



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD BYLAWS

Last Revision: 22 September 2004

Article I: Name of the Organization

I.1 Name

The name of the organization shall be the Albemarle County Fire Rescue Advisory Board.

Article II: Purpose of the Organization

II.1 Purpose

The purpose of the board is to act as an advisory body to the Albemarle County Board of Supervisors on fire rescue related issues.

Article III: Membership & Voting

III.1 Voting Members

The board is comprised of the following member organizations with voting rights. The Chief Operational Officer of the organization has sole voting rights except as noted in III.3:

Albemarle County Department of Fire Rescue
Charlottesville-Albemarle Rescue Squad
Crozet Volunteer Fire Department
Earlsville Volunteer Fire Company
East Rivanna Volunteer Fire Company
Monticello Fire & Rescue
North Garden Volunteer Fire Company
Scottsville Volunteer Fire Department
Scottsville Volunteer Rescue Squad
Seminole Trail Volunteer Fire Department
Stony Point Volunteer Fire Company
Western Albemarle Rescue Squad

III.2 Non-Voting Members

The following organizations are represented on the board with no voting rights:

Charlottesville-Albemarle Airport
Charlottesville-Albemarle-UVA Emergency Communications Center
Charlottesville Fire Department
Charlottesville Volunteer Fire Company
Thomas Jefferson E.M.S. Council

III.3 Voting

Each member organization may, in the absence of their recognized representative, provide a substitute who must identify him/herself to the Chairman during the official roll call as the voting member from his/her organization.

In case of a tie vote, the issue is automatically tabled until the next scheduled meeting. If a tie vote is received at that meeting, the issued will be automatically dropped.

*" We will provide the highest quality services to protect and preserve the
lives, property, and environment of our community."*



Article IV: Officers of the Organization

IV.1 Officers & Terms

- IV.1.A The officers of the board shall consist of a Chairman and Vice Chairman. All officers shall be elected by board members.
- IV.1.B Elections shall be held at the December meeting of the Board.
- IV.1.C An officer's term shall be for two years. If an elected board office becomes vacant, the board shall elect a member to fill the unexpired term.
- IV.1.D Elected officers shall take office on the first day of the month following the election. Outgoing officers shall provide newly elected officers with such assistance necessary to ensure a smooth transition.

IV.2 Chairman

The Chairman shall cause an agenda to be prepared for each meeting and preside at each meeting. The Chairman shall sign correspondence, reports, and recommendations on behalf of the board and represent the board in its proper relationship with the Board of Supervisors, County Executive, and the public.

IV.3 Vice Chairman

The Vice Chairman shall serve in the absence of the Chairman. In the event that both the Chairman and Vice Chairman of the board are absent, the remaining members shall elect a temporary Chair for a meeting.

Article V: Meetings of the Organization

V.1 Meetings

The board shall meet monthly at a day, time, and place agreed on by a recorded vote of the board. The Chairman may call or cancel any meeting when it is deemed appropriate.

V.2 Clerk

The Clerk shall be provided by county staff for the explicit purpose of calling the roll, taking minutes at each meeting, providing copies of the meeting agendas, and any other duties that may be assigned by the board, with the approval of the Chief of the Albemarle County Department of Fire Rescue. The office of Clerk shall carry no voting privileges, except as noted in III.3.

V.3 Minutes

The Clerk or designee shall prepare a record of minutes for all meetings. The minutes shall be considered for approval at the next regular meeting of the board.

V.4 Quorum

A quorum must be present in order for a vote to be taken. A quorum shall consist of a majority of member organizations with voting privileges.

Article VI: Committees of the Organization

The Chairman has the authority to appoint such committees necessary to assist the board in accomplishing its duties and responsibilities.

VI.1 Standing Committees

The following are standing committees of the board:

- Volunteer Recruitment & Retention Committee
- Training Committee
- Finance/Budget Committee
- Central Resource & Supply Committee
- Strategic Planning Committee

VI.2 Special Committees

Special committees will serve for the period of time needed to complete its specific purpose.

VI.3 Committee Chairs

- VI.3.A With the exception of the Volunteer Recruitment & Retention Committee and the Training Committee, the Chairman of the board has the authority to appoint committee chairs.
- VI.3.B The Volunteer Recruitment & Retention Committee and the Training Committee are chaired by department staff responsible for these programs.



Article VII: Rules of Order

VII.1 General Rules of Order

Except as otherwise provided in these Bylaws or by applicable law, *Robert's Rules of Order* shall govern the proceedings of the board.

VII.2 Agenda Guidelines

VII.2.A Agenda packets will be distributed through electronic mail one (1) calendar week prior to the board meeting. The agenda packet will also be placed on the fire rescue website prior to the meeting. A hardcopy of the agenda packet will be provided at the request of any member. Agenda packets will minimally consist of:

- Agenda
- Consent Agenda
- Minutes from Previous Meeting
- Action Letter from Previous Meeting (if applicable)
- Prepared Committee Reports (if applicable)
- Executive Summaries and Attachments (if applicable)

If an unusual or emergent issue arises after the agenda packet has been distributed, upon consultation with the Chairman, he/she may permit the distribution of the unusual or emergent executive summary for consideration at the upcoming meeting so long as it is done at least twenty-four (24) hours prior to the scheduled meeting.

VII.2.B An Action Letter from each meeting will be distributed within one (1) calendar week.

VII.2.C A written executive summary will be provided for each item that requires action. This summary will provide background information, important points of discussion, and recommendations. Executive summaries will normally undergo a first (information) and second (action) reading. This will ensure that all parties have an opportunity to review the summary following the first reading and come prepared for active and informed participation and discussion at the second reading. The board may take action on the first reading of any executive summary if deemed necessary for the orderly conduction of business and agreed to by a two-thirds (2/3) majority of the members present.

VII.2.D Regular committee reports will generally be limited to five (5) minutes, and a written committee report will be prepared in advance when possible. Committee items requiring action by the board will be scheduled for action under New or Unfinished Business on the agenda and managed at that time.

VII.2.E Agenda items will be identified for action, discussion, or update.

VII.2.F Time limits will be set for agenda items and will be noted on the Agenda.

VII.2.G A regular time will be established at the end of each agenda for other brief items to be brought up by any member of the board. The discussion of these items is limited to ten (10) minutes. Any item that requires a decision by the Board will be postponed to the next agenda unless agreed to by a two-thirds (2/3) majority of the members present.

VII.2.H The consent agenda will be utilized to deal with routine action items that do not require discussion. Items may be removed from the consent agenda by any member if they feel further discussion is necessary.

VII.2.I Department staff will work with the Chairman of the board in maintaining a two (2) month agenda-planning calendar to be prepared to address important items.



Article VIII

VIII.A Bylaws

These Bylaws and any amendments shall be adopted by a two-thirds (2/3) vote of the board, and written notice of said proposed Bylaws and amendments are first given to each member not less than ten (10) days prior to the regular or called meeting at which Bylaws or amendments are to be considered.