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**Bylaws are available online at [www.plioceneridge.org/bylaws-policies-procedures](http://www.plioceneridge.org/bylaws-policies-procedures)**



# Pliocene Ridge Community Services District BYLAWS

## DEFINITIONS

The Pliocene Ridge Community Services District will, hereafter, be referred to as the “District.”

The District board of Directors will, hereafter, be referred to as the “Board.”

The fiscal year of the District shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

The Alleghany firehouse shall be known as Station 71; the Pike City firehouse shall be known as Station 67.

## ARTICLE I

### NAME, MAILING ADDRESS, BOUNDARIES, CLASSIFICATION, AUTHORITY, POWERS

#### NAME

The district established by the Sierra County Board of Supervisors on February 3, 2004, Resolution 04-013 as approved by Sierra Local Agency Formation Commission (LAFCO) on February 26, 2004, Resolution 2004-01, and California State Board of Equalization notice of formation dated December 1, 2004 shall be named *Pliocene Ridge Community Services District* and hereinafter be referred to as the District or PRCSD.

MAILING ADDRESS: PRCSD, 100 Pike City Road, Pike City, CA 95960

PHONE: 530-288-0624 WEBSITE: [plioceneridge.org](http://plioceneridge.org) EMAIL: [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com)

#### AUTHORITY

The Pliocene Ridge Community Services District shall be supervised by a governing board herein after referred to as the Board of Directors or the Board. The Board of Directors derives its authority from the district’s formation documents and the enabling legislation for Community Services Districts specifically: California Code Title 6 Division 3 sections 61000-61250 and other applicable Government Codes.

#### POWERS

The Board of Directors has the power to establish its own policies and procedures consistent with applicable law. These policies and procedures supersede all other written or implied policies and procedures, and if any policy or procedure is in conflict with any public agency having authority over the District, said policy or procedure shall prevail.

#### CLASSIFICATION

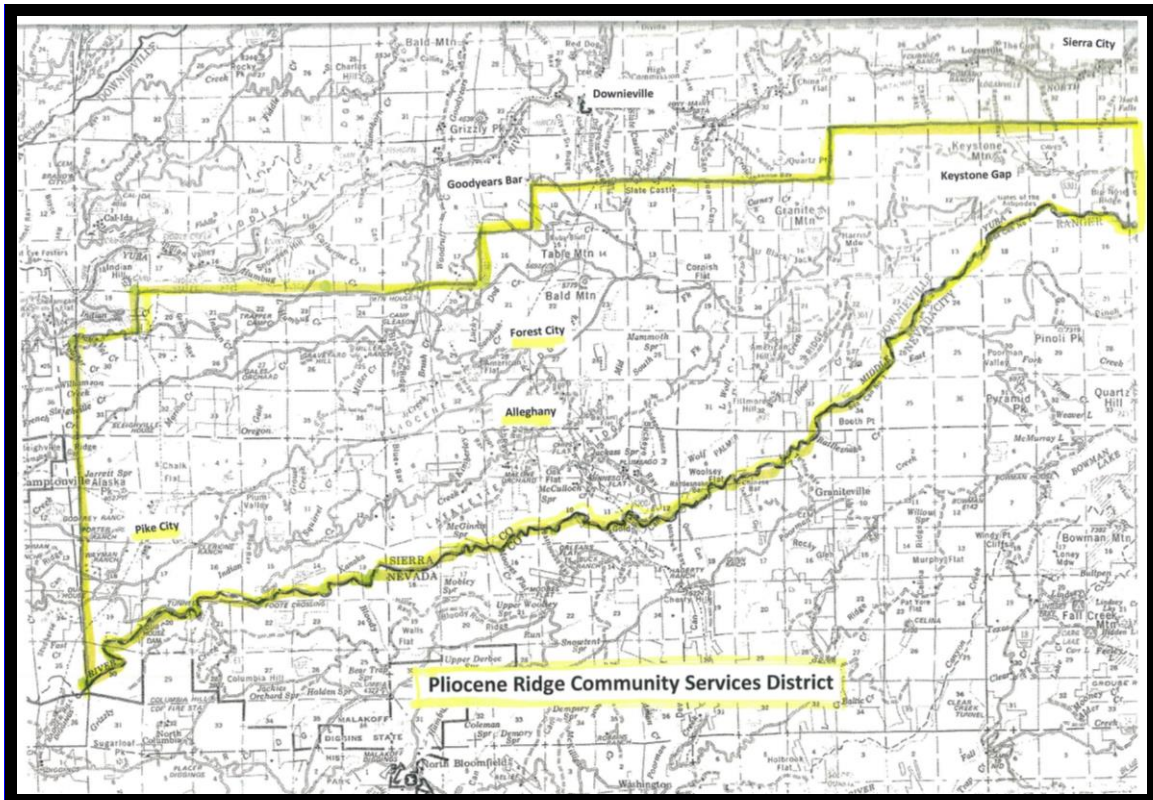
The Pliocene Ridge Community Services District shall be limited to the following services as declared in its formation documents: A) Fire protection, emergency medical services, emergency response search and rescue and related services; B) Parks and Recreation services; and, C) Street lighting.



