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Vice Chair Member Services

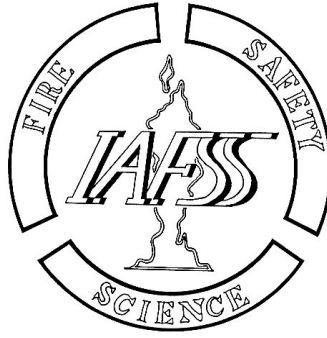
Prof Longhua Hu, China, Asia-Oceania

Vice Chair Diversity, Equity and Inclusion

Dr Jason Floyd, USA, Americas

Immediate Past Chair / Nominating Committee Chair

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IAFSS is a Registered Charity in England and Wales
Registered Charity Number 1202005

Rules of International Association for Fire Safety Science (IAFSS)

In accordance with clause 27 of the Constitution of International Association for Fire Safety Science (IAFSS), the charity trustees may from time to time make such reasonable and proper rules as they may deem necessary or expedient for the proper conduct and management of the Charitable Incorporated Organisation (“the CIO”). Such rules address issues that are not required to be in the Constitution, but which are deemed appropriate guidance for management and operation of the IAFSS. This document reflects such rules.

1. Officers of the IAFSS and Management Structure

In their role of managing the affairs of the CIO, the charity trustees shall hold positions as officers of the IAFSS. The officers of the IAFSS shall collectively form the Executive Committee (EC) of the CIO. Officers of the IAFSS shall be as follows.

- (1) Immediate Past Chair (*ex officio*)
- (2) Chair
- (3) Honorary Treasurer and Vice Chair Finance Committee
- (4) Honorary Secretary
- (5) Vice Chair Governance and Strategic Planning
- (6) Vice Chair Diversity, Equity and Inclusion (DEI)
- (7) Vice Chair Member Services
- (8) Vice Chair Education
- (9) Vice Chair Research
- (10) Vice Chair Membership Advisory Council (MAC) and Symposium Planning Committee (SPC)

2. Committees of the IAFSS

In accordance with clauses 4 and 19 of the IAFSS Constitution, the charity trustees have established the following Committees of the IAFSS.

- (1) Executive
- (2) Governance and Strategic Planning
- (3) Finance
- (4) Diversity, Equity and Inclusion (DEI)
- (5) Early Career Researchers and Professionals (ECRP)
- (6) Outreach and Communications (O&C)
- (7) Education
- (8) Research
- (9) Nominating
- (10) Membership Advisory Council (MAC)
- (11) Symposium Planning

3. Election of Trustees and Officers of IAFSS

These procedures are in addition to the eligibility criteria identified in the IAFSS Constitution.

- (1) At least nine months prior to the scheduled completion of the trustees' term of office, the Nominating Committee shall issue a 'Call for Nominations.' All eligible members in good standing of the IAFSS, who comply with eligibility criteria in the IAFSS Constitution, shall be permitted to submit a nomination (including a self-nomination) to serve as a charity trustee.
 - (a) It is desirable that at least 1/3 of the trustees from each region fulfil at least one DEI criteria.
 - (b) It is desirable that there is continuity of those with access to banking when changing from one set of Trustees to another. In the case that the Treasurer is changed, the immediate past Treasurer (provided still a member of the IAFSS in good standing) shall retain signatory rights until a new mandate has been established with the Association bank.
- (2) From the nominations received, as well as based on efforts of the Nominating Committee to identify other eligible and qualified members, the Nominating Committee shall nominate candidates for all charity trustee positions.
- (3) At least four months before the scheduled completion of the charity trustee's term of office, the Nominating Committee shall submit its list of nominees for charity trustees to the Honorary Secretary. The nominees for charity trustees designated by the Nominating Committee shall be reported to the members of the IAFSS in a newsletter or other general mailing, mailed at least four months before the scheduled completion of the charity trustee's term of office.
 - (a) An eligible member may also be nominated for election as a charity trustee by a petition signed by at least 5% of the eligible membership of the IAFSS and submitted in writing to the Honorary Secretary.
 - (b) This announcement shall also explain the procedure and schedule for submitting petition nominations.
 - (c) Petition nominees shall be submitted to the Honorary Secretary no later than three months before the scheduled completion of the Committee's term of office.
- (4) If the total number of nominees does not exceed the number of charity trustee positions by region as of three months before the scheduled completion of the charity trustee's term of office, then all nominees will be deemed to be elected charity trustees without further action. In any other instance, there shall be an election by postal or electronic vote of the members, which shall be completed prior to the scheduled completion of the charity trustee's term of office. The vote shall be conducted for the contested regions by the Honorary Secretary and counted by the Scrutineers. All nominees are to be ordered alphabetically, within region, on the ballot paper. All nominees are to be invited to provide short statements (with word limit) for inclusion on the ballot paper.
 - (a) To maintain the provision set out by Clauses 12(3)(a) and 12(2)(e) of the IAFSS Constitution, the top three vote recipients from each region would be deemed elected with at least one a resident of England or Wales.
 - (b) In the case of a tied ballot a byelection will be held of the tied candidates.

