



False Alarm Reduction Association

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Public Safety False Alarm Reduction Professionals

FARA POLICY MANUAL

Produced by the False Alarm Reduction Association (FARA)

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FARA Policy

Introduction

The False Alarm Reduction Association is an association primarily of persons employed by government and public safety agencies in charge of, or working in, False Alarm Reduction Units.

FARA has adopted the following policies to govern its operations:

- FARA Purpose
- FARA Mission
- FARA Objectives
- General Rules of Antitrust Compliance
- FARA Assistance Request Policy Statement
- FARA Board Member Duties and Functions
- FARA Committee Guidelines
- FARA Executive Director Duties

FARA Policies

FARA Purpose

The FARA shall exist to serve the public, public safety, the electronic security and life safety industry and government employees that either perform or are responsible for false alarm reduction efforts.

FARA Mission

It is the mission of the False Alarm Reduction Association (FARA) to provide a forum for local government alarm ordinance professionals to exchange information on successful false alarm reduction programs, to serve as a clearinghouse for agencies seeking to reduce false alarms, and to foster an environment of cooperation among public safety, the alarm industry and the alarm user.

FARA Objectives

FARA exists to:

1. Promote the mutual interests of government employed false alarm reduction professionals.
2. Foster cordial relationships among the members.
3. Serve as a medium for exchange of information among the members.
4. Serve as a clearinghouse of information for agencies seeking to reduce false alarms.

General Rules of Antitrust Compliance

The following rules are applicable to all FARA activities and must be observed in all situations and under all circumstances, without exception or qualification other than as noted below.

1. Neither FARA nor any committee, meeting, symposium or activity of FARA shall be used for the purpose of bringing about, or attempting to bring about, any understanding or agreement, whether written or oral, formal or informal, expressed or implied, among competitors with regard to prices, terms or conditions of sale, discounts, distribution, volume of production, territories or customers.

2. No FARA activity or communication shall include discussion or action, for any purpose or in any fashion, of prices or pricing methods, production quotas or other limitations on either the timing or volume of production or of sales, or involve allocation of territories or markets or customers in any way.
3. No FARA committee or product group shall undertake any activity which involves exchange or collection and dissemination among competitors, of any information regarding prices, pricing methods, cost of production, or of labor or sales or distribution or individual company statistics of any kind, without first obtaining the advice of legal counsel, provided by the Association, as to those proper and lawful methods by which these activities may be pursued.
4. No FARA activity or communication shall include any discussion or action which might be construed as an attempt to prevent any person or business entity from gaining access to any market or to any customer for goods or services, or to prevent or boycott any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.
5. No FARA activity or communication shall include any discussion or action which might be construed as an agreement or understanding to refrain from purchasing any raw materials, equipment, services or other supplies from any supplier.
6. Neither FARA nor any committee or product group thereof, shall make any effort to bring about the standardization of any product or method of manufacture or certification of any product or program, for the purpose of preventing the manufacture or sale of any product not conforming to a specified standard or which would tend to have the overall effect of either lessening competition or resulting in a degree of price stabilization.
7. No person or company shall be unreasonably excluded from FARA membership or participation in any FARA activity, committee or product group, where such exclusion may impair such person's or company's ability to compete effectively in the private security alarm industry.
8. In conducting FARA committee meetings, or other meetings, the chairman thereof shall prepare and follow a formal agenda. Minutes of each meeting shall be distributed to all persons who attended such meetings. Approval of the minutes shall be obtained from the membership of the committee or meeting at its next meeting. Copies of the minutes shall be transmitted to the FARA office.

FARA Assistance Request Policy Statement

The FARA Assistance Request program offers members the ability to reach out to fellow members with instructions to send all responses directly to the requestor.

FARA members are encouraged to send assistance requests to the FARA Executive Director.

The FARA Executive Director is authorized to broadcast requests on the following to all members:

- Writing or revising ordinances, policies or alarm management programs
- Alarm program implementation and enforcement
- Requests for input to the Public Safety member of the IQ board on IQ applicants or certified companies
- Input to FARA committee chairs on FARA projects

Requests outside of those specified above will be forwarded to the FARA President for review and may be sent to the members only with approval of the FARA President.