# Pliocene Ridge Community Services District BYLAWS

## BOUNDARIES

The Pliocene Ridge Community Services District shall comprise all areas as established by its formation documents and illustrated below:





# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II DUTIES, RESPONSIBILITIES, BOARD MEETINGS

The Board of Directors shall be comprised of five registered voters of the District and appointed by the Sierra County Board of Supervisors. (Contrary to the District's formation documents which state Directors shall "reside" in the district, Gov. Code Section 61040(b) overrides this)

Each Director shall be appointed to a term of four years unless appointed to serve a remaining term.

It is the duty of the board to govern the district by setting policies and procedures in place for the day-to-day operations of the district. The board is responsible for delegating authority to the district officers and Fire Chiefs (staff); or individual board members as necessary, in order to facilitate efficient day-to-day operation of the district.

The Board is also responsible for setting policies in place that provide the means for sound fiscal management, transparency and accountability; including adoption of an annual budget.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. A Board member has no legal or moral right to speak for the Board unless specifically authorized to do so by these Bylaws, Policies and Procedures or action of the Board.

### **BOARD MEETINGS**

1. **Monthly meetings** alternating between Alleghany and Pike City shall be held at the designated Station.
2. A meeting schedule shall be adopted annually and posted throughout the District.

Continued...



# Pliocene Ridge Community Services District BYLAWS

3. The agenda format is as follows:

## **I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE**

At a regular meeting the board may take action upon an item of business not appearing on the posted agenda if, *first* the board publicly identifies the item, and *second* one or more of the following occurs:

- A. the board by a majority vote of the full board, decides that an emergency as defined in government code section 54956.5 exists; or,
- B. upon a decision by a two-thirds vote of the board or if less than two-thirds of the board members are present a unanimous vote of those present the board decides that there is a need to take immediate action and that the need for action came to the attention of the district after the agenda was posted; or
- C. the item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

## **II CONSENT CALENDAR**

1. Approval of Agenda
2. Approval of Minutes
3. Approval of Treasurer's Report

**III PUBLIC COMMENT** The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

## **IV INFORMATION/DISCUSSION ITEMS, STAFF AND/OR COMMITTEE REPORTS**

- A. Correspondence
- B. Committee/Member/Business Reports:
  1. Station 71 Chief's report
  2. Station 67 Chief's report
  3. AVFD Auxiliary
  4. PCVFD Auxiliary
  5. Risk Manager/Safety
  6. Board Members/Staff
  7. Standing Committee Reports: Streetlight, Budget, Safety

