in an official manner. As an Association charged with the duty to represent and advocate for professional firefighters this committee endeavors to produce bodies of language to support the discharge of this duty while ensuring the Association is managed, and its own mission and profile advanced, in a manner that is evincive of the considerable stature and resources of the VCPFA.

The Policy and Elections Committee shall also be charged with the duty of supporting the Secretary-Treasurer in conducting the elections of IAFF Local 1364.

COMPOSITION AND ORGANIZATION

The Policy and Elections Committee shall be comprised of at least three members appointed by the VCPFA President, one of whom shall be the Secretary-Treasurer who may also chair the committee. In accordance with the VCPFA Bylaws the President shall be an ex-officio member of the committee. The President should appoint a sufficient number of committee members to successfully accomplish the mission set forth in this charter.

Committee members shall be allowed to serve on the committee until such time that they voluntarily withdraw their name or when, for good cause, the President revokes an individual appointment to the committee.

Directors of the VCPFA are encouraged to recruit such general members who may have a skill, knowledge base or interest in fulfilling the mission of this committee. Such recruited members shall be presented for consideration by the President at duly noticed Board of Directors meeting.

A quorum shall exist when a majority of committee members are present at duly announced meeting.

AUTHORITY AND RESPONSIBILITY

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This committee has been established as a standing committee found in Article VII Section 2 of the VCPFA Bylaws and has been ratified as such by an election of the VCPFA Membership. This committee shall be subordinate to the VCPFA Board of Directors.

The responsibilities of the Policy and Elections Committee shall be as follows:

- To develop an awareness to identify the need for and a process for producing internal VCPFA Board of Directors' policy.
- To research, draft, deliberate and propose such policy language to the Board of Directors' for review and approval.
- To review existing policies to ensure consistency with Director and Association business practices; and to make recommendations to changes in policy or practice when discrepancies are discovered.
- To maintain a standardized system of formatting and numbering for Board of Directors' policies.
- To maintain a standard and accessible system of filing Board of Directors' policies, both hard and electronic copies.
- To draft and propose such statements, phrases, or other bodies of language which may represent or characterize the nature of work and/or profile of the VCPFA in an intentionally enduring manner.
- All such productions of the Policy and Elections Committee are considered proposals until they are brought before a quorum of the VCPFA Board of Directors for approval by majority vote.

The Policy and Elections Committee shall furthermore be responsible for:

- Maintaining and promoting the integrity of the elections of IAFF Local 1364.
- Assisting the Association Secretary-Treasurer in conducting the elections of IAFF Local 1364.
- Ensuring elections meet the requirements of the VCPFA Bylaws and relevant regulatory law.
- Establishing the rules and processes for conducting elections.
- Conducting ballot counts for paper ballot elections.

MEETINGS

The Policy and Elections Committee shall meet as often as reasonably necessary to accomplish the mission and fulfill the responsibilities herein. Given the nature of the 56-hour shift work schedule of most VCPFA members the Chair of the Policy and Elections Committee may elect to hold committee meetings via teleconference, webinar or other practical means which affords at least quorum of committee members the opportunity to convene at a pre-arranged date and time.

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As necessary, the committee will meet in a joint session with other committees regarding items of concern to both committees.

COMMITTEE DOCUMENTATION

The committee shall produce documents related to the conduct of its official business including but not limited to the following:

- Committee meeting minutes
- Proposals for official policy and enduring statements of the VCPFA
- Nomination and election notification documents
- Election ballots
- Amendments to this charter