

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
GENERAL ASSEMBLY MEETING

Saturday, April 15, 2023
Sheraton Oklahoma City Downtown Hotel, Oklahoma City, OK USA

Establishment of Quorum and Call to Order

Eldonna Sadler called to order the regular scheduled spring meeting of the Congress at 8:32 AM local time, Saturday, April, 2023. A quorum was established.

Minutes of the 2022 Fall Meeting (Agenda Memo A)

Motion: Motion by John Cunningham to approve the minutes as published. Second. Motion carried.

Review of Agenda – Additions/Changes

Eldonna Sadler reviewed the agenda. COG Report on IFSAC governance model open forum was added under New Business.

Administration Updates

Eldonna Sadler updated the members on activities of Administration and the organization since the 2022 Fall Meeting.

Certificate Assembly Updates and Presentations

Report on CABOG and Certificate Assembly

John Cunningham updated the members on activities of the CABOG and the Certificate Assembly since the 2022 Fall Meeting.

Recognition of new Accreditations and Reaccreditations

John Cunningham and Lori Howes recognized Certificate Assembly members approved for accreditation or reaccreditation by the CABOG during their meeting on Friday, April 14, 2023, and presented certificates to those with representation present. Those approved for accreditation or reaccreditation included:

- Ohio Division of State Fire Marshal, Ohio Fire Academy
- Deutsches Rotes Kreuz (DRK), Germany
- Portland Community College, Fire Protection Technology
- City of Cape Town Fire and Rescue Fire Training Academy, South Africa
- International Company for Security Services and Training

Degree Assembly Updates

Report on DABOG and Degree Assembly

Paula Simone updated the members on activities of the DABOG and the Degree Assembly since the 2022 Fall Meeting.

Recognition of new Accreditations and Reaccreditations

Paula Simone and Cynthia Brun recognized Degree Assembly members approved for accreditation or reaccreditation by the DABOG during their meeting on Friday, April 14, 2023, and presented certificates to those with representation present. Those approved for accreditation or reaccreditation included:

- College of Western Idaho
 - Associate of Arts in Fire Science Technology
 - Fire Science Technology – Basic Technical Certificate
 - Fire Science Technology – Basic Technical Certificate 2
 - Fire Science Technology – Intermediate Technical Certificate
- City College – Montana State University Billings
 - Associate of Science in Fire Science
- Guildford Technical Community College
 - Associate of Applied Science in Fire Protection Technology
 - Fire Protection Technology Certificate
- The University of Akron
 - Associate of Applied Science in Fire Protection Technology
 - Bachelor of Science in Emergency Management and Homeland Security

Proposed Bylaw Amendments and Policies/Procedures (Agenda Memo E)

Bill Benjamin facilitated the voting on proposed bylaw amendments in Agenda Memo E. Proposed bylaw amendments in Agenda Memo E are to be voted on by the Congress as a whole and, if approved, voted on by each assembly to ratify.

Agenda Memo # E-1 was proposed by the Council of Governors for a new section (article). These are common bylaws from sections of the COG, boards, Congress, and assemblies that have been merged together. The Committee on Rules is recommending to add a subsection for the second sentence in 1.4.2 and add the language “at least” so it reads, *a) site team training shall be provided at least annually through in-class, distance, or hybrid learning educational methods.* The committee is also recommending a grammatical correction in the last sentence of 1.4.4 from “the” to “their”.

Motion: Motion by Tara Youngblood to accept the amendments with the corrections recommended. Second. Motion carried.

Agenda Memo # E-2 includes a new definition.

Motion: Motion by Gary Howard to approve the First-Past-the-Post-Voting definition as proposed. Second. Motion carried.

Agenda Memo # E-3 includes a new definition.

Motion: Motion by Gary Howard to approve the Good Standing definition as proposed. Second. Motion carried.

Agenda Memo # E-4 includes revised definitions. The Committee on Rules is recommending to strike the word *or* in the definition for *Meeting, Scheduled Regular*.

Motion: Motion by John Cunningham to approve the *Meeting, Scheduled Regular* definition with the recommended corrections. Second. Motion carried.

Agenda Memo E-5 includes revisions to Article 1.5.4 for consistency.

