

Newcastle Fire Protection District
Revised Bylaws
Board of Directors
Proposed for Board and Public Review
23 May 2017

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Article I District Bylaws

Section: 1 Purpose

1.1 The purpose of these Bylaws is to assist the Board of Directors (Board) (Members) of the Newcastle Fire Protection District (District) as it sets policy and conducts the business of the District. These Bylaws supplement state law and provide more specific guidelines for the actions and conduct of the Board Members. It is the intent of the Board to maintain and update these Bylaws as necessary for changes in applicable law and the needs of the District. A comprehensive listing of the Board's current Bylaws, being the rules and regulations enacted by the Board, shall be contained herein. These Bylaws will serve as a resource for Board Members, District staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.2 If any article or portion of an article contained within the Bylaws is in conflict with those statutes known as the Fire Protection District Law, the Brown Act, the Firefighters' Bill of Rights or any other rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Section: 2 Adoption/Amendment of Bylaws

2.1 Consideration by the Board to adopt a new bylaw or to amend an existing bylaw may be initiated by any Director, or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Board Member and the Fire Chief through the District office, and requesting that the item be placed on the District website for public review and included for consideration on the agenda of a regular meeting of the Board.

2.2 Adoption of a new bylaw or amendment of an existing bylaw shall be accomplished at a regular meeting of the Board and shall require a 2/3 affirmative vote of a quorum of the Board.

2.3 Before considering the adoption or amendment of any bylaw, Board Members and the public shall have the opportunity to review and comment on the proposed adoption or amendment at the regular Board meeting prior to the meeting at which adoption or amendment is to be considered.

2.4 Copies of the proposed bylaw adoption or amendment shall be included in the agenda information packet for any meeting at which such review or consideration of adoption has been scheduled. The agenda information packets with said copies shall be placed on the District website and made available to the Newcastle Professional Firefighters Association and to each Board Member for review at least three (3) days prior to any meeting where such consideration or review has been scheduled. At any such meeting, copies of the proposed bylaw adoption or amendment shall be available for the public and, where possible, shall be displayed on an illuminated screen for public viewing.

Article II Board Members

Section: 1 Board Structure and General Duties

1.1 The officers of the Board of Directors shall be Chairperson, Vice Chairperson, and Secretary. The Board shall elect a Chairperson, Vice Chairperson, and Secretary during the regularly scheduled meeting in January of each year to serve throughout the subsequent calendar year. Upon the occurrence of an officer's vacancy, the Board shall fill such vacancy from the remaining members. An interim election for the Board Officers may be held upon approval by a majority of the Directors.

1.1.1 The Chairperson of the Board of Directors shall serve as Chairperson at all Board meetings. He or she shall have the same rights as the other Members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The Chairperson is responsible for the following:

1.1.1.1 Presiding at Meetings: The Chairperson, when present, shall preside at all meetings of the Board, shall take the Chairperson at the time appointed for every Board meeting, and call the Members to order and proceed with the business of the Board.

1.1.1.2 General Direction: Have general direction of the boardroom and assign seats for the use of the Board Members and members of the District staff as required.

1.1.1.3 Order and Decorum: Preserve order and decorum, prevent demonstrations, and, in accordance with law, order removal from the boardroom of any person whose conduct the Chairperson deems boisterous and obstructive and order the boardroom cleared if necessary.

1.1.1.4 Length of Time for Public Discussion: Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board.

1.1.1.5 Official Spokesperson: The Board Chairperson shall be the official Spokesperson and representative for the board and the principal contact with legal counsel and the media.

1.1.1.6 Other Responsibilities: The Board may prescribe other responsibilities.

1.1.2 In the absence of the Chairperson, the Vice Chairperson of the Board

of Directors shall serve as Chairperson over all meetings of the Board.

1.1.3 The Secretary shall serve as Chairperson responsible for conducting the Board meeting in the absence of the Chairperson and Vice Chairperson.