- (c) If the tie has not been resolved after the byelection the IAFSS Immediate Past Chair will cast the deciding vote.
- (5) Upon commencement of a new term of office, the charity trustees shall elect from their ranks the officers as identified in clause 1. Incumbent officers shall be eligible for election as officers, except that no person shall serve more than one term in the same office.
 - (a) The position of Chair shall rotate between the regions, with each region being represented before the cycle repeats.
 - (b) In the case of a tied ballot a byelection will be held of the tied candidates.
 - (c) If the tie has not been resolved after the byelection the IAFSS Immediate Past Chair will cast the deciding vote.

4. Election of the members of the Membership Advisory Council

- (1) It is the duty of the members of the MAC to advise and make representations to the charity trustees, in particular to relevant issues or needs within the IAFSS regions they represent; to appoint from their ranks non-trustee members of IAFSS committees, with the exception of the Executive and Nominating Committees, and to provide representation of, and exchange of information with, organisations with which the charity may have professional liaison. It is the duty of each member of the MAC:
 - (a) to exercise their powers and to perform their functions as a member of the MAC in the way they decide in good faith would be most likely to further the purposes of the CIO; and
 - (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that they have or hold themselves out as having; and
 - (ii) if they act as a member of the MAC of the CIO in the course of a business or profession, any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.
- (2) To be eligible to serve on the MAC,
 - (a) Every member of the MAC must be a natural person.
 - (b) No one may be appointed as a member of the MAC:
 - (i) if they are under the age of 16 years; or
 - (ii) if they would automatically cease to hold office under the provisions of clause 16(1)(f) of the IAFSS Constitution.
 - (c) A member of the MAC must be a member in good standing of the CIO (membership fee paid in full at time of nomination, election and service and not under disciplinary review) with demonstrated service to the Association, and leadership and management experience appropriate to the position.
 - (d) A member of the MAC may not serve more than 3 elected, 3-year (nominal) terms, in total.

- (e) No one is entitled to act as a member of the MAC whether on appointment or on any re-appointment until they have expressly acknowledged, in whatever way the charity trustees decide, their acceptance of the office of member of the MAC.

(3) Elected members of the MAC

- (a) At every annual general meeting of the members of the CIO, which is held in conjunction with an IAFSS International Symposium on Fire Safety Science, all elected members of the MAC currently in office shall retire upon announcement of the newly elected members of the MAC, and the newly elected members of the MAC shall be installed.
- (b) Terms of office for members of the MAC shall be concurrent and shall normally be three years, subject to termination of office. Prior to the commencement of a term of office, the charity trustees may change duration of that term so that it will end concurrent with the annual general meeting held in conjunction with the next IAFSS International Symposium on Fire Safety Science, provided that the resulting term of office is not less than two years nor longer than four years.
- (c) The vacancies so arising must be filled by vote taken by members at the annual general meeting held in conjunction with an IAFSS Symposium; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (d) of this clause.
- (d) The members or the charity trustees may at any time decide to appoint a new member of the MAC, whether in place of a member of the MAC who has retired, been removed or relocated to a region other than the one from which they were elected.

(4) At least nine months prior to the scheduled completion of the MAC's term of office, the Nominating Committee shall issue a 'Call for Nominations.' All eligible members in good standing of the IAFSS shall be permitted to submit a nomination (including a self-nomination) to serve as a member of the MAC.

