# SFPE COMMITTEE MANUAL
# Updated: 9/10/2026

**Organization**

The Board of Directors has established the following Standing Committees and associated subcommittees to assist the staff in the delivery of the SFPE programs, and the furtherance of the SFPE's mission. The scope of each Standing Committee is established in the Standing Rules. Committees of the Board of Directors, Nominating Committee, Professional Ethics Committee, and Past Presidents' Committee are exempt from this manual. Those committees are governed by the Constitution and Bylaws and Standing Rules. The four Standing Committees are:

Research, Tools, and Methods (RTM)
Professional Qualifications (CPQ)
Continuing Professional Development (CPD)

1. Members and Chapter Relations (CMC) **Statement of General Principles.** The basic structure and operating procedures of the SFPE Committees has been set forth by the SFPE Board of Directors in the SFPE Bylaws, the SFPE Standing Rules, and other policies and procedures established from time to time by the Board. In fulfilling the general roles and obligations set forth under these regulations, policies, and procedures, all participants in SFPE Committees should adhere to the following general principles:

a. Promote and support the overall mission of the SFPE;
b. Maintain a process that is open, honest, fair and inclusive to all participants;
c. Promote the development of technical bodies of knowledge that are scientifically and technically sound intended to minimize the possibility and effects of fire and related hazards, and upholds the highest level of integrity;
d. Promote the development of consensus through broad participation and full airing and discussion of all points of view; and
e. Adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing SFPE Committees.

**2. Standing Committee Appointment and Reappointment**

a. All Standing Committee Chairs and Vice Chairs shall be appointed by the Board of Directors. When vacancies arise, the Board of Directors shall select a new chair from current members of SFPE. At the Board of Directors' discretion, nominations for the new chair may be solicited from the Standing Committee, staff liaisons or the membership of SFPE.
b. All Standing Committee Chairs serve at the discretion of the Board of Directors. The Chairs can be removed and replaced by the Board of Directors at any time.
c. All Standing Committee members, including Subcommittee and task group chairs, shall be reviewed by staff liaisons and appointed by Standing Committee Chairs. The requirements in this Section do not apply to the Subcommittee for Standards Oversight (SCSO), which is governed by the Technical Document Development Procedure and the ANSI Accredited Standards Development Procedures.
d. Standing Committee members shall be members of the Society, except for special circumstances where approved by the Board of Directors and for those serving on subcommittees under SCSO. There shall be no limit to the number of members participating on the standing committees.

e. Members who are interested in appointment as a member of a Standing Committee need to complete an online application.
f. Criteria considered for initial committee appointment include but are not limited to competency and experience in the area of committee responsibility and commitment and ability to actively participate in the activities of the committee. Diversity will also be considered in appointment decisions. Interest category will also be a factor for those subcommittees under SCSO.
g. Appointment to additional terms will be based on prior active participation and individual contributions toward achieving the objectives and deliverables of the committee. Considerations for reappointment to a Standing Committee include but are not limited to:

    i. Productive and consistent contribution and service to the work and activities of the Standing Committee during the member's immediate prior term. It is emphasized that simple participation or attendance in Standing Committee activities alone is not considered a sufficient record to support reappointment.
    ii. Endorsement by the relevant Standing Committee Chair and responsible staff liaison .
    iii.

h. Any Standing Committee appointment that is denied may be petitioned for reconsideration by the SFPE Board of Directors. Such petitions for reconsideration shall be submitted in writing through the Chief Executive Officer within 14 days of member notification of the denial and shall provide additional information for consideration beyond that provided on the member's application.
i. All Standing Committee appointments, including the Chair(s), Vice Chair(s), and Committee members, shall be for three-year terms beginning January 1 and each member shall be eligible for reappointment. Any Standing Committee member that starts after January 1 will be considered to be an interim member and will start their term January 1 of the following year.
j. The Standing Committee Chair and Subcommittee Chairs may appoint Standing Committee members to subcommittees, task groups, and other working groups as needed.
k. There will be a limit of three consecutive 3-year terms for Chairs of Standing Committees, Committees, and Subcommittees. At that point, they need to relinquish the Chair position but can be appointed to a new term as Chair of another Standing Committee or Subcommittee or can become a member of the committee they previously had chaired. There are no term limits for committee members. Time served as an “interim” chair shall not be included in the total years served.
l. The Standing Committee Chair and Subcommittee Chair may periodically review participation from committee members, to ensure that active members remain involved with committee work. If committee members are found to have missed more than six consecutive meetings, the Standing Chair and Subcommittee Chair may remove inactive members from the committee. The Staff Liaison will reach out and inform the Committee member, who will need to reapply to rejoin. The SCSO subcommittee will follow the procedures in the Technical Document Development Procedure and the ANSI Accredited Standards Development Procedures.