1.1.4 Board Members shall serve on committees and thoroughly prepare themselves to discuss agenda items at meetings of the Board.

1.1.4.1 Information may be requested from staff or exchanged between Board Members before meetings subject to the following conditions:

1.1.4.2 Information that is exchanged between Board Members before meetings shall only be distributed through the Fire Chief, each Member shall receive all the information that is being distributed to any other Member, and copies of such information shall be made available to the public at the Board meeting.

1.1.4.3 Requests by individual Board Members for substantive information that may require extensive research by District staff shall be directed to the Fire Chief.

1.1.4.4 Board Members shall defer to the Board Chairperson or Chairperson for the conduct of meetings of the Board, but they shall be free to question and discuss items on the agenda.

1.1.4.5 Comments by the Board Members should be brief and confined to the matter being discussed by the Board. Members may request that brief comments pertinent to an agenda item be included in the minutes but only at the meeting in which that item is discussed.

1.1.4.6 Board Members shall abstain from discussing or participating in the consideration of any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Members generally should not abstain from the Board's decision-making.

1.2 The general duties of the Board shall be legislative in nature. The Members shall formulate and adopt policy for the operation of the District. The fundamental role of the Board is to represent the community's interests by assuring that the community's service needs are met; assuring the service is of appropriate quality; assuring that taxpayers' money is used responsibly and assuring that all are treated equally and fairly.

1.2.1 Board Members shall conduct their business for the public benefit, abiding by the California "Open Meeting Law."

1.2.2 Board Members shall review and adopt a preliminary budget by June

30 and adopt a final budget by September 30. Establishment of reserve accounts and transfer of reserve funds require approval by a minimum of two-thirds vote of the Board.

1.2.3 Board Members shall employ a qualified, competent person as Fire Chief who will administer and supervise the District under the direction of the Board. Through separate employment agreement with the District, the Fire Chief shall work directly for the Board and represent the interest of the Board Members to any person, group or agency having business with the District. The Board shall conduct an annual performance evaluation of the Fire Chief, using a standardized evaluation form specific to administrative personnel. The evaluation will be conducted during a closed session

1.2.4 The Recording Clerk of the Board shall be a District employee selected by the Board who shall attend each regularly scheduled meeting of the Board and maintain a record of all proceedings thereof as required by law. If the Clerk of the Board cannot attend a meeting, the Chairperson or the Fire Chief shall make arrangements to have someone in attendance to properly record the Board's proceedings. It shall be the duty of the Clerk of the Board to attest to all District Resolutions, attend closed sessions of the Board if requested, adhere to the guidelines for taping open and closed sessions (as necessary) and record all open and closed sessions (as necessary).

Section: 2 Committees of the Board of Directors

2.1 The following shall be standing committees of the Board.

2.1.1 Finance: Generally concerned with the development and revision of the District's Annual Budget and oversight and public reporting of all District expenditures.

2.1.2 Building and Facilities: Generally concerned with overseeing the development and implementation of plans for the construction of a new fire station including the payment of associated fees, the securing of necessary permits and coordination with the relevant state and local regulatory agencies. This committee also oversees the proper maintenance of District records, equipment, and other property.

2.1.3 Personnel and Policy: Generally concerned with labor negotiations, the development and revision of the District's Memorandum of Understanding with the Newcastle Professional Firefighters Association and with the periodic review and updating of the District's Policies and Procedures Manual.

2.2 Two Members of the Board shall serve on each standing committee. The Board

Chairperson shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

2.3 The Board's standing committees may be assigned to review District functions, activities, and operations pertaining to their designated concerns. Such assignment may be made by the Board Chairperson, or a majority vote of the Board. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

2.4 The Board Chairperson shall also have the authority at any time to appoint such ad hoc committees as the Chairperson or the Members of the Board of Directors may deem necessary.

