

# LEE COUNTY

*Committed Today for a Better Tomorrow*

## RESOLUTION CREATING BY-LAWS FOR THE LEE COUNTY FIRE ADVISORY BOARD

WHEREAS, the Lee County Board of Commissioners approved a resolution on February 20, 2006, creating the Lee County Fire Advisory Board; and

WHEREAS, the Lee County Fire Advisory Board is composed of seven members consisting of the following representation:

1. Two (2) members of local fire departments/board of directors;
2. Two (2) members representing business/industry;
3. Two (2) members of the general public; and
4. One (1) member of the Board of County Commissioners

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Lee as follows:

### SECTION 1: CREATION, NAME, NUMBER OF MEMBERS

There is hereby created a Lee County Fire Advisory Board composed of seven members consisting of the following representation:

1. Two (2) members of local fire departments/board of directors;
2. Two (2) members representing business/industry;
3. Two (2) members of the general public; and
4. One (1) member of the Board of County Commissioners

### SECTION 2: MISSION

The mission of the Fire Advisory Board shall be to make formal recommendations to the Lee County Board of Commissioners on fire protection and emergency services delivery.

### SECTION 3: ROLE OF THE FIRE ADVISORY BOARD

The role of the Fire Advisory Board as approved by the Board of Commissioners is:

1. Reviewing and making recommendations on fire department/district operation budget requests;
2. Reviewing and making recommendations on CIP budget requests;

3. Shall serve as the official fire service representative to the Lee County Board of Commissioners;
4. Developing and implementing firefighter and volunteer incentive retention and recruitment programs;
5. Making recommendations to the Board of Commissioners for continuing improvement of the fire protection system. Develop a method of communication to the Board of Commissioners; and
6. Enforcement of all fire district operational regulations and guidelines for the Lee County fire protection service district

#### **SECTION 4: LENGTH OF APPOINTMENTS; COUNTY COMMISSIONER REPRESENTATIVE**

Initial appointments to the Fire Advisory Board shall be as follows:

1. Members appointed to the Lee County Fire Advisory Board from the general public and business/industry sector shall serve a four-year term with staggered terms. Initially one member from each category shall serve for four (4) years and one for two (2) years.
2. Members representing the local fire departments/Board of Directors shall serve staggered four-year terms. Initially one member shall serve for four (4) years and one for two (2) years.
3. The County Commission representative shall be appointed by the Chairman of the Board of Commissioners each December and shall serve at the pleasure of the Chair.
4. Thereafter, all appointments, except for the Commissioner member, shall be for a term of four years.
5. Members of the Advisory Board shall be eligible for reappointment but not to exceed two consecutive terms.
6. When a member is appointed to fill a vacancy where more than one-half of the term has already expired, that member shall be eligible for reappointment for two consecutive terms.
7. The Commissioner appointee shall be a voting member of the Advisory Board.

#### **SECTION 5: ATTENDANCE OF MEMBERS**

An appointed member of the Fire Advisory Board who misses more than three consecutive regular meetings shall be deemed to have tendered his or her resignation as a member of the Lee County Fire Advisory Board. The Board of Commissioners may take no action to reappoint that member or may replace the member as in case of a vacancy. Absence due to sickness or other emergencies of like nature shall be regarded as excused absences and shall not affect the member's status on the

Advisory Board except that in the event of an illness that causes a prolonged absence, the member may be replaced.

## **SECTION 6: OFFICERS & DUTIES**

### **A. Chair**

1. The Fire Advisory Board will elect a Chair annually from among the voting membership.
2. The position of chair shall be a voting position. The role of the Chair shall be to guide the Fire Advisory Board as it carries out its various roles. The Chair will keep the Fire Advisory Board members focused and offer advice as needed.
3. The Chair will serve as the presiding officer of all Fire Advisory Board meetings.
4. As presiding officer, the Chair shall have the following powers:
  - To rule motions in or out of order, including any motion offered for obstructive or other purposes.
  - To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks.
  - To call a brief recess at any time.
5. A decision by the presiding officer under any of the powers listed may be appealed to the Fire Advisory Board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The motion, if timely made, may not be ruled out of order.

