

Terms of Reference

Name:

The organization will be known as the "Ontario Fire and Life Safety Educators Committee".

Objectives:

- To co-ordinate the efforts of its members in the fields of Fire and Life Safety and Public Education, and by so doing, endeavor to provide more efficient, effective and uniform public education programs in Ontario;
- To distribute to its members such information pertaining to Fire and Life Safety and Public Education as may be available;
- To present to the OAFCE and other authorities recommendations which, having agreed upon by a majority of the members are deemed necessary as good practice concerning Fire and Life Safety and Public Education;
- To provide information to assist its members in the solution of any problems which may arise in the fields of Fire and Life Safety and Public Education;
- To at all times assist and cooperate with such Associations, Industries, Government agencies or Departments which share our common interest in the prevention of fires and the protection of lives and property.

Meetings:

- A Training and Education Seminar of the membership shall be convened each year.
- Committee Meetings shall be called at the discretion of the Chair or upon the wishes of a majority of the committee.
- Special Committee Meetings shall be convened upon appointment or election of the Committee and shall meet at a location and time agreed upon by a majority of the Committee Members.

Membership:

- Persons eligible for membership shall be persons responsible for Public Education duties within a Municipal Fire Service in the Province of Ontario.
- Those persons who retire from an active Municipal Fire Service may apply to remain an active member upon approval of the Chair and Committee.

Executive members:

“Executive Members” of the Ontario Fire and Life Safety Educators Committee shall be:

Chair – OFLSE lead on the joint PE/FP/OAFC Education and Prevention standing committee; all executive members report to the Chair with collaboration amongst all

Vice Chair – Chair alternative in case of absence; responsible for Committee work; representative on Joint PE/FP/OAFC Education and Prevention standing committee

Secretary – Responsible for elections, correspondence and other assigned tasks; representative on Joint PE/FP/OAFC Education and Prevention standing committee

Four (4) Directors:

Director 1: Communications – responsible for mass emails, social media, website maintenance and other assigned tasks

Director 2: Membership – responsible member & training registration, membership database maintenance, email list maintenance and other assigned tasks

Director 3 - Spring conference and other assigned tasks

Director 4: Fall conference and other assigned tasks; OFLSE representative on OFC/OFLSE/OMFPOA Fall Conference Committee

Terms for all Executive members will be two (2) years, with elections being held in alternating years for the following positions:

Even-Numbered Years

Secretary

Director # 2 – Membership

Director #3 – Spring Conference

Odd-Numbered Years

Vice-Chair

Director #1 – Communications

Director #4 – Fall Conference

The position of Chair is acclaimed via automatic succession. After serving their Vice Chair term, the Vice Chair shall automatically fill the position of Chair at the conclusion of the Annual OAFC and Public Fire and Life Safety Educators Conference.

In the event of the resignation or death of any member of the OFLSE Executive, the OFLSE Executive shall meet and select or choose one of their Executive members to fulfill the position and to perform all the duties assigned or they may appoint another person to fill the vacant position.

Nomination of Executive members:

Nominations for the purpose of electing Executive members shall be accepted by the *OFLSE Committee* prior to the elections at the *Annual OAFC and Public Fire and Life Safety Educators Conference*.

A call for nominations will be issued to all members during the month of March (the "nomination period"). Any member interested in running for a position on the Executive shall submit the provided nomination form to the Secretary by the stated nomination period deadline. All persons wishing to stand for a position will have their Fire Chief or Supervisor's approval. This approval is required as part of the completed nomination form submitted.

Once nominations are received and the submission deadline has passed, a list of all nominees and position for which they are running will be posted on the Ontario Fire and Life Safety Educators' website.

A member may be nominated for more than one office, however once the nomination period has ended and the nominations have been published, nominees must then choose one position to let their name stand.

Elections:

The election of the executive members shall be held on the first day of the *Annual OAFCE and Public Fire and Life Safety Educators Conference*.

Membership voting rights and privileges entitle one vote for election of executive members per member registered.

During the election process at the *Annual OAFCE and Public Fire and Life Safety Educators Conference*, the Secretary shall read the nominations for each office in order. The order of nominations shall be from top of the list (Chair) to the bottom of the list (Directors).

When there are more nominations than vacancies to be filled, the Secretary shall present the names of the nominees in order of their nomination. The names of all qualified nominees standing for election shall be listed on one ballot.

Two scrutineers shall be appointed by the OFLSE Committee to conduct the elections.

The Secretary shall provide a membership list to the scrutineers for this purpose.

The scrutineers shall collect and tabulate the ballots. The Chair's completed ballot will be kept in a sealed envelope and brought in to the counting room. In the event of a tie vote, a re-vote with just the top two candidates will be conducted. If there are only two candidates, the Chair's vote, kept confidential, will be the tie-breaker. Only the final result will be announced.

The spokesperson shall announce the results to the floor.

When the election is complete, a motion to destroy the ballots will be made.

In the event a position is vacant after the election, a member, if unsuccessful in another office, can request to be considered for appointment.

The outgoing and new Executive shall meet during that conference to ensure a proper transition of information.