Motion: Motion by Angie White to approve the proposed amendment for Agenda Memo # E-5, Article 1.5.4. Second. Motion carried.

Agenda Memo E-6 deals with 1.5.1 (C).

Motion: Motion by Paula Simone to accept the proposed amendment in E-6. Second. Motion carried.

Agenda Memo E-7 deals with 5.4.2.

Motion: Motion by Paula Simone to accept the proposed amendment in E-7. Second. Motion carried.

Agenda Memo E-8 deals with 5.10.2.

Motion: Motion by Gary Howard to accept the proposed amendment in E-8. Second. Motion carried.

Agenda Memo E-9 deals with 5.10.5. The Committee on Rules is recommending to strike “of Congress” in the last sentence.

Motion: Motion by Paula Simone to approve the amendments with the recommended corrections. Second. Motion carried.

Agenda Memo # E-10 includes revisions to 9.7.2 for consistency.

Motion: Motion by Cynthia Brun to approve the amendments as proposed. Second. Motion carried.

Old Business

None.

New Business

COG Report on IFSAC Governance Model Open Forum

The outcome of the discussion held Thursday, April 13th was to empower the COG to draft a new governance model and present the plan to the Congress.

Motion: Motion by Bill Benjamin for the COG to meet prior to the deadline for submitting bylaw amendments for consideration at the Fall 2023 scheduled regular meeting to develop bylaw amendments that create a governance model that enables IFSAC to move forward effectively. Second. Motion carried.

Motion: Motion by Bill Benjamin for the COG to meet prior to the Spring 2024 scheduled regular meeting to create a strategic plan that will enable IFSAC to move forward effectively. Second. Motion carried.

Announcements

Eldonna Sadler announced start times and rooms for the Certificate Assembly and Degree Assembly meetings.

Adjourn

Motion: Motion by Cynthia Brun to adjourn. Second. Motion carried. The Spring Meeting of the Congress adjourned at 9:03 AM on Saturday, April 15, 2023.

Attendees – IFSAC Congress 2023 Spring Meeting**Saturday, April 15, 2023****Sheraton Oklahoma City Downtown Hotel, Oklahoma City, OK USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Benjamin, Bill	Portland Community College
Biggerstaff, Brock	Missouri Division of Fire Safety
Billman, Steve	Louisiana Fire & Emergency Training Academy
Burton, Katherine	North Carolina Office of State Fire Marshal
Clark, Dave	Connecticut Commission on Fire Prevention and Control
Davis, Joel	Guildford Technical Community College
Dean, John	Phoenix Fire Department - Special Operations
Drumhiller, Nicole	American Public University System
Fowler, Ken	Louisiana Fire & Emergency Training Academy
Freese, E. Rob	Bucks County Community College
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	New Brunswick Community College Miramichi
Gamble, Susan	New Brunswick Office of the Fire Marshal
Hall, Casey	Kentucky Community and Technical College System
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Johnson, Jenn	Kansas Fire & Rescue Institute
Jolly, David	Virginia Department of Fire Programs
Joos, Alan	Nebraska State Fire Marshal Training Division
Karl, Marie-Cristin	DRK Germany
Kutz, Marcy	Oklahoma State University Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
Lowinger, Damon	Phoenix Fire Department - Special Operations
Loyd, Jason	Blinn College
Mergenthaler, Dagmar	DRK Germany
Merritt, Justin	Missouri Division of Fire Safety
Moller, Dirk	Emergency Training Solutions, South Africa
Otting, Greg	Ohio Fire Marshal Office
Padayachee, Deenadayalan	Southern African Emergency Services Institute
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Petty, Caryn	CAL FIRE - Office of the State Fire Marshal
Ragins, Dennis	The University of Akron
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rodgers, Christy	Kentucky Fire Commission
Sagr, Zeyad	Arab Fire Safety & Security Academy
Silvi, Lee	Degree Assembly Public Member
Spero, Dan	Fire Science Academy - Kingdom of Saudi Arabia