FARA Board Member Duties and Functions

The FARA Bylaws detail the duties and functions of the Officers of the association; i.e., President, Vice Presidents, Secretary and Treasurer. The bylaws are mute on specific duties and functions for all other Directors, who serve on the Board. In an effort to provide for a more efficient Board of Directors, and by extension, an entire association, the following lists the duties and functions of all FARA Board of Directors positions as approved by the Board. This document will be reviewed on an annual basis or more often as needed.

Board of Directors - All

The FARA Bylaws declare the following for the entire Board of Directors:

The Board of Directors shall, subject to instructions given by resolution passed at the Annual or at a special meeting of the membership:

1. Have charge of the affairs and funds of the Association for the purpose of carrying out any lawful activities deemed necessary to further the objectives of the Association
2. Establish and abolish standing and special committees and charge them with guidelines or a specific mission
3. Establish and publish yearly a strategic plan for the Association
4. Publish yearly an annual report on the activities of the Association and include a line item accounting of expenditures.

Immediately following the election each year, the President, in consultation with the Board of Directors, will assign Board members to serve as liaisons to each committee. Each Board liaison shall:

1. Assist the Association by actively recruiting people to work on all committees
2. Serve as a mentor to the Committee Chair
3. Provide a Board perspective to the Committee
4. Relate questions and/or issues regarding Committee initiatives to/from the Board
5. Ensure that the Committee implements Strategic Plan initiatives
6. Provide reports to the Board on initiatives completed and initiatives in the works
7. Share pertinent information with other committees as the need arises

President

1. Preside at all meetings of the Association and its Board of Directors, including setting the schedule and creating the agenda
2. Appoint all Committee chairs upon recommendations made by the Board liaisons to each Committee
3. Serve as an ex-officio member on each of the standing Committees of the Association
4. Attend and participate on as many Committee teleconferences/meetings as is practicable or assign other Board members to attend in your stead
5. Perform such duties as may be required of this office by a vote of the Board of Directors or the membership
6. Enforce at all meetings the observance of decorum among the members
7. Authenticate all acts, orders and proceedings of the Association declaring its will in all things and obeying its bylaws and Roberts Rules of Order
8. Serve as, or appoint individuals to serve as, the Association's representative in matters before other public and private entities
9. Approve, in writing, all expenses of the Association
10. Appoint new Board members, should any seats become vacant

Vice Presidents-Both

1. Serve on as many standing Committees as is feasible
2. Promote all of the objectives of the Association nationwide
3. Perform such duties as assigned by the President and Board of Directors to whom s/he shall report
4. In case the President cannot attend a meeting, the Vice President with the longest tenure on the Board shall serve as President Pro Tempore for the session

Secretary

1. Call the role of voting members at the annual meeting
2. Prepare and present accurate minutes of the proceedings at the Annual Meeting and all meetings of the Board of Directors
3. Announce all meetings of the General Membership and the bi-annual meetings of the Board of Directors

Treasurer

1. Provide for the deposit of all Association funds
2. Sign all checks after obtaining written approval from the President
3. Ensure that all checks are properly documented with invoices, purchase orders or vouchers
4. Report regularly to the Board of Directors and Membership as to the financial condition of the Association
5. Research and recommend funding alternatives to the Board of Directors in an effort to ensure the solvency of the Association
6. Draft and present annual budget for Board approval

At-Large Directors

1. Serve as the Board liaison to a Committee as assigned
2. Perform such duties as assigned by the President and Board of Directors

Associate Director – Electronic Security

1. Serve as the Board liaison representing the interests of FARA's electronic security associates
2. Assist the Board in developing more value added programs for associate members

Associate Director – Fire Alarms

1. Serve as the Board liaison representing the interests of FARA's fire associates
2. Provide advice to the Board on the direction of FARA's fire effort
3. Perform outreach to other fire organizations, both public safety and private, which can assist FARA in developing its own fire effort
4. Make recommendations to the Conference Committee on possible fire courses that can be offered at training symposiums

Associate Director – Vendors

1. Serve as the Board liaison representing the interests of FARA's vendor associates
2. Perform outreach to other vendors relaying the importance of and benefits derived from being a member
3. Share pertinent information with other committees as the need arises
4. Assist in developing more value added programs for vendor and other associate members

Immediate Past President

1. Serve as mentor to the new President
2. Assist the Board in providing historical information on why decisions were made
3. Assist in the creation and publication of the annual Strategic Plan and Annual Report
4. Educate the new President on roles, responsibilities and duties

FARA Committee Guidelines

The FARA Board of Directors has created this document to help committees schedule and conduct meetings. We have also covered how documents are created and revised.