**3. Process for Onboarding New Committee Members**

a. The Standing Committee Chair and staff liaison agree that the member should join the committee and assess which subcommittee they would like to be on or would be best served to be on. The CEO only needs to be notified if the appointment is rejected and the member wishes to appeal.
b. The Standing Committee Chair and staff liaison send an acknowledgment letter welcoming them to the committee and describing the role and responsibilities of the committee, including meeting schedule, access to committee groups, terms, expectations, etc.
c. Staff liaison updates the website for Standing Committee and Subcommittee Chairs (committee members are not listed except for those committees under SCSO).
d. The staff liaison updates the database, noting committee assignments and terms, interest category, and allows them access to the group.
e. The staff liaison saves their application to the committee folder on our server.

**3. Chair(s)**

The Standing Committee and Subcommittee Chair guides the committee in its work as outlined by the scope of work and charge from the Board of Directors. Specifically:

a. With the staff liaison, develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
b. With the staff liaison, develop agendas and conduct committee meetings.
c. Approve reports of committee meetings before their distribution.
d. Work with the staff liaison to ensure that the work of the committee is carried out between meetings.
e. Approve reports on committee activities, including requests to the Board of Directors for action.
f. Report to the committee on decisions of the Board of Directors that affect the committee's work or activities.
g. Guide the committee on proposing products and services that will further the goals and objectives of the Society.
h. Make policy recommendations related to the scope of the committee to the Board of Directors.

**4. Staff Liaison**

The staff liaison serves as a non-voting, informed resource to the chair and members of the committee. The staff liaison assists the chair in facilitating committee discussions and activities that address the committee's charge and works with the chair to ensure that all committee work is consistent with the Society's goals and objectives. Specifically:

a. Provide orientation for each committee chair and assist the chair in providing orientation for new and renewing committee members each year.
b. Work with the chair to develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
c. Work with the chair to develop agendas, take attendance, take notes, and conduct effective meetings.

d. Provide administrative support for planning and execution of all committee meetings.
e. Draft reports of committee meetings for review and approval by the committee chair.
f. Work with the chair, committee members, and other staff to ensure that the work of the committee is carried forth between meetings.
g. Facilitate communication of committee activities, including requests for action and/or proposed policies, to the CEO and Board of Directors.
h. Report to the committee chair and committee on decisions of the Board of Directors or other committees that impact the committee's activities.
i. Assist the committee in proposing products and services that will further the goals and objectives of the Society.

**5. Committee Member Responsibilities**

Committee members shall actively participate in the work of the committee; provide thoughtful input to the deliberations of the committee; focus on the best interests of the Society and the committee rather than on personal or constituent interests; and work toward fulfilling the committee's goals. Specific responsibilities:

a. Review all relevant material before committee meetings. Make contributions and voice objective opinions on issues.
b. Participate in committee meetings.
c. Fulfill established objectives of the committee, such as review, product development, etc.
d. Carry out individual assignments made by the committee or subcommittee chair.
e. Work as part of the committee and staff team to ensure that the committee proposes policies and/or develops products and services that help association members who are responsible for programs within the scope of interest of the committee.
f. Represent the committee in meetings of other association groups, as requested.
g. Disclose real or perceived conflicts of interest, and refrain from voting in those instances.
h. Refrain from discussion or activities that may violate antitrust laws.

**6. Committee Accountability**

The committee shall not commit to expenditures of funds. If proposing a program or activity that may involve an expenditure of funds, committees must submit a budget request through the staff liaison for inclusion in the Society's annual budget by July 31 for the following fiscal year.

The committee shall not express opinions or represent positions in the name of the Society unless specifically authorized by the Board of Directors.

**7. Committee Reports**

The Standing Committee Chair and staff liaison are responsible for keeping leadership and appropriate staff fully informed of committee activities. A written report of goals and achievements, challenges, future plans,

and any Board requested actions shall be provided to the Board of Directors at least twice per year, including at the SFPE Annual Conference.

## 8. Committee Meetings

Committees shall meet as needed. Meetings may be face-to-face or virtual. SCSO shall follow the requirements in Technical Document Development Procedure and the ANSI Accredited Standards Development Procedures.