Sutton, Edward	US DoD Department of Air Force
Thornburg, David	Alabama Fire College
Vah Seliskar, Holli	Purdue University Global
Villines, Randy	Ozarks Technical Community College
Voss, Julie	Missouri Division of Fire Safety
Wade, Brian	North Carolina Office of State Fire Marshal
White, Angela	Wisconsin Fire Education and Training
Wilkin, Terri	American Public University System
Youngblood, Tara	Oklahoma State University Fire Service Training
Youngling, Dave	District of Columbia Fire and Emergency Services Department

Agenda Memo	Item	Meeting Agenda	Meeting Date
E	Proposed Amendments for New Section Bylaws, COG Bylaws, and Congress Bylaws	Congress, CA, DA	April 2023

The proposed bylaw amendments in this agenda memo must be voted on in the Congress general assembly meeting by all members - amendments approved by the Congress as a whole must also be voted on and ratified in each assembly meeting in order for amendments to take effect.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #: E-1	Section/Article(s): (New Section)
Submitted by: Council of Governors	New or Revision: New/Revision
Comments/Reason for proposal:	
<p>The following are proposed for a new section (article) of the IFSAC Bylaws. These are bylaws from sections of the COG, boards, Congress, and assemblies that have been merged together, and Revised as necessary, because they were identified to be the alike and/or applicable to more than one group in the organization. The new section will be numbered and titled as <i>Article 1 Bylaws of the Organization as a Whole</i>, and the article number for Bylaws of the Council of Governors (COG) will be changed from 1 to 3. Shaded text in bold italics are explanations for what has been done to make changes.</p>	

ARTICLE 1 BYLAWS OF THE ORGANIZATION AS A WHOLE

1.1 COUNCIL AND BOARDS

Revised existing 1.5.7, move to new section, and number accordingly. Remove 1.5.7 from existing location in Bylaws.

1.1.1 If the member's entity is not in good standing, the ~~individual-member~~ shall be removed from the Council and/or their respective board.

~~***1.5.7*** If the entity is not in good standing the individual shall be removed from the Council.~~

Revised existing 1.5.10 to merge 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13, move to new section, and number accordingly; remove existing 1.5.10, 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13.

1.1.2 Members of the Council or boards, as such, shall not receive any remuneration for their services.

~~(A) ; however, t~~The Administrative Office may reimburse the reasonable expenses of council or board members for their attendance at meetings of the Council or boards in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among a meeting of the Council the Council of Governors and Administration.

~~(B)~~ Administration ~~may~~ shall reimburse ~~the~~ public members s for reasonable expenses for their attendance at meetings ~~of the Board~~.

~~***1.5.10*** Members of the Council, as such, shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of council members for their attendance at meetings of the Council in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by a meeting of the Council and Administration.~~

~~10.5.1(B)(1) The public board member will not receive remuneration for their services. However, Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.~~

~~10.5.9— Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the assemblies, and Administration.~~

~~20.5.13— Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the Degree and Certificate Assembly, and Administration.~~

1.3 ELECTIONS

1.3.1 The election process will follow first-past-the-post voting process.

1.4 MEETINGS

Revised existing 1.6.1 to merge 1.6.1, 5.6.1, and 5.6.2, move to new section, number accordingly; remove 1.6.1, 5.6.1, and 5.6.2 from existing locations in Bylaws.

1.4.1 ~~A meeting~~Scheduled regular meetings of the Council, Congress, assemblies, and boards, and committees shall be held ~~during the~~ semi-annually meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and ~~printing~~distribution of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.

~~1.6.1— A meeting of the Council shall be held during the semi annual meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.~~

~~5.6.1— Meetings shall be held semi-annually; one in the spring and one in the fall. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and distribution of the agenda (60 days). Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment. See A.5.6.1.~~

~~5.6.2— Semi-annual meetings shall include meetings of the Congress, assemblies, Council, boards and committees.~~

Revised existing 5.6.3, move to new section, and number accordingly. Remove 5.6.3 from existing location in Bylaws.

1.4.2 Training and education for the membership shall be provided at least annually during a scheduled regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.

~~5.6.3 Training and education for the membership shall be provided at least annually during a regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.~~

Revised existing 1.6.2 to merge 1.6.2, 5.6.6, 10.5.14, and 20.5.17, move to new section, and number accordingly; remove 1.6.2, 5.6.6, and 10.5.14 from existing locations in Bylaws.