We thank you for serving on a committee and hope this will help you run meetings in a way that encourages participation and productivity.

We appreciate the value that all FARA members add to the association and we realize that you are volunteers with full-time jobs.

Teleconferencing or Webinar Meetings

1. Most committee meetings are held via teleconference or webinar. Committees can also meet at annual international training symposiums should they desire to do so.
2. FARA committees will use a free conferencing service. Contact the Executive Director for options.
3. Committee chairs are responsible for setting up their own individual accounts (free of charge) and committee conferences.
4. Conferences must be set up so that the presence of the chair or person setting up the conference is not required in order to begin, join or conduct the conference

Meeting Schedule

1. Each Committee Chair should send an annual meeting schedule to the Executive Director in December of each year, which lists the dates and times for all teleconferences for the coming year.
2. Chairs should coordinate with the Executive Director to avoid overlapping with other committees.

Order of Business Agenda

1. A written agenda for each meeting is required.
2. The agenda should be emailed to committee members at least seven (7) days prior to the meeting.
3. The agenda will include the teleconference phone number and access code.
4. The agenda should outline the material the committee will be discussing and the order in which it will be discussed. Committee chairs may elect to list times for each line item, but it is not necessary.
5. Except in emergencies - Old or unfinished business should be dealt with before new business.

Minutes

1. Minutes should accurately record the proceedings and must contain the date and time of the meeting, name of the committee and FARA's name.
2. Minutes contain a record of what was done at a meeting and not what was said by the individual members.
3. Minutes must contain formal motions in the exact words of the motion, record who made the motion and whether or not the motion carried.
4. Minutes may include the names of those voting for or against a motion.
5. Minutes must include the names of those abstaining from the vote.
6. Format for minutes can be determined by each committee but should be consistent within the committee.
7. Each committee should have a primary and back-up minute-taker/secretary.
8. If the primary is unavailable, it is his/her responsibility to notify the back-up and the chair(s) prior to the teleconference.
9. The person taking minutes should not be the chair.

10. Minutes should be emailed to committee members at least seven (7) days prior the next teleconference along with the agenda.
11. Minutes of committee meetings should be posted to the FARA website on the respective Committee page by the Chair or their designee, after the minutes are approved by the committee. Only one year of minutes will be posted on the Site.

Meetings

1. Calls should start promptly and last no more than one (1) hour.
2. Members should identify themselves when they enter the call and each time they talk during the call.
3. It is the responsibility of the chair to ensure that teleconferences stay within the material identified in the agenda. If additional items arise, they may be placed under new/old business or scheduled for discussion on a future call.
4. Chairs should provide committee members with any read-ahead materials at least seven (7) days prior to the meeting.

Reviewing Written Materials

1. All long term written documents, presentations or other materials must be approved by the Board before they are posted or published. The President can approve correspondence. The Newsletter Chair or Executive Director can approve Newsletter content. The Web Site Chair or Executive Director can approve web site content.
2. All written documents, presentations or other materials may be referred by the President or Board to any Committee, regardless of where the document originated.
3. When reviewing new or existing materials, it is the member's responsibility to abide by the timelines set forth by the committee or chair.
4. The chair will identify the deadline by which written comments should be received.
5. Those submitting materials for review by email should keep in mind that many people have limits on the size of a single email attachment or to multiple email attachments they can receive. Contact the FARA Executive Director to make arrangements to post large documents or multiple documents on the FARA web site to be downloaded for viewing. Also the use of the FARA Forum should be considered when committee review and feedback is desired.
6. **Style vs Substance:** Review of written materials can sometimes be a lengthy process. Members should keep in mind that everyone has a different style of writing and their review should focus on content changes not stylistic ones. Care should be taken by all committee members and committees to revise documents only as required to change outdated content, correct errors or add new information. Changes to style should not be made unless it accompanies other appropriate changes.
7. **Existing Materials:** Existing material once revised and approved by the committee should be forwarded to the Website Committee Chair and Executive Director with the correct revision date, to be posted on the FARA web site.
8. **New Materials:** Once a committee has approved new materials, they will be forwarded to the FARA Board of Directors for final approval and publication.
9. The FARA Board of Directors has final approval authority on all written materials from any committee. At its discretion, the Board may approve a document as submitted by a committee, may make any amendments it deems appropriate or sent it back to the originating committee for further work.
10. The committee may approach the board with questions regarding the revision or to provide additional suggestions to the board for revision.