- (a) There shall be elected six (6) members from each of the IAFSS' three regions, Americas (A), Europe, Middle East and Africa (E/ME/A) and Asia-Oceania (AO), to serve as members of the MAC.
- (b) It is desirable that at least 1/3 of the MAC members from each region fulfil at least one DEI criteria.
- (c) It is desirable that at least 1/3 of the MAC members are early career researchers or professionals.
- (d) A member of the MAC may not serve more than 3 elected, 3-year (nominal) terms, in total. Service on the MAC is independent of service as a charity trustee (i.e., members are eligible to serve 3, 3-year terms on the MAC and 3, 3-year terms as charity trustees, if so elected by the membership).
- (e) From the nominations received, as well as based on efforts of the Nominating Committee to identify other eligible and qualified members, the Nominating Committee shall nominate candidates for all MAC positions.

- (f) At least four months before the scheduled completion of the MAC's term of office, the Nominating Committee shall submit its nominees for the MAC to the Honorary Secretary. The nominees for the MAC designated by the Nominating Committee shall be reported to the members of the IAFSS in a newsletter or other general mailing, mailed at least four months before the scheduled completion of the trustee's term of office.
- (i) An eligible member may also be nominated for election as a member of the MAC by a petition signed by at least 5% of the eligible membership of the IAFSS and submitted in writing to the Honorary Secretary.
- (ii) This announcement shall also explain the procedure and schedule for submitting petition nominations.
- (iii) Petition nominees shall be submitted to the Honorary Secretary no later than three months before the scheduled completion of the Committee's term of office.
- (g) If the total number of nominees does not exceed the number of MAC positions by region as of three months before the scheduled completion of the MAC's term of office, then all nominees will be deemed to be elected to the MAC without further action. In any other instance, there shall be an election by postal or electronic vote of the members, which shall be completed prior to the scheduled completion of the MAC's term of office. The vote shall be conducted for the contested regions by the Honorary Secretary counted by the Scrutineers. All nominees are to be ordered alphabetically, within region, on the ballot paper. All nominees are to be invited to provide short statements (with word limit) for inclusion on the ballot paper. To maintain consistency with the provision set out by Clause 12(3)(a) of the IAFSS Constitution for geographic balance of leadership, the top six vote recipients from each region would be deemed elected.
- (h) In the case of a tied ballot a byelection will be held of the tied candidates.
- (i) If the tie has not been resolved after the byelection the IAFSS Immediate Past Chair will cast the deciding vote.

5. Appointment of the Symposium Planning Committee

- (1) The IAFSS Vice Chair Symposium Planning will co-chair the IAFSS Symposium Planning Committee, along with co-chair(s) appointed by the MAC.
- (2) At least twenty-four (24) months prior to the next scheduled IAFSS International Symposium on Fire Safety Science, the Symposium Planning Co-Chairs will nominate members to serve as Program Scientific Co-Chairs (PSCC), and the Local Organising Committee will nominate the Local Organising Co-Chairs.
- (a) The nominees for Symposium Planning Co-Chairs (SPCC) and Program Scientific Co-Chairs (PSCC) will be submitted to the charity trustees for approval and appointment.
- (b) The Local Organising Committee is comprised of members who submitted the winning bid for the next symposium, plus additional members that they deem appropriate to meet local needs. These positions are not appointed by IAFSS.
- (3) Once approved, the Symposium Planning Co-Chairs (SPCC) will nominate members for all remaining Symposium Planning Committee positions identified in the IAFSS Terms of Reference for Committee and Working Group Members.

- (a) The IAFSS Chair and Immediate Past Chair will be ex officio members of the SPC.
- (b) The Program Scientific Co-Chairs (PSCC) will appoint Track Chairs.
- (c) All other SPC nominations are subject to the approval of the MAC.

6. Appointment of the Governance and Strategic Planning Committee

- (1) The IAFSS Chair and Vice Chair Governance and Strategic Planning will co-chair the Governance Committee.
- (2) The IAFSS Chair will select from the EC and the MAC other members of the Governance Committee.

7. Appointment of the Finance Committee

- (1) The IAFSS Treasurer will chair the Finance Committee.
- (2) The IAFSS Treasurer will select from the EC other members of the Finance Committee.

8. Appointment of the Diversity, Equity and Inclusion Committee

- (1) The IAFSS Vice Chair Diversity, Equity and Inclusion will co-chair the Diversity, Equity and Inclusion (DEI) Committee.
- (2) The co-chair of the DEI Committee will be appointed by the MAC.
- (3) Membership in the DEI Committee will be open to all members in good standing of the IAFSS and appointed by the DEI co-chairs.
- (4) The co-chairs of the DEI Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.