1.4.3 At meetings of the Council, Congress, assemblies, and boards every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws.

~~1.6.2 At meetings of the Council, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws.~~

~~5.6.6 At meetings of the Congress and assemblies, every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws. See A.5.6.6.~~

~~10.5.14 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.10.5.14.~~

~~20.5.17 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.20.5.17.~~

Revised existing 5.6.7, move to new section, and number accordingly. Remove 5.6.7 from existing location in Bylaws.

1.4.4 Administration shall keep minutes of ~~T~~the Congress, Council, assemblies, and boards ~~shall keep minutes of the proceedings of its~~ meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at their next meeting.

~~5.6.7 The Congress, Council, assemblies, and boards shall keep minutes of the proceedings of its meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at the next meeting.~~

Revised existing 1.6.4 to merge 1.6.4, 5.6.8, 11.6.4, and 21.6.4, move to new section, and number accordingly; remove 1.6.4, 5.6.8, 11.6.4 and 21.6.4 from existing locations in Bylaws.

1.4.5 Council, Congress, assembly, and board members are responsible for ensuring that the business and activities of IFSAC ~~of the Council~~ are conducted in accordance with the provisions of these Bylaws and that the business and activities ~~of the Council~~ are appropriate for furthering the objectives stated therein.

~~1.6.4 Council members are responsible for ensuring that the business and activities of the Council are conducted in accordance with the provisions of these Bylaws and that the business and activities of the Council are appropriate for furthering the objectives stated therein.~~

~~5.6.8 Congress members are responsible for ensuring that the business and activities of the Congress are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein.~~

~~11.6.4 Assembly voting entity members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly voting entity members shall have full membership rights including the right to be elected to the Board.~~

~~21.6.4 Assembly members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly members shall have full membership rights including the right to be elected to the Board.~~

Revised existing 1.6.5 to merge 1.6.5, 10.5.12, and 20.5.15, move to new section, and number accordingly; remove 1.6.5, 10.5.12, and 20.5.15 from existing locations in Bylaws.

1.4.6 The Council, ~~or boards or committees~~ shall be allowed to have meetings between scheduled regular meetings. The Council or boards may take action consistent with the ~~Bylaws of the Council~~ bylaws relating to the management and operation of the activities within their purview ~~of the Congress~~ as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next scheduled regular Congress or assembly meeting.

~~1.6.5 The Council shall be allowed to have meetings between scheduled regular meetings. The Council may take action consistent with the Bylaws of the Council relating to the management and operation of the activities within the purview of the Congress as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular Congress meeting. See A.1.6.5~~

~~10.5.12 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.10.5.12.~~

~~20.5.15 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.20.5.15.~~

Revised existing 1.6.6 to merge 1.6.6, 10.5.13, and 20.5.16, move to new section, and number accordingly; remove 1.6.6, 10.5.13, and 20.5.16 from existing locations in Bylaws.

1.4.7 The Council or boards, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council or respective board, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council or respective board, or individuals requested by the chairperson of the Council or board by name, shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 1.~~6.2.6~~7(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made.

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(3) Discussion of IFSAC Administration personnel matters.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council or bBoard to regular session. The only exception would be matters related to 1.~~6.2.6~~7(E)(2).

~~1.6.6 The Council, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council, or individuals requested by the chairperson of the Council by name, shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 1.6.6(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made.~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(3) Discussion of IFSAC Administration personnel matters.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council to regular session. The only exception would be matters related to 1.6.6(E)(2).~~

~~**10.5.13** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the CABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 10.5.13(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made, and~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the CABOG to regular session. The only exception would be matters related to 10.5.13(E)(2).~~

~~**20.5.16** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the DABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 20.5.16(E)(2);~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed;~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded;~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session; and~~
~~(E) Matters discussed in executive session shall be limited to:~~
~~(F) Consideration of nominations for awards to be made.~~
~~(G) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~
~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the DABOG to regular session. The only exception would be matters related to 20.5.16(E)(2).~~

ARTICLE 1.5 AMENDMENTS

Revised existing 1.7.1 to merge 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1, move to new section, and number accordingly; remove 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1 from existing locations in Bylaws.