2.4.1 The difference between standing and ad hoc committees generally consists in the fact that the responsibilities of standing committees are ongoing whereas ad hoc committees are appointed to perform specific tasks defined by the Board which are not ongoing.

2.4.2 The duties of the ad hoc committees shall be defined at the time of their appointment. Only two Members of the Board may be appointed to an ad hoc committee and the committee shall be considered dissolved when its original assignment has been completed or a final report, if necessary, has been submitted to the Board.

2.5 The purpose of standing and ad hoc committees is to provide recommendations to the Board of Directors for oversight, review, and policymaking and not to engage in management activities of the District.

2.6 Standing committees shall function in accordance with the same rules and procedures for public meetings of the Board of Directors as specified in Article III.

2.7 In order to expedite the fulfillment of their assigned purpose, ad hoc committees may meet at any time, in any location, without public notice. If an ad hoc committee is meeting with a vendor, government official or other member of the public for the purpose of gathering information or discussing the terms and conditions of any proposed or potential action, decision or agreement that may affect the operations of the District, the committee shall report the results of that meeting at the next regular or special meeting of the Board of Directors for the Board's review and approval.

2.8 Any meeting of a standing or ad hoc committee must be attended by two members of the Board of Directors. If a committee member is unable to attend a meeting of his or her committee, the other committee member shall arrange for another member of the Board of Directors to attend that meeting.

Section: 3 Conduct in Office

3.1 The Members of the Board of the Newcastle Fire Protection District are committed to providing legislative leadership and guidance on District policies that result in the provision of quality services to the residents and property owners of Newcastle. The primary responsibility of the Board is the formulation and evaluation of policy to benefit the community. Routine matters concerning the operational aspects of the District should be delegated to the District's professional staff.

3.2 In their personal conduct, Members of the Board should treat one another, professional staff and members of the public with courtesy and respect, listen attentively to the opinions of others, respect differing viewpoints, answer questions honestly and completely, avoid personal attacks or conflicts of interest, and act in support of District policies which, in their view, promote efficiency, logic, fairness, consistency and the best interests of the community.

3.3 The work of the District is a team effort. The work of the Board is a collaborative process. Differing viewpoints are healthy in decision-making but once the Board takes action, Board Members should commit to supporting said action and not create barriers to its implementation.

3.4 In seeking clarification on informational items, Board Members may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge or to improve legislative decision-making.

3.5 In seeking clarification for District policy-related concerns, especially those involving personnel, legal action, land acquisition and development, and District finances, Board members should refer such matters directly to the Fire Chief.

3.6 When approached by District personnel concerning specific District policies, Board Members should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

3.7 Board Members shall respect the necessity for transparency in their conduct toward one another and the public. Issues that may affect District policy or operations should be brought to the attention of the Board as a whole, rather than to individual members selectively.

3.7.1 In the agenda of each regular meeting of the Board, Members shall be accorded the opportunity to make individual reports of their activities. In such reports Directors must disclose any communications with or from members of the public, District personnel, elected officials, commercial or business interests and current or potential vendors or service providers that may affect District policy or operations.

3.7.2 All Board Members shall comply with applicable county ordinances and state laws governing local elections and Fair Political Practices that require

the reporting of donations, campaign contributions, or gifts of service that a Member has received. When the filing of such a report is required, the Member shall at the same time provide a copy of said report to the District and shall include notice of this filing in his or her Member's Report at the next meeting of the Board. The District shall maintain such reports and make them available to the public upon request.

Section: 4 Attendance at Meetings

4.1 Members of the Board should attend all regular and special meetings of the Board unless there is good cause for absence. Members should be in their respective seats at the time set for each regular meeting or any adjourned or special meeting. Members not present when the Board is called to order shall be designated in the minutes as absent. If a Member of the Board arrives after a meeting commences, the Recording Clerk shall record the time of arrival and the member shall be recorded as having been present thereafter.

