

State Firemen's & Fire Marshals' Association of Texas (SFFMA)	PAGE 1 OF 3	REVISION NUMBER 002
Texas Industrial Emergency Services Board (TIESB) Standard Procedures for Installing New Board Members		CREATION DATE October 1993
DOCUMENT TITLE Procedures For Installing New Industrial Emergency Services Board Members		
DOCUMENT NUMBER SFFMA-TIESB003	DOCUMENT AUTHOR Brian Sossaman/Kevin Creamer	APPROVERS SIGNATURE

PURPOSE

This document relates to the procedures and or guidelines to be followed by the Texas Industrial Emergency Services Board when recommending an appointment of new board members to the State Firemen's and Fire Marshals' Association's Industrial Emergency Services Board.

SCOPE

This procedure applies to any participating member company, organization, or facility that is currently meeting the requirements of participating membership of the State Firemen's and Fire Marshals' Association of Texas' Industrial Fire Training Board and who desires to have a company representative serve on the board for a period of four (4) years.

REFERENCES/DEFINITIONS

Texas Industrial Emergency Services Board (TIESB) - A standing committee of Industrial representatives that administers the training program requirements, emergency response vehicle registration, and membership requirements of industry for participating in the State Firemen's and Fire Marshals' Association of Texas.

Participating Member - An industrial facility, company, or organization that meets the requirements set forth by the Texas Industrial Emergency Services Board.

Member - A member facility, company, or organization that meets the requirements as a non participating member but is represented by the State Firemen's and Fire Marshals' Association of Texas.

Constitution and By-Laws - State Firemen's and Fire Marshals' Association of Texas Constitution and by-laws as amended. Article 3 Section 6.

RESPONSIBILITY

It shall be the responsibility of the Texas Industrial Emergency Services Board Chairman to recommend to the President of the State Firemen's and Fire Marshals' any candidate which applies for membership and meets the set requirements for appointment, as defined in the by-laws.

BOARD CRITICAL

This is critical to the Texas Industrial Emergency Services Board as it provides direction to the Board for recommending appointments for board membership.

REVIEW

This procedure shall be reviewed as the Constitution and By-Laws Article 3 Section 6 of the State Association are amended.

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TRAINING

It shall be the responsibility of the Board Chairman to train the newly installed members of procedures and requirements of board members.

PROGRAM/PROCEDURE/POLICY

1. The Chairman of the Texas Industrial Emergency Services Board shall appoint a Membership Chairman to administer the applications submitted for board membership.
2. The board membership shall not exceed twenty (20) nor be less than twelve (12).
3. The applicants for board membership shall be from a participating company, or organization in the State Firemen's and Fire Marshals' Industrial Program.
4. The Board should attempt to obtain an equal representation of industry within the State pending applications received.
5. The membership chairman shall maintain the file of all applicants.
6. The applicants shall also submit a letter of approval from their respective Management to serve as a board member on the Texas Industrial Emergency Services Board.
7. If elected by the majority of the board members present, the Texas Industrial Emergency Services Board chairman shall forward the Board's recommendation of appointment to the President of the Association.
8. Board members are required to attend 50% yearly board meetings.
9. All vacancies of the board shall be recommended for appointment with consideration of representation throughout Texas. In the event applications are from the same region, the date of the application shall be used in the selection process.
10. The administrative office of the State Firemen's and Fire Marshals' Association shall maintain the dates of each board position. The positions on the board will be for 4 year terms.
11. In the event a position on the board is vacated before the expiration date of that term. The appointed replacement will only serve the remainder of that position which was vacated.