1.5.1 Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress or assemblies.

~~**1.7.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress.~~

~~**5.9.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Congress meeting.~~

~~**10.6.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**11.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**21.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

Revised existing 1.7.2 to merge 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2, move to new section, and number accordingly; remove 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2 from existing locations in Bylaws.

1.5.2 Properly proposed amendments to these Bylaws shall be ~~balloted~~ voted on at Congress or assembly meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.

~~**1.7.2** Properly proposed amendments to these Bylaws shall be balloted at Congress meetings. They shall require a two-thirds majority vote of the members present and voting for adoption. (First and second sentence of existing 1.7.2)~~

~~**5.9.2** Properly proposed amendments to these Bylaws shall be voted on at Congress meetings. They shall require a majority vote of the Congress to be referred to each assembly for concurrence.~~

~~**10.6.2** Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a two-thirds majority vote of the voting entity members present and voting.~~

~~11.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a vote of two-thirds of the members present and voting for adoption.~~

~~21.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings at which a quorum is present. They shall require a two-thirds majority vote of the members present and voting.~~

Revised existing 1.7.2 to merge 1.7.2 and 5.9.3, move to new section, and number accordingly; remove 1.7.2 and 5.9.3 from existing locations in Bylaws.

1.5.3 Once a bylaw amendment has passed the Congress, ~~Once the amendment has passed the Congress, it must be placed before~~ each assembly ~~and must~~ concurred (approve) by a two-thirds majority vote ~~of both assemblies~~ prior to taking effect.

~~1.7.2 Once the amendment has passed the Congress, it must be placed before each assembly and concurred by a majority vote of both assemblies. (Third sentence of existing 1.7.2)~~

~~5.9.3 Bylaw amendments must be concurred (approved) by all assemblies prior to taking effect.~~

Revised existing 1.7.3 to merge 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3, move to new section, and number accordingly; remove 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3 from existing locations in Bylaws.

1.5.4 Any amendments to these Bylaws ~~passed by the Congress and concurred by a majority vote of the assemblies~~ shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

~~1.7.3 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~5.9.4 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~10.6.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~11.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~21.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

Revised existing 21.5.6 to merge 21.5.6 and 11.5.6, move to new section, and number accordingly; remove 21.5.6 and 11.5.6 from existing locations in Bylaws.

Add new language to reference mentoring program Criteria, move goals (A through F) to mentoring program criteria, and remove from Bylaws.

~~ARTICLE X.X TITLE~~ ARTICLE 1.6 MENTORING PROGRAM

~~1.6.1~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor.~~ IFSAC shall have a mentoring program administered per the Mentoring Program Criteria. ~~The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~21.5.6~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~11.5.6~~ ~~Mentoring Program. All new members to the Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting (C) experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through (E) accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(G) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

Revised existing 12.7 (including 12.7.1, 12.7.2, 12.7.3) to merge with 22.10 (22.10.1, 22.10.2, 22.10.3), move to new section, and renumber accordingly; remove 12.7 and 12.10 from existing locations in Bylaws

ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS ~~BY AND FOR THE CERTIFICATE ASSEMBLY~~

1.7.1 All submissions to and documents prepared by and for the Congress or Assemblies shall be in the English language.

1.7.2 All meetings and records of the ~~Board and Assembly~~ COG, Congress, assemblies, and boards shall be conducted and recorded in the English language.

1.7.3 All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the ~~respective COG, Congress, assemblies, and boards~~ assembly.

~~ARTICLE 12.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE CERTIFICATE ASSEMBLY~~

~~**12.7.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**12.7.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**12.7.3** All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the Assembly.~~

~~ARTICLE 22.10 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE DEGREE ASSEMBLY~~

~~**22.10.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**22.10.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**22.10.3** All costs for translation of documents or meetings shall be borne by the institution submitting or receiving the information or attending the meeting, unless otherwise provided for by action of the Assembly.~~

Agenda Memo #: E-2	Section/Article(s): Definitions
Submitted by: Council of Governors	New or Revision: New
Comments/Reason for proposal: To define how elections are done. This is the procedure that has been used for elections, but has not been in the Bylaws as the official method.	

