



State of Connecticut  
Department of Administrative Services  
Division of Construction Services  
Office of Education and Data Management

## BYLAWS OF THE FIRE MARSHAL TRAINING COUNCIL

### PURPOSE

The following guidelines are adopted by the Fire Marshal Training Council (FMTC) pursuant to Section 29-298a of the Connecticut General Statutes, and are intended to support full contribution of all council members. Members of the council shall advise the State Fire Marshal and the Codes and Standards Committee on all matters pertaining to certification training programs, decertification hearings, in-service training for fire marshals in the state, and programs for all other persons eligible to receive training. All council members receive a copy of these official bylaws. The bylaws are reviewed once a year and approved by the council membership. *Pursuant to subsections (a) to (c), inclusive, of section 29-251c.*

### OFFICERS

1. The FMTC shall have the following officers:

- a. Chairperson. The chairperson shall preside at all meetings of the FMTC and shall have the duties normally conferred by parliamentary usage upon such officers. The chair shall have the authority to appoint subcommittees, call special meetings and generally perform other duties as may be prescribed by these bylaws.
- b. Vice Chairperson. In the chairperson's absence, the vice chair shall act and have the authority to perform the duties prescribed for that office.

2. Absence of officers.

In the event that both the chair and the vice chair are absent from a meeting the membership then present shall elect a chairperson pro tem who shall act as the chairperson for the meeting.

3. Election of officers.

- a. The officers of the FMTC shall be elected by a majority of the members present at the meeting next following December 31<sup>st</sup> of each year.
- b. The officers shall serve for a term of two years beginning at the first meeting following January 31<sup>st</sup>.
- c. In the event that an office becomes vacant before the incumbent completes a term, the council shall elect a replacement officer who shall complete the unexpired term of office. The election shall be at the call of the chair except that it shall not be later than the second meeting after the vacancy is confirmed.

4. Vacancy in office. An office shall be confirmed vacant upon any one of the following events:

- a. An officer's resignation is accepted by the chair.
- b. An officer fails to attend three consecutive council meetings.

- c. An officer dies.
- d. An officer is removed by the membership for cause after notice and an opportunity to be heard. The vote required for removal shall be two-thirds of the entire appointed membership.

#### **MEMBERSHIP**

1. Representation. CGS 29-298a. The council shall be composed of twelve members as follows: The State Fire Marshal or his designee; a member of the Codes and Standards Committee to be elected by such committee; three members appointed by the Connecticut Fire Marshals' Association, one of whom shall be a volunteer, one of whom shall be a part-time paid, and one of whom shall be a full-time, local fire marshal, deputy fire marshal or fire inspector; one member appointed by the Board of Regents for Higher Education; two members appointed by the Board of Trustees for the Community-Technical Colleges; the chief elected official of a municipality having a population in excess of seventy thousand persons, appointed by the Governor; the chief elected official of a municipality having a population of less than seventy thousand persons, appointed by the Governor; and two public members, appointed by the Governor.

2. Attendance. Any member who fails to attend three consecutive meetings held during any calendar year shall be deemed to have resigned from the council. If a member misses three consecutive meetings, the training council shall notify the Commissioner of Administrative Services and request the appointing authority be notified.

#### **Quorum**

A quorum for the transaction of business shall be a simple majority of the appointed membership in attendance.

#### **MEETINGS**

Regular meetings shall be held quarterly. Special meetings may be called with a two-week notice given to the membership.

#### **SUBCOMMITTEES**

Subcommittees shall be appointed by the chair and shall report to the membership at the call of the chair in a manner prescribed by the chair.

- a. A vacancy in a subcommittee shall be confirmed in the same manner as a vacancy in an office. Replacement of subcommittee members shall be the prerogative of the chair.
- b. The FMTC shall have a standing education subcommittee which shall consist of three members of the committee.
- c. The FMTC shall have such other committees as determined by the membership of the FMTC.

#### **ORDER OF BUSINESS**

The order of business shall be:

- a. Call to order
- b. Attendance
- c. Approval of minutes of previous meeting
- d. Communications
- e. Report of subcommittees
- f. Old business
- g. New business
- h. Adjournment

**RULES OF ORDER**

The FMTC shall operate in accordance with Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition. When there is a question or conflict, the Fire Marshal Training Council Bylaws shall prevail.

**ADDRESS**

Office of the Fire Marshal Training Council. The office of the council shall be: 450 Columbus Boulevard – Suite 1306, Hartford, CT 06103

**BYLAW AMENDMENTS**

These bylaws may be amended by a simple majority vote of the members present at a meeting the agenda for which lists any proposed amendments.

**BYLAW ADOPTION DATE**

Adopted at the meeting of the Fire Marshal Training Council held on June 8, 2017.

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Donald Harwood, Chair, FMTC