4.2 A Director who knows he or she will be absent from an upcoming regular or special meeting shall notify the Board Chairperson or Chairperson at least three days prior to that meeting of the reason for the absence. At that meeting, the Chairperson shall announce the reason for the Member's absence and the absence shall be deemed as excused unless three other Members of the Board object, in which case the absence shall be recorded as unexcused.

4.3 A Member who is absent from a meeting without having given prior notice to the Chairperson may have that absence excused retroactively upon an affirmative vote of three other Members of the Board.

4.4 Any Board Members who fail to attend the regular meetings of the Board for the period of three consecutive months, regardless of whether their absence has been excused, shall be subject to removal from the Board upon an affirmative vote of three other Members of the Board. Following three such absences, the Chairperson shall notify that Member that his or her seat shall be deemed Vacant if he or she fails to attend the next regular meeting of the Board. Any Members who fail to attend regular meetings of the Board for the period of four (4) consecutive months, regardless of whether their absence has been excused, shall be automatically removed from the Board and their seats shall be declared vacant.

4.5 Any Board Members who fail to attend regular meetings of the Board for five out of any twelve-month period, regardless of whether their absence has been excused and regardless of whether the five months are consecutive, will be subject to removal from the Board upon an affirmative vote of three other Members of the Board. Following five such absences, the Chairperson shall notify the Member that his or her seat will be deemed Vacant if he or she fails to attend a sixth regular meeting. Any Members who fail to attend regular meetings of the Board for six out

of any twelve-month period, regardless of whether the six months are consecutive or their absence has been excused, shall be automatically removed from the Board and their seats shall be declared vacant.

4.6 A vacancy shall occur if a member becomes disqualified from holding office upon conviction of designated crimes as specified in the Constitution and laws of the State.

4.7 Any Member may withdraw from membership on the Board upon submission of a written notice to the Board Chairperson. In that event, his or her seat shall be declared vacant.

Section: 5 Vacancies

5.1 Once a Board Member's seat has been declared Vacant, that member may not be reelected on the Board and shall not be allowed to vote on any issues before the Board unless he or she has been duly elected to serve another term on the Board at a subsequent regular or special election.

5.2 The district shall notify the appropriate county elections official that a vacancy exists no later than 15 days after the effective date of the vacancy.

5.3 The remaining Members of the Board may fill the vacancy either by appointment or by calling an election.

5.4 When filling a vacancy by appointment, the remaining Members of the Board shall make the appointment within 60 days after the effective date of the vacancy.. The District shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the Board makes the appointment.

5.4.1 The district shall notify the appropriate county elections official of the appointment no later than 15 days after the appointment.

5.4.2 If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled.

5.4.3 If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

5.5 In lieu of making an appointment the remaining members of the board may within

60 days of the effective date of the vacancy call an election to fill the vacancy. Such an election shall be held on the next established election date as provided in the Elections Code that is 130 or more days after the date the Board calls the election.

5.6 If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the effective date of the vacancy, then the board of supervisors of the county may appoint a person to fill the vacancy within 90 days of the effective date of the vacancy. Or the board of supervisors may order the district to call an election to fill the vacancy consistent with the Fire Protection District Law of 1987.

Section: 6 Remuneration and Reimbursement

6.1 Members of the Board shall receive a per meeting stipend of \$25.00 for each regular or special meeting that they attend for not more than four meetings in any calendar month as prescribed by the Fire Protection District Law.

6.2 Members of the Board may be reimbursed for actual necessary traveling and incidental expenses incurred in the performance of official business if the purpose of the expenditure has been approved by the Board and if the amount of the expenditure is submitted in writing for approval by the Board.

6.3 Board Members have a responsibility as part of their service to the community to stay informed about developments in fire safety and to educate themselves about issues that may affect the District's policies and operations. Although the costs of these efforts is generally not reimbursed at public expense, Members are encouraged to share the results of what they learn through their individual Member reports at regular meetings of the Board.