Annual Report & Strategic Plan

FARA develops a Strategic Plan for each upcoming calendar year. The process starts with a review of the current plan and preparation of a report on each committee's progress for the Boards Mid-Year Meeting. The

Mid Year meeting is held in late September or early October of each year by teleconference or webinar. Committee chairs are invited to attend the Midyear meeting to give their committee report and discuss their portion of the Strategic Plan. Committees should plan to complete their plan review and progress report by Mid-September. After the Mid-year meeting the Board will send out a draft plan and report for further committee input. The President will set deadlines for comments to be returned. The Board will adopt the Plan at its November or December Meeting.

Symposium Report

Each Committee is asked to give an update on their activities at the Spring Symposium. Each Chair should plan to give the report or designate someone to give it.

Board Liaison

The President will appoint a member of the board to serve as liaison to each committee. Each Board liaison shall:

1. Assist the Association by actively recruiting people to work on all committees
2. Serve as a mentor to the Committee Chair
3. Provide a Board perspective to the Committee
4. Relate questions and/or issues regarding Committee initiatives to/from the Board
5. Ensure that the Committee implements Strategic Plan initiatives
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7. Share pertinent information with other committees as the need arises

Communication Between Committee Chairs

Committee Chairs are encouraged to share information with other chairs that can help to make FARA more productive. FARA has established a Committee Chair Forum on the Website to facilitate communication. Examples of items that should be shared include: Creation or revision of materials and tips or techniques to recruit committee members or improve committee operation.

Committee Timelines

- April – Prepare verbal report for Symposium- Assign someone to give it
- September – Submit Annual Report and ideas for next year's Strategic Plan
- October – Attend Mid-Year Board Meeting
- November – Prepare and submit annual meeting schedule for following year

FARA Executive Director Duties

Line Item	FARA Tasks	Estimated Hours
1	Management of a database of Agencies, People- members companies or agencies.	80
2	Act as association headquarters for mail, telephone and e-mail response purposes. Basic questions are to be answered by staff, more complicated questions are to be referred to the volunteer leadership.	104
3	Telephone coverage during regular business hours with dedicated phone line or voice mail or other mutually agreeable method.	52

4	Follow up on membership inquiries with email letter and literature and notify volunteer membership chair of contact.	12
5	Perform membership dues billing. Annual billing with 2nd & 3rd notices – List provided on request. Provide a written list of those members that do not renew their membership to the Membership Committee by November of each year or more often as requested.	24
6	Receive, deposit and account for all association funds. Enter in Quickbooks, Scan Checks & invoices email to Treasurer.	120
10	Enter Members on Website, Create logins, maintain directories	104
11	Update the FARA website as needed Add Revised Documents	52
13	Work with volunteer leadership in planning Symposium, Prepare packet, Prepare postcard, Take Registrations, prepare schedule, process reimbursements , make hotel arrangements	36
14	Attend annual training symposium.	48
15	Perform follow-up work to Symposium, including but not limited to sending out attendance certificates.	16
16	E-mail Monthly newsletters to members for whom we have email addresses.	36
19	Grade exams and advise students of results.	1
20	Maintain records of certificants. Process Renewals	1
21	Attend Board Teleconferences.	20
22	Attend Communications Teleconferences.	22
23	Attend Training & Certification Comm. Teleconferences.	22
24	Edit Documents.	22
25	Site visits for Meetings.	24
27	Special Projects, Press releases, Consumer site, Training Site, etc,	40
28	Attend Conference Symposium Committee Calls	24
29	Attend Mid-Year Board Meeting	12
30	Attend Website Committee Meetings	4
31	Send out Assistance Requests	6
32	TOTAL	882