

**CONSTITUTION and BYLAWS of the NATIONAL INCIDENT  
MANAGEMENT  
SYSTEM CONSORTIUM**

ORGANIZED 1991

**CONSTITUTION**

**ARTICLE I**

Name The name of this organization shall be: the **NATIONAL INCIDENT MANAGEMENT  
SYSTEM CONSORTIUM**

**ARTICLE II**

Purpose

Section 1. The NIMSC shall be responsible to define, structure, and maintain the components of an all risk incident management system focused on fire departments and other emergency services, so as to provide structured emergency all risk incident management from initial operations and allow progressive escalation to a major incident depending on the size and complexity of the incident.

Section 2. The Consortium will actively solicit user/member input relating to the National Incident Management System Curriculum, Model Procedures, and any other projects developed by the Consortium. The process for addressing input effecting change is contained in the **Consortium Document Development, Review, and Approval Procedures**.

## **ARTICLE III**

### Representation

Section 1. The Consortium will seek representatives from emergency management organizations and related fields to provide input to accomplish the purpose stated in Article II, including but not limited to the following:

Section 2. Charter Members:

California Department of Forestry and Fire Protection  
Channel Industries Mutual Aid Organization  
Emergency Management Institute  
Fire Ground Command  
FIRESCOPE  
International Association of Fire Chiefs  
International Association of Fire Fighters  
International Fire Service Training Association  
International Society of Fire Service Instructors  
National Advisory Committee on Integrated Emergency Management System  
National Fire Academy  
National Fire Protection Association  
National Volunteer Fire Council  
National Wildfire Coordinating Group (NWCG)  
    Bureau of Indian Affairs  
    Bureau of Land Management  
    National Association of State Foresters  
    National Park Service  
    U.S. Fish and Wildlife Service  
U.S. Forest Service  
Society of National Fire Academy Instructors  
U.S. Fire Administration  
Women in the Fire Service

## **ARTICLE IV**

### Officers

Section 1. The officers will consist of the President, Vice President, Secretary, and Treasurer.

Section 2. The President and Vice President shall be elected for a term of three years and not hold office more than two consecutive terms.

Section 3. The Secretary and Treasurer shall be appointed by, and serve at the pleasure of, the President.

Section 4. The officers shall constitute the governing body of the Consortium.

Section 5. Officers are elected by a simple majority vote of the Consortium voting membership. A quorum of voting membership of the Consortium must be present.

**ARTICLE V**  
Meetings

Section 1. The Consortium will conduct a general meeting at least once a year.

Section 2. Officers shall meet at least once a year.

Section 3. The officers may meet at any time the situation warrants.

# **BY-LAWS OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM CONSORTIUM**

## **ARTICLE I**

### Organization Name

The name of the organization shall be the **NATIONAL INCIDENT MANAGEMENT SYSTEM CONSORTIUM (NIMSC)**, and may be referred to hereafter in the Bylaws as the Consortium.

## **ARTICLE II**

### Purpose

Section 1. The NIMSC shall be responsible to define, structure, and maintain the components of an all risk incident management system focused on fire departments and other emergency services, so as to provide structured emergency all risk incident management from initial operations and allow progressive escalation to a major incident depending on the size and complexity of the incident.

Section 2. The Consortium will actively solicit user/member input relating to the National Incident Management System Curriculum, Model Procedures, and any other projects developed by the Consortium. The process for addressing input effecting change is contained in the **Consortium Document Development, Review, and Approval Procedures**.

## **ARTICLE III**

### Membership

Section 1. The Consortium shall consider for voting membership any individual or any organization having fire department or emergency service interests. Acceptance of membership shall be based on a simple majority vote of voting members present at that meeting.

Section 2. Voting members accepted to the Consortium shall be placed on the voting member roster, assigned to a committee, and the Consortium Secretary shall maintain the roster.

Section 3. Organizations listed in Article III, Section 2 of the Constitution and

individuals participating in the Ad Hoc Committee and/or present at the 1991 Chesterfield meeting are charter members.

Section 4. There are two types of membership. These types of membership are voting members (charter organization representatives and members accepted for voting status per Article III, Section 1) and non-voting members.

Section 5. Failure to attend three consecutive Consortium general meetings without an excused absence by the Consortium Secretary shall be cause to move the member from voting to non-voting member status. The Secretary shall maintain a roster of meeting attendance. The Secretary shall advise the President of members who are eligible for movement from voting member to non-voting member status.

Section 6. Charter members shall always maintain a voting membership, regardless of their attendance record.

Section 7. Nonvoting members include previous voting members who have been moved to nonvoting status because of inactivity, subject matter experts of model procedures task groups who do not receive voting member status, and other individuals who wish to participate but request not to have voting member status.