9. Appointment of the Education Committee

- (1) The IAFSS Vice Chair Education will co-chair the Education Committee.
- (2) The co-chair of the Education Committee will be appointed by the MAC.
- (3) Membership in the Education Committee will be open to all members in good standing of the IAFSS and appointed by the Education co-chairs.
- (4) The co-chairs of the Education Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.

10. Appointment of the Research Committee

- (1) The IAFSS Vice Chair Research will co-chair the Research Committee.
- (2) The co-chair of the Research Committee will be appointed by the MAC.

- (3) Membership in the Research Committee will be open to all members in good standing of the IAFSS and appointed by the Research co-chairs.
- (4) The co-chairs of the Research Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.

11. Appointment of the Outreach and Communications Committee

- (1) The IAFSS Vice Chair Member Services will co-chair the Outreach and Communications Committee.
- (2) The co-chair of the Outreach and Communications Committee will be appointed by the MAC.
- (3) Membership in the Outreach and Communications Committee will be open to all members in good standing of the IAFSS and appointed by the Outreach and Communications co-chairs.
- (4) The co-chairs of the Outreach and Communications Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.

12. Appointment of the Early Career Researchers and Professionals Committee

- (1) The IAFSS Vice Chair Member Services will chair the Early Career Researchers and Professionals Committee.
- (2) The co-chair of the Early Career Researchers and Professionals Committee will be appointed by the MAC.
- (3) Membership in the Early Career Researchers and Professionals Committee will be open to all members in good standing of the IAFSS and appointed by the Early Career Researchers and Professionals co-chairs.
- (4) The co-chairs of the Early Career Researchers and Professionals Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.

13. Appointment of the Nominating Committee

- (1) The IAFSS Nominating Committee will be comprised of the IAFSS Immediate Past Chair and nine other IAFSS members in good standing.
- (2) The IAFSS Immediate Past Chair will chair the Nominating Committee.
- (3) The Chair of the Nominating Committee will appoint nine other members, three from each of the three regions: Americas; Europe, Middle East and Africa; and Asia-Oceania. At least two members of the Nominating Committee, in addition to the Chair, shall be trustees, one from each region. At least three members of the Nominating Committee shall be members of the Membership Advisory Council, one from each region.
 - a. Neither the appointed Trustees nor the appointed members of the MAC to the Nominating Committee may be seeking positions as Trustee or MAC in the upcoming election, including at the self-nomination stage that follows the Nominating Committee selections.

- b. In the case where there are neither Trustees nor members of the MAC who are not seeking election, the Chair of the Nominating Committee may select from the general membership persons to fill vacancies on the Nominating Committee.

14. Working Groups of IAFSS

In accordance with clauses 4 and 19 of the IAFSS Constitution, the charity trustees may permit the MAC to establish Working Groups (WGs) of the IAFSS. Working Groups are member forums which serve to facilitate communication, activities and transfer of knowledge around specific fire safety science or engineering topics.

- (1) Membership in IAFSS Working Groups is open to all IAFSS members (voting and non-voting).
- (2) Approval for the formation and governance of an IAFSS Working Group shall be by majority approval of the MAC, as authorised by the trustees.
- (3) Appointment of IAFSS Working Groups leadership shall be by majority approval of the MAC.
- (4) IAFSS Working Groups may schedule and hold meetings, webinars and other events with the approval of the MAC. Any recording of webinars or other events is property of IAFSS and should be shared through IAFSS media outlets.
- (5) Recordings, documents and other records of discussion or presentation made as part of IAFSS Working Group activities may be used by IAFSS as deemed appropriate.

15. IAFSS Terms of Reference for Committee and Working Group Members

In addition to the IAFSS Constitution, which lays out requirements for governing the Association, and is voted upon by the Membership, there are additional Rules, Policies, Procedures and Terms of Reference that govern operation of the Association. All members of IAFSS Committees and Working groups shall adhere to the Rules, Policies, Procedures and IAFSS Terms of Reference for Committee and Working Group Members.

Version control

Date	Action	Next review
12 June 2022	New draft Rules, to go along with new draft Constitution for submittal to UK Charity Commission.	N/A
20 February 2023	New Registration for IAFSS issued by Charity Commission. Rules updated issued as final for new IAFSS CIO.	As needed, but no later than February 2025
12 October 2023	Updates based on first year of operation under CIO structure.	As needed, but no later than February 2025