



Fire Inspectors Association of Nova Scotia

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

Policy and Procedure for the Development of FIANS Policies

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that Board activities and policy development are conducted in a respectful and organized fashion. The association also is committed to employing best practices as it relates to governance with respect to meetings.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that Board members and the general membership of FIANS clearly understand the procedures surrounding the development of policies that affect each member of the Association;
- 2.2 To ensure that the development of policies is done in a clear and transparent manner; and,
- 2.3 To provide the general membership with the opportunity to comment on any policies that are developed that affect them directly as a member of FIANS.

3.0 PROCEDURE

- 3.1 Policies will be developed under the direction of the Board of Directors;
- 3.2 All draft policies will be submitted to the Board of Directors for comment and/or editing;
- 3.3 If the policy in question affects the membership in general, the policy will be vetted through the locals by the regional representative on a timeline set by the Board of Directors within 30 days unless otherwise indicated;
- 3.4 Comments received from the locals will be considered by the Board as it makes the final edits to the policy; and,
- 3.5 Once approved, the policy will be disseminated to the general membership of FIANS and posted on the web site for reference.
- 3.6 Board policies – as in those that affect the Board only – will not be vetted through the locals and can be approved by the Board directly.

Prepared April 2, 2013

Reviewed by the Board of Directors May 6, 2013

“Dedicated to saving lives and property through the prevention of fires”