

# **BY-LAWS AND RULES OF PROCEDURE OF THE PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION**

## **ARTICLE I. NAME; OFFICES; RECORDS**

1.1. Name. The name of this organization shall be the Fire and Rescue Commission of the County of Pittsylvania, Virginia (the “Commission”).

1.2. Office. The principal office (the “Office”) of the Commission shall be located at 1 Center Street, Chatham, Virginia 24531. The Office’s mailing address shall be P.O. Box 426, Chatham, Virginia 24531.

1.3. Records. Except as otherwise required specified, or as the business of the Commission may require, all of the books and records of the Commission shall be kept at the Office. Said Commission documents shall be open and available for public inspection at all times during normal business hours, and copies of the same shall be produced to any Virginia citizen pursuant to the Virginia Freedom of Information Act.

## **ARTICLE II. PURPOSE**

2.1. The Commission’s purpose is to provide recommendations regarding the County’s Fire and EMS system; oversee strategic planning efforts; and provide a mechanism for collaboration and coordination among the Public Safety Department, volunteer fire companies and rescue squads, and the Board of Supervisors on issues impacting fire and emergency medical services. The Commission shall work with the Public Safety Director, or his designee, on these issues, and the Public Safety Department shall provide Staff support to the Commission. The Commission shall submit such recommendations and reports to the Board of Supervisors as needed. The Commission shall assist with the development of the Fire and Rescue Services Annual Budget and Capital Improvement Projects. The Commission shall serve as a partner with the Department of Public Safety. Together, they should serve as a centralized unit responsible to the Board of Supervisors for all Fire and EMS issues throughout the County.

## **ARTICLE III. VISION AND MISSION STATEMENTS**

3.1. Vision Statement. The Pittsylvania County Fire and Rescue Commission envisions an emergency services system that provides a high degree of excellence using volunteers and staff who demonstrate a great degree of professionalism and sincere care to the citizens of Pittsylvania County.

3.2. Mission Statement. It is the mission of the Pittsylvania County Fire and Rescue Commission to continually improve and seek excellence in fire and rescue services through a “one service, one team” approach encompassing the Board of Supervisors, the Commission, County Staff and the County’s volunteer fire and rescue agencies that meet the needs of the County’s citizens while remaining cost efficient.

## **ARTICLE IV. MEMBERS; TERMS**

4.1. The Commission shall be composed of thirteen (13) Members and appointed as follows: (i) Each Board of Supervisors Member shall appoint one (1) Commission Member, who has significant Fire and/or EMS experience, from his/her County Election District. (ii) The Fire and Rescue Agencies in each of the below quadrants of the County shall also recommend to the Board of Supervisors the following citizen Members to be appointed to the Commission that have significant business experience: One (1) Member located West of Highway 29 and North of Highway 57; One (1) Member located East of Highway 29 and North of Highway 57; One (1) citizen Member from east of Highway 29, South of R and L Smith Road to its intersection with Franklin Turnpike, East of Franklin Turnpike, and East of the City of Danville, and South of Highway 57; and One (1) citizen Member from West of Highway 29, North of R and L Smith Road, West of Franklin Turnpike and West of the City of Danville and South of Highway 57. The Chairman of the Board of Supervisors, during the Board of Supervisors' annual Organizational Meeting, shall appoint one (1) Board of Supervisors Member to the Commission. Said Member shall not be a voting member of the Commission. (iv) The President and/or Chairman of the County's Fire and Rescue Association ("FRA") shall also serve on the Commission but shall only vote in case of a tie vote on the Commission. No member of the Commission shall be an employee of Pittsylvania County.

4.2. Terms. Initially, terms shall be determined by a drawing of lots at the Commission's first Organizational Meeting, the eleven (11) appointed members (not to include the Fire and Rescue Association representative and the Board of Supervisors representative) shall be appointed for initial terms as follows: 5, 1-year terms, 4, 2-year terms, and 3, 4-year terms, and, thereafter, each member shall serve for four (4) year terms.

## **ARTICLE V. OFFICERS; REORGANIZATIONAL MEETING; DUTIES**

5.1. Officers/Reorganizational Meeting. At the Regular Commission Meeting in January of each year (the "Reorganizational Meeting"), or at any other time as determined by a majority of the Commission, there shall be elected a Chairman and Vice-Chairman to serve for a period of one (1) year expiring on December 31st, or until replaced by Board Membership. Nominations require a second and a vote. A majority vote of the Members present is required for a candidate to be elected.

5.2. Duties. It shall be the Chairman's duty to preside at all Commission Meetings, and to maintain the orderly conduct thereof. In the event of the absence of the Chairman, the Vice-Chairman shall preside over Meetings. The Chairman and Vice-Chairman shall continue to be a voting member of the Commission. The Chairman may, from time-to-time, appoint committees for a specific purpose with a limited duration.

## **ARTICLE VI. MEETINGS**

6.1. Meetings. The Commission shall regularly meet, at a minimum, on the fourth (4<sup>th</sup>) Tuesday of each odd numbered month. The Meeting location shall be determined either at the Commission's Reorganizational Meeting or in the Notice of each Meeting. The Commission shall

also be authorized to set dates for other Meetings pursuant to the consent of the majority of the Commission.

6.2. Notice of Meetings. Three (3) days' written Notice of all Regular or Special Meetings of the Commission stating the time and place and in the case of a Special Meeting, the purpose thereof, shall be given by mailing the same to each Commissioner at his residence or business address or by electronic mail, if requested by the Commissioner. If mailed, such Notice shall be deemed to be delivered when deposited in the United States Mail so addressed with postage prepaid. Notwithstanding the foregoing, no Notice need be given to hold a legally constituted Special Meeting, if all the Commissioners are present or sign a Waiver of Notice.