#### **ARTICLE IV**

##### **Dues**

Section 1. There shall not be any dues required of members.

#### **ARTICLE V**

##### **Schedule of Meetings**

Section 1. A regular general meeting shall be held at least once per year.

Section 2. Regular officers' meetings shall be held at least once a year and shall be scheduled to the convenience of all officers. Officers' meetings may be held via telecommunications.

Section 3. The President may call an officers' meeting at any time if the situation warrants.

Section 4. A quorum shall consist of 7 voting members.

## **ARTICLE VI**

### Voting

Section 1. Each voting member shall have one vote.

Section 2. Voting shall be valid only if the organizational representative and voting member is present.

## **ARTICLE VII**

### Duties of Officers

Section 1. The President shall have executive supervision over the activities of the Consortium within the scope provided by the Constitution and Bylaws. The President, or an appointed alternate, shall preside at all meetings whether general or officers'. The President shall appoint the representatives to committees and/or delegate not otherwise provided for. The President shall establish an Audit Committee to review and report on the Treasurer's bookkeeping at least annually. This report shall be provided to the membership. The President shall report annually on the activities of the Consortium to the membership. In the event that an office becomes vacant, the President may appoint an individual to fill the post until the next spring meeting.

Section 2. The Vice President shall assume the duties of the President in the event of the President's absence, incapacity, death or resignation.

Section 3. The Secretary shall be responsible for keeping minutes of the meetings, maintaining a current roster of representatives and for written communications to and from the National Incident Management System Consortium.

Section 4. The Treasurer shall be responsible for the safekeeping of the Consortium funds, for maintaining adequate financial records, writing out numbered checks for distribution as needed and render an annual report of the financial activities of the Consortium based on the year. The Treasurer may be asked to render a financial report at any time during that year on the Consortium's financial activities.

## **ARTICLE VIII**

### Election of Officers

Section 1. Election of officers will be conducted at (a spring) the annual meeting.

Section 2. Election to office will be by a simple majority vote.

Section 3. In the event that an office becomes vacant, the President may appoint an individual to fill the post until the next (spring) annual meeting.

Section 4. The President shall appoint at least a three-member nominating committee to fill the ballot for scheduled elections. Nominations shall also be accepted from the floor.

## **ARTICLE IX**

### Committees

Section 1. The President shall appoint the Chairpersons and members of all committees. The President should select Chairpersons and committee members who are representative of the makeup of the entire Consortium.

Section 2. The standing committees shall be:

A. Administrative Committee

1. Responsible for budget management, administrative duties and strategic planning

B. IMS Model Procedures Committee

1. Responsible for procedure development and revision of procedures

C. Nominating Committee

1. Responsible for nominating Consortium members to fill the ballot for scheduled elections

D. Audit Committee

1. Responsible for reviewing and reporting on the Treasurer's bookkeeping at least annually. This report shall be provided to the membership

Section 3. The President may establish Ad Hoc committees as necessary.

## **ARTICLE X**

### **Finances**

Section 1. All donations, grants or funds otherwise raised by the Consortium shall be used to support the efforts and goals of the National Incident Management System Consortium.

Section 2. Funds received from the federal government shall not be used for the purpose of lobbying.

Section 3. Upon dissolution all remaining funds donated to the Consortium shall be returned to the donating organization or granter. Any other remaining assets shall be turned over to the "American Foundation for Firefighter Health and Safety", 455 N. 5th Street, Phoenix, AZ 85003 (Tax #860348306), or any other qualified organization under Section 501 (c)(3) of the Internal Revenue Code.

## **ARTICLE XI**

### **Fiscal Year**

Section 1. The fiscal year for the NFSIMSC shall be the calendar year.

## **ARTICLE XII**

### **Amendments to the Bylaws**

Section 1. Proposed changes to the Bylaws must be provided to all members no less than 60 days prior to a vote.

Section 2. Voting on Bylaws amendments may take place at a general meeting or by mail.

Section 3. Passage of a Bylaws amendment will require a two-thirds majority vote of the voting members present or returned ballots.

## **ARTICLE XIII**

### **Consortium Document Development, Review and Approval Procedure**

Section 1. Recommendations and issues will be resolved using **the Consortium**



**Document Development, Review and Approval Procedure.**

Section 2. The procedure will incorporate both internal and external comment and input.

**ARTICLE XIV**

Rules of Order

Section 1. The presiding officer shall preserve order at all meetings. To manage meetings of the National Incident Management System Consortium, the presiding officer shall be guided by the rules set forth in *Robert's Rules of Order*.