6.4 Board Members who are invited to testify or make presentations on behalf of the District at governmental meetings, conferences or on expert panels should ask the sponsors of these events to reimburse their actual, out-of-pocket expenses. Members are prohibited from accepting fees, honoraria or other valuable considerations in exchange for their participation in such events.

6.5 Nothing in this section is intended to prevent or deter the District's support for the District's professional staff to pursue opportunities for training, education and certification to advance their individual career development and enhance the value of their service to the District.

Article III Board Meetings

Section: 1 Regular and Special Meetings

1.1 Unless otherwise publically noticed, regular meetings of the Board shall be held on the third Wednesday of each calendar month at 6:00 pm at 461 Main Street, Newcastle CA.

1.2 Special Meetings (non-emergency) of the Board may be called by the Board Chairperson.

1.2.1 All Directors, the Fire Chief and required Staff or Counsel shall be notified of the Special Meeting and the purpose, or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of Special Meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified.

1.2.3 An agenda shall be prepared as specified for regular Board meetings and shall be delivered with the notice of the Special Meeting to those specified above.

1.2.4 Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.

1.3 Special Meetings (emergency): In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an Emergency Special Meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a situation which severely impairs public health, safety, or both, as determined by the Fire Chief, Board Chairperson, or Vice Chairperson in the Chairperson's absence.

1.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of Special Meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified.

1.3.2 No closed session may be held during an Emergency Special Meeting, and all other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the Emergency Special Meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted in the District office as soon after the meeting

as possible.

1.4 Adjourned Meetings: A majority vote by the Board may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and the Chief shall cause a written notice of adjournment to be given to those specified above.

1.5 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1.6 The Chairperson and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board, and that physical facilities for said meetings are functional and appropriate.

1.7 The Fire Chief, or Fire Chief's designated representative shall attend each regular and special meeting of the Board unless otherwise specified by the Board. All District residents and property owners are invited and encouraged to attend regular and special meeting of the Board. Only those members specifically instructed to attend by the Fire Chief shall be deemed to be "required to attend" within the meaning of this section.

Section: 2 Meeting Agenda and Board Packets

2.1 The Fire Chief, in cooperation with the Board Chairperson, shall prepare an agenda for each regular or special meeting of the Board. Any Director may call the Fire Chief or Board Chairperson and request any item to be placed on the agenda no later than 5:00 o'clock P.M. 7 days prior to the meeting date.

2.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the District Board subject to the following conditions:

2.2.1 The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, no later than 5:00 o'clock P.M. 7 days prior to the date of the meeting;

2.2.2 The Fire Chief shall be the sole judge of whether the public request is, or is not a "matter directly related to District business."

2.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

2.2.4 The Board Members may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time

allowed for any one person to speak on the issue at the meeting.

2.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.

2.5 The agenda shall include those matters designated by the Chairperson. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter for each of the items. The agenda may include suggested actions or recommendations. Documents pertinent to each item will be provided to board members at the same time as public posting.

2.6 The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the Chairperson of the Board.

2.7 The Fire Chief along with the Clerk of the Board shall prepare the Board Packets for each regularly scheduled meeting and special meetings when necessary.

2.7.1 Board Packets shall be made available 4 days prior to the meeting date.

2.7.2 Board Packets for each regular meeting of the Board should be in the order similar to the meeting agenda or as directed by the Chairperson of the Board.

2.7.3 Individual Board members wishing to distribute information on items on the agenda to the Board should provide copies of the information to the Board Clerk no later than 5:00 o'clock P.M. 7 days prior to the scheduled meeting.

2.8 Written material given to a majority of the Board normally must be made available to the general public. The major exceptions to the obligation to provide the public with access to any writings distributed to Members of the Board are those that deal with matters properly discussed in closed sessions or protected under Government Code.

2.9 Meetings of any Standing Committees of the Board shall be subject to the same rules for public notice and advance availability as apply to the distribution of Board Packets.