6.3. Waiver of Notice. Whenever any Notice is required to be given to any Commissioner of any Meeting under these By-Laws, a Waiver thereof in writing signed by all of the Commissioners, whether before or after the time stated therein, shall be equivalent to the giving of such Notice. The attendance of a Commissioner at a Meeting shall constitute a Waiver of Notice of such, Meeting, except where a Commissioner attends a Meeting for the express purpose of objecting to the transaction of any business, because the Meeting was not lawfully called or convened.

6.4. Attendance: Commission Members may miss no more than three (3) regularly scheduled Commission Meetings in a calendar year. If a Commission Member does miss more than three (3) regularly scheduled Commission Meetings in a calendar year, the Commission shall forward said information to the Board for potential removal by the Board of said Commission Member.

6.5 Remote Participation in Board Meeting: As authorized by § 2.2-3708.2, Code of Virginia, 1950, as amended, the Commission shall allow the participation of Commission Members in a Meeting through electronic communication means from a remote location that is not open to the public subject to complying with all parts of the following written policy:

1. On or before the day of a Meeting, the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend the Meeting due a personal matter, and the Commission Member shall identify with specificity the nature of the personal matter, or the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend a Meeting due to a temporary or permanent disability or other medical condition that prevents the Commission Member's physical attendance. The Commission shall record the specific nature of the personal matter or fact of temporary or permanent disability, and the remote location from which the absent Commission Member participated in its minutes.

2. If the absent Commission Member's remote participation is disapproved, because such participation would violate the strict and uniform application of this written policy, such disapproval shall be recorded in the Commission's Minutes.

3. Such participation by the absent Commission Member shall be limited in each calendar year to two (2) Meetings.

4. A quorum of the Commission shall be physically assembled at the primary or central meeting location.

5. The Commission shall arrange for the voice of the absent Commission Member to be heard by all persons in attendance at the primary or central Meeting location

6.6. Hearing of the Citizens. All Hearing of the Citizens shall be conducted as follows: Each person shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes. No person shall be permitted to address the Commission more than once during Hearing of the Citizens. All remarks shall be addressed to the Commission as a body and not to any individual Commissioner thereof. Hearing of the Citizens shall last for a maximum of forty-five (45) minutes. Any individual that is signed up to speak during said Section who does not get the opportunity to do so because of the aforementioned time limit, shall be given speaking priority at the next Commission Meeting.

6.7. Presentations. Unless additional time is granted by the Chairman, all presentations to the Commission shall be limited to a maximum of ten (10) minutes.

6.8. Quorum and Method of Voting. At any Commission Meeting, a majority of the Commissioners present shall constitute a quorum (meaning at least seven (7) Commissioners). All formal Motions submitted to the Commission for decision shall be determined by a *viva voce* vote or approved electronic voting method of at least seven (7) Commissioners, regardless of the number of Commissioners present at Meeting. The name of each Commissioner voting and how he/she voted must be recorded. Each Commission Member present when a Motion is put to vote shall vote “yes” or “no.” No Commission Member shall be excused from voting, except on matters involving the consideration of his/her own official conduct, where his/her own financial interests are involved, or where he/she may have a conflict of interest, pursuant to the Virginia State and Local Government Conflict of Interests Act.

6.9. Closed Meetings. Closed Meetings of Commission shall be allowed by, and conducted in accordance with, the Virginia Freedom of Information Act.

6.10. Matters from Commissioners. The Matters from Commissioners Agenda Section shall be used for individual Commissioners to share information with other Commissioners and/or the public. No official action may take place during this Agenda Section.

6.11. Fire and Rescue Association Report. The Fire and Rescue Association Report shall be in written form and included in the Commission’s Agenda Packet.

## **ARTICLE VII. PARLIAMENTARY PROCEDURE**

7.1. All such Meetings shall be open to the public and shall be conducted in an orderly fashion with the most recent edition of *Robert’s Rules of Order* being used for parliamentary procedure purposes.

## **ARTICLE VIII. AGENDAS**

8.1. Agendas shall be prepared by the Director of Public Safety, or his designee, and used at all Commission Meetings. All items requested to be placed on the Agenda shall be submitted in writing to the Director of Public Safety, or his designee, at least ten (10) working days before the Meeting; however, Commission Members may make oral requests within said ten (10) working day period. Any items received after that time shall appear on the next Regular Commission Meeting's Agenda, unless a majority of the Board present vote to place such items on the current Agenda.

#### **ARTICLE IX. MEETING ORDER**

9.1. The following shall be the Meeting Order of all Commission Regular Meetings:

Call to Order

Moment of Silence

Pledge of Allegiance

Roll Call

Revisions/Additions to Agenda

Approval of Agenda

Presentations

Hearing of the Citizens

Fire and Rescue Association Report

County Staff Reports

Unfinished Business

New Business

Matters from Commissioners

Adjournment

#### **ARTICLE X. AMENDMENTS**

10.1. These By-Laws may be amended, added to, altered, or repealed, in whole or in part, by Commission Members at any Commission Meeting, provided that Notice of the proposed amendment, addition, alteration, or repeal is given in the Notice of the Call of such Meeting, and such Notice is provided to all Commission Members in writing not less than one (1) week prior to the holding of such Meeting.

*Adopted this \_\_\_\_\_.*