### **B. Vice-Chair**

1. The Fire Advisory Board will select a Vice-Chair annually from among the voting members.
2. The position of Vice-Chair shall be a voting position.
3. The role of the Vice-Chair shall be to serve as the presiding officer of the Fire Advisory Board in the absence of the Chair.
4. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

### **C. Secretary**

The Lee County Fire Marshal shall serve as a non-voting member of the Lee County Fire Advisory Board and serve as Secretary.

There is no limit on how many times an Advisory Board member might be elected an officer. In the event an officer's appointment to the Advisory Board is terminated, a successor shall be elected by the Advisory Board at the meeting following the termination of the officer's service for the balance of the officer's term.

## **SECTION 7: MEETINGS**

The Fire Advisory Board shall meet as needed to accomplish its mission as designated by the Chair. Each member is responsible for attending all regular Fire Advisory Board meetings unless excused by the Chair.

### **A. Regular Meetings**

The Fire Advisory Board shall hold a regular meeting each alternating month, or in accordance with another schedule approved by a majority of the Fire Advisory Board. The meetings will be conducted at a location designed by a vote of the members.

### **B. Special Meetings**

The Chair may call for a special meeting if the Chair determines that delaying Fire Advisory Board consideration of an issue would be contrary to public interest.

### **C. Meeting Notice – Regular Meetings**

A current schedule specifying the time, date and place of the Fire Advisory Board's regular meetings for the calendar year will be kept on file with the Clerk to the Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

### **D. Meeting Notice – Special Meetings**

For any Fire Advisory Board meeting to be held at a time or place other than those shown on the filed schedule of the Fire Advisory Board's meeting, a written notice of the date, time, place and purpose will be sent to the Clerk to the Board of Commissioners at least three calendar days before the meeting.

### **E. Quorum**

1. A simple majority of the full membership of the Fire Advisory Board will constitute a quorum of Fire Advisory Board members. A quorum is required to transact any Fire Advisory Board business other than to adjourn.
2. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting.
3. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

## **SECTION 8: Conduct of Meetings**

1. In accordance with the State's open meeting law, all official meetings of the Lee County Fire Advisory Board will be open to the general public and any person is entitled to attend.
2. As presiding officer, the Chair may take whatever actions necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient disposition of issues before the Fire Advisory Board.
3. Any voting member of the Fire Advisory Board may make a motion, no second is required.
4. A substitute motion is out of order while another substantive motion is pending.
5. A motion shall be adopted by a simple majority of the votes cast, unless otherwise required by the laws of North Carolina.
6. After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:
  - The maker of the motion is entitled to speak first.
  - A member who has not spoken on the issue shall be recognized before someone who has already spoken.
  - To the extent possible, the debate shall alternate between proponents and opponents of the motion.
7. A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.
8. The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

## **Section 9: Minutes**

1. The minutes of the Fire Advisory Board's meetings represent the official record of the Fire Advisory Board's discussions and actions.
2. Staff of the Lee County Fire Marshal's Office will prepare minutes for the Fire Advisory Board meetings. The minutes will state which members were present and which members were absent.
3. The minutes will briefly summarize the content of each item before the Fire Advisory Board, state who made and seconded motions, and record the votes on each item.
4. Fire Advisory Board meeting minutes will be on file in the Lee County Fire Marshal's Office and may be inspected by any person at all reasonable times.

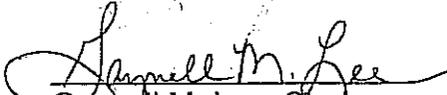
Adopted by the Lee County Board of Commissioners this 20<sup>th</sup> day of March 2005.

LEE COUNTY BOARD OF COMMISSIONERS



Herbert A. Hincks, Chairman

ATTEST:

  
  
Gaynell M. Lee, Clerk