Section: 3 Rules of Order

3.1 Meetings of the Board shall be conducted by the Chairperson in a manner consistent with the policies of the District. The current edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

3.2 All Board meetings should commence at the time stated on the agenda and should be guided by same.

3.3 The conduct of meetings should, to the fullest possible extent, enable Board Members to:

3.3.1 Consider problems to be solved, weigh evidence related thereto, and make decisions intended to solve the problems; and,

3.3.2 Receive, consider and take any needed action with respect to reports of District operations.

3.3.3 Openly discuss issues. When any Board Member wishes to speak, the Board Member shall address the Chairperson. The Chairperson shall name the Member who is next to speak and speakers shall confine their remarks to the questions under discussion.

3.3.3.1, The Chairperson may elect not to recognize that Board Member to speak again on the same item until all other members have had an opportunity to be heard.

3.3.4 Take action on those issues listed as action items. The board may take action by motion, resolution or ordinance only.

3.3.4.1 A motion made by any member of the Board shall require a Second. Any member of the Board including the Chairperson may make motions and seconds. After a motion has been made the Chairperson shall inquire from the audience if there are any persons wishing to speak to the issue. Then the issue will be brought back to the Board for final comments and the vote shall be taken.

3.3.4.2 When a motion is made to adopt a resolution or ordinance, the vote shall be taken by roll call.

3.4 It is the Board's intent to accommodate all persons who wish to attend open public meetings. Any individual or group may be permitted to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the District Board, subject to the following conditions:

3.4.1 When set forth by the Chairperson the time allotted to each speaker may be limited.

3.4.2 Boisterous or obstructive conduct shall not be permitted at any Board meeting. Persistence in such conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

3.4.3 No oral presentation shall include charges or complaints against any

District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify him or her. All charges or complaints against employees shall be submitted to the Board under provisions contained elsewhere in the District's Policy Manual.

3.5 Willful disruption of any of the meetings of the Board shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he or she may order the room to be cleared and subsequently conduct the Board's business without the audience present.

3.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

3.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

3.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

3.6 Any Board Member or member of the public intending to introduce a special item not contained in the agenda shall provide copies of such items for each Board Member and the public before the opening of the meeting. Action may not be taken on items not on the agenda unless deemed an emergency by a majority of the Board.

3.7 Requests for comprehensive analysis, in-depth staff or consultant work shall be made as a request through the Board. Individual Board Member requests for additional information on related items that can be met with minimal disruption to the operation of the District should be made through the Fire Chief.

Article IV Miscellaneous

Section: 1 Public Complaints

1.1 The Board desires that the District's response to public complaints shall be resolved at the lowest possible administrative level, and that the method for such resolution shall be logical and consistent.

1.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute where the individual has been adversely affected.

1.3 The method of resolving complaints shall be as follows:

1.3.1 The individual with a complaint shall first discuss the matter with a District Captain with the objective of resolving the matter informally. Employees or Administrative Office Staff receiving complaints in the field or in the office during business hours shall forward all complaints to the Captain on duty at that time.

1.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Captain, he or she may request that the complaint be filed with the Fire Chief. Within a reasonable time, the Fire Chief shall meet with the person filing the complaint to resolve the matter. At the option of the Fire Chief, he or she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the Fire Chief.

1.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief, that individual may file a written complaint with the Board within ten (10) days of receiving the Fire Chief's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will attempt to resolve the matter expeditiously. In making a final decision on the matter, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1.4 This bylaw in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, concern or suggestion for improvement of District services or to make a statement in regard to actions of the Board, the District, or the impending considerations of the Board.

Section: 2 Legal Review Policy

2.1 Items indicated by the Board to be developed by legal counsel, revised by legal counsel or reviewed by legal counsel (e.g. employment contracts, job classifications, resolutions, ordinances etc....) shall have acknowledgement of legal counsel approval permanently indicated on the document. Legal counsel will be required to sign, stamp or otherwise acknowledge approval.