## **V ACTION ITEMS**

- A. Unfinished Business
- B. New Business

## **VI NEXT MEETING AGENDA ITEMS**

## **VII ANNOUNCEMENTS**

## **VIII ADJOURNMENT**

**IX EXECUTIVE SESSION WHEN CALLED** Report out any action taken



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II BOARD MEETINGS CONTINUED

4. **All agenda items** must be received by the Secretary 10 days prior to the scheduled meeting date.
5. **All Board meetings are open to the public** except during executive session, consistent with the requirements of the "Brown Act." All Board actions shall be conducted in open meetings.
6. **Board meeting minutes will be available** on the district website and in the agenda packets. Copies of Board minutes are available at a cost equal to the expense of duplication plus postage. (Refer to Policy #2350).
7. **Notice of meetings** stating the time, place and agenda shall be provided to Board members and posted in accordance with the "Brown Act" requirements; including utilization of the district website.
8. **Special Meetings** may be called by the President, Secretary or any two Board members.
9. **Closed or Executive meetings** may be called by any Board member during the course of any regular or special meeting or for a future regular or special meetings as defined by the "Brown Act."
10. **Rules of Order** except as they conflict with the California Government Code shall be Rosenberg's Rules of Order and shall govern all questions of procedures not otherwise provided in this document.
11. **Quorum** shall be three Board members. If no quorum is present, the attending Board members shall adjourn the meeting to a time that a quorum is obtained.
12. **Notification of absence** shall be made to the Secretary and shall be the individual responsibility of each Board member.
13. **Board Voting** shall be verbal unless a written ballot is requested by one or more Board members. Ayes and nays shall be recorded upon the passage of all motions. The results of all votes shall be recorded in the meeting's minutes. The act of a majority of Board members present at the meeting at which a quorum is present shall constitute an act of the Board. However, if the government Code or state statute should set different requirements on the voting of any matter, the vote required by the code or statute shall prevail.
14. **Suspension of Rules.** To suspend a rule to change the order of business, a two-thirds vote of the members of the board shall be required.
15. **Complaints.** No oral presentation by any person in attendance shall include charges or complaints against any District employee, or director regardless of whether or not the person is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II BOARD MEETINGS CONTINUED

16. **Public Comment.** The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote. Board members are prohibited from addressing any items not previously included on the agenda except to provide simple answers to basic questions. The Board may receive testimony and set the matter for a subsequent meetings.

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under Public Comment.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person's privilege to remain within the hearing, meeting, or workshop.

## ARTICLE III

### RECORDS, CORPORATE SEAL, LOGO, VACANCIES, COMPENSATION

#### RECORDS

The Board recognizes the necessity to keep adequate and appropriate district records to fulfill legal requirements and maintain/develop the proper administrative functions.

All documents of the District shall be in writing and made available to the public per District policy #2350.

The Secretary and Treasurer shall oversee the development and maintenance of an appropriate record keeping system that: **1.** meets all of the requirements of the state and county laws; **2.** provides data required for the audit; **3.** secures all deeds, title, and such other designated documents in a safe deposit box.



# Pliocene Ridge Community Services District BYLAWS

## CORPORATE SEAL & DISTRICT LOGO



## VACANCIES

Should any member of the Board:

a. die; b. resign; c. be declared mentally or physically unable to perform duties by a qualified professional; d. cease to be a legal voter in the district; e. be convicted of any felony offense; f. refuse or neglect to take the oath of office; g. neglect to attend the duties of the office; h. neglect to attend three regular meetings of the Board in a calendar year except by permission of the Board, said office shall be declared vacant by the Board at its next regularly scheduled meeting and shall be filled by appointment of the Sierra County Board of Supervisors. Any person so appointed shall hold office until the expiration of the term of the vacancy.

## COMPENSATION

1. Board members shall serve as unpaid volunteers.
2. Board members may receive reimbursement of expenses incurred representing the District as directed by the Board.
3. Board members may apply for mileage reimbursement at the IRS annual rate for board meeting attendance. Requests for reimbursement must be submitted in writing to the Treasurer and must include at minimum: Date and miles driven. All reimbursement requests for any given quarter must be submitted within 30 days of quarter-end. Older reimbursement requests will not be eligible for payment.

## **ARTICLE IV**

### **ELECTION AND DUTIES OF OFFICERS, COMMITTEE APPOINTMENTS**

#### ELECTION OF OFFICERS

1. Election of Officers shall be conducted annually at the January meeting.
2. The Officers shall be: President, Vice President, Secretary & Treasurer.
3. The Term of Office of each elected officer shall be one year and shall begin upon election in January and shall continue through December.
4. A vacancy in any office shall be filled at the next regular meeting by a vote of the Board to fill the unexpired term.





# Pliocene Ridge Community Services District BYLAWS

## DUTIES OF OFFICERS

### **PRESIDENT** shall:

- a. be the chief executive officer of the Board;
- b. preside at all meetings;
- c. sign all contracts and other papers authorized by the Board;
- d. ensure all orders and policies of the Board are executed;
- e. have the right to vote on all matