

Chelsea Area Fire Authority – Proposal 2 Apr. 1

Board of Trustees BYLAWS

I. Name

The name of this Board shall be THE CHELSEA AREA FIRE AUTHORITY BOARD OF TRUSTEES, hereinafter referred to as the Board.

II. Purpose

The purpose of the Board is to carry out the goals of the Chelsea Area Fire Authority, as established in its Articles of Incorporation, as amended:

Reducing deaths, injuries and minimizing property loss from fires, hazardous material incidents, motor vehicle accidents, medical emergencies, rescue extractions, and any other crisis commensurate with the services of a Fire Authority within the level of personnel training and equipment of the AUTHORITY and authorized by any municipality pursuant to contract with the AUTHORITY, and in accordance with the authorization of the Act.

III. Officers

A. Chairperson

The Chairperson shall supervise and coordinate all activities of the Board, and to preside at all meetings of the Board. The Chairperson shall coordinate information between the Board and fire department administration. The Chairperson shall handle all communications between CAFA attorneys and the Board unless otherwise assigned by the Chairperson. The Chairperson shall supervise all collective bargaining agreements, contracts and report these activities to the Board

Also any other duties assigned by the Board.

B. Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson, act as Chairperson and assume all the duties pertaining to the Chairperson. Should the Chairperson be absent from their duties for a prolonged period of time, The Vice-Chairperson shall be compensated for duties performed other than meetings as would the Chairperson.

Also any other duties assigned by the Board or the Chairperson.

C. Secretary

The Secretary shall have the oversight of all the records and papers of the Board, when no other provisions are made by law, and shall provide the same on demand to his/her successor in office. The Secretary shall transcribe the minutes of the proceedings of every board meeting and shall oversee and maintain both written and electronic records of every order or direction and all rules and regulations made by the Board. The Secretary shall also distribute all notices required by law to each publication both print and web based. Other duties may include communications with newspapers, posting of board information on web sites and other duties assigned to this position by the Chairman or the Board.

Also any other duties assigned by the Board or the Chairperson.

D. Treasurer

The Treasurer shall in addition to duties stated in the Articles of Incorporation, shall review all financial statements before they are included in the monthly Board packet. The Treasurer shall also review deposits from time to time to insure that CAFA is receiving current interest rates and report the findings to the Board Bi Annually. The Treasurer shall insure that they and persons signing checks or payments are properly bonded.

Also any other duties assigned by the Board or the Chairperson.

IV Meetings

1. Meeting preparation

In order to provide sufficient preparation time, agenda items and supporting materials should be submitted at least one week prior to scheduled meeting time. For meetings normally held on the third Tuesday of the month, for example, the agenda materials should be submitted no later than noon on the second Tuesday of the month. Meeting packets will normally be delivered to Trustees by the Friday prior to the scheduled regular meeting. Copies will be available at the fire station and posted on the CAFA web site.

2. Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt..

These rules are intended to enforce the common principals of parliamentary law except where deemed unreasonable by the Board or the Chairperson.

3. Order of Business

The order of business for regular meetings shall normally contain the following elements:

1. Call to order
2. Pledge of Allegiance
3. Quorum
4. Public comment
5. Approval of regular agenda
6. Approval of consent agenda
 - a. Approval of Board Minutes
 - b. Invoices paid
 - c. Treasurers report
7. Chief's Report
8. Unfinished Business
9. New business
10. Reports from Board members
11. Final Public Comment
12. Announcements
13. Adjournment

Minutes

Minutes of regular and special meetings shall be kept, representing a record of what was done at the meeting. In addition to electronic distribution, approved minutes shall be maintained in a separate binder or file at the Fire Station. This shall be the authoritative version.

Contents of the Minutes

1. Kind of meeting (e.g., regular, special, adjourned regular, or adjourned special)
2. Name of the organization (i.e., Chelsea Area Fire Authority)
3. Date, time, and place of the assembly
4. Presence of trustees or their substitutes
5. Approval of past minutes
6. Approval of agenda
7. Approval and content of consent agenda
8. Main business

Generally, each agenda item included in main business sections may contain the following elements when reported in the minutes:

- • The wording in which each motion was adopted.
- • The disposition of the motion, including primary and secondary amendments
- • Secondary motions that were not lost or withdrawn

- All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his ruling.

Additional Rules and Practices.

The name of the maker and seconder of a motion shall be entered in the minutes.

When a question is considered informally, the same information should be recorded as under the regular rules.

The name and subject matter of guest speakers or speakers during public comment, but no attempt should be made to summarize their remarks.

Closed meetings may be called for reasons as specified in the Michigan Open Meetings Act and shall follow the rules set forth in that act.

No official action of any kind shall take place at a closed session.

Work Sessions

From time to time, working sessions may be convened to facilitate open discussion on one or more topics of interest to the Board. Work sessions can be useful in providing opportunities to focus on longer term decisions. These meetings are subject to the Open Meeting Act. The public will be invited and given an opportunity to speak. No executive action of any kind will be taken at these meetings. An abbreviated agenda will be developed for each meeting, and minutes will be prepared summarizing discussions during the session in general terms.

Work sessions may be scheduled at any time, but should generally be held in conjunction with regularly scheduled meetings to facilitate public attendance.

The Board may, at its discretion, invite other interested organizations to participate in a joint working session with the CAFA Board. Such organizations may include Boards of municipalities, interested civilian groups, and other interested stakeholders.

V. Powers

A. Board Functions and Responsibilities

The BOARD shall have the right to adopt rules governing its procedure which are not in conflict with the terms of any statute or other controlling documents. The BOARD shall also have the right to establish rules and regulations for the use of its property, personal or real, owned, held or operated by it under the provisions of law.

In the exercise of its mission, the AUTHORITY through its Board shall have exclusive power to⁶:

1. Hire, appoint, terminate, employ, and set contract relations with the Fire Chief and First Assistant Chief (if any) as well as Executive and Administrative personnel.
2. Enter into collective bargaining agreement with employee union.
3. Negotiate and enter into contractual agreements.

All rules and orders promulgated by the Board shall be in writing and made available to any member of the Fire Department.

C. CAFA Board and Fire Chief Relationship

The Fire Chief shall serve at the pleasure of the Board, subject to contract terms, if any.

The Fire Chief shall be an ex-officio member of the Board and shall be present at all regular and special meetings. In his absence, he shall designate an officer of the Fire Department to represent him.

The CAFA Chair shall prepare a draft evaluation of the Chief's performance annually. Other Board members shall be able to review and comment on the evaluation, which shall be discussed with the Chief by the Board as a whole, normally in Closed Session.

The Board shall exercise its authority over Department operations only through the Fire Chief or his designated representative. Trustees shall not make individual requests to the Fire Chief for personnel actions of any kind.

Any purchase by the Chief greater than \$10,000 shall require Board approval.

VI. Additions and Modifications of Bylaws

Alterations, modifications, additions, or amendments to these By-Laws must be proposed in writing at a regular meeting of the Board. A vote approving the changes can only be taken at the next meeting and must be adopted by an affirmative vote of a quorum of the complete Board, normally three (3) members, before the proposed alteration or Amendment shall be enacted.