First-Past-the-Post-Voting: [IFSAC] First-past-the-post voting methods can be used for single- and multiple-member electoral divisions. In a single-member election, the candidate with the highest number (but not necessarily a majority) of votes is elected. In a multiple-member election (or multiple-selection ballot), each voter casts (up to) the same number of votes as there are positions to be filled, and those elected are the highest-placed candidates corresponding to that number of positions. Each candidate may only receive one vote per ballot. If a candidate's name is entered on ballot more than once, their name is counted only once. For example, if there are three vacancies, then the three separate candidates with the greatest numbers of votes are elected.

Agenda Memo #:	E-3	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	New
Comments/Reason for proposal:			
Administration requested definition for <i>good standing</i> since this term is used in bylaws and other documents.			

Good Standing: [IFSAC] An entity that is in compliance with all bylaws, policies, and procedures.

Agenda Memo #:	E-4	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Remove time of year for when scheduled regular meetings are held. This is included in the Meeting Policy.			

Meeting, Scheduled Regular: [IFSAC] A scheduled regular meeting is a semi-annual meeting of the Congress, COG, CABOG, DABOG, Certificate Assembly, and ~~for~~ Degree Assembly, ~~held in the spring and fall.~~

Agenda Memo #:	E-5	Section/Article(s):	1.5.4
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting. Also, this allows for a position for an unexpired term to be held as soon as possible.			

1.5.4 In the event of a vacancy occurring on the Council, the replacement process shall be:
 (A) The chairperson of the respective assembly will appoint a replacement from the members of its assembly to serve until its next ~~spring~~ scheduled regular meeting.

(B) Any assembly in which a vacancy occurs must elect a new member to the Council to fill the unexpired term at its next ~~spring~~ scheduled regular meeting.

Agenda Memo #:	E-6	Section/Article(s):	1.6.3
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Duplication. This is also with 1.5.1(C).			

~~**1.6.3**—The administrative member of the Council shall not vote on any question put before the Council except to break a tie vote.~~

Agenda Memo #:	E-7	Section/Article(s):	5.4.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
None.			

5.4.2 The Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of ~~the needs and shall be carried out without remuneration to its members.~~

Agenda Memo #:	E-8	Section/Article(s):	5.10.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Addresses what is done if there is a vacancy of a committee member or the chair or vice-chair of a committee.			

5.10.2 Standing committees of the Congress shall be composed of three members from each assembly to be appointed by the chairperson of the board of governors of each assembly unless otherwise specified. The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the fall meeting and shall serve three-year terms.

(A) Appointments shall be for a term of three years.

(B) Appointments will be made within 30 days of a vacancy.

(C) In the event of a vacancy on the committee, the chairperson of the respective board shall appoint a person to complete the remainder of the three (3) year term.

(D) In the event of a permanent vacancy of the chair or vice-chair, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause by the respective chairperson of the board of governors.

Agenda Memo #:	E-9	Section/Article(s):	5.10.5
Submitted by:	Bill Slosson and IFSAC Administration	New or Revision:	New
Comments/Reason for proposal:			
The proposed bylaw creates a new section in 5.10.5, establishing the Meetings and Travel Committee as a Committee of the Congress.			

5.10.5 Standing Committees

(H) Meetings and Travel Committee – The Meetings and Travel Committee shall consist of three members each from the Certificate Assembly and the Degree Assembly. The Chair may appoint ex-officio members as necessary to conduct the business of the committee. The committee shall work with Administration to develop and maintain criteria for the locations of scheduled regular meetings. The committee shall assist Administration in soliciting and reviewing meeting host proposals. The committee shall work with Administration to review and update travel policies with respect to meetings and site visits, in accordance with Oklahoma State University travel policies (where applicable). The Meetings and Travel Committee shall report its findings and recommendations through the Council of Congress.

Agenda Memo #:	E-10	Section/Article(s):	9.7.2
Submitted by:	Council of Governors	New or Revision:	Revised
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting.			

9.7.2 All IFSAC scheduled regular meetings shall be scheduled or canceled through Administration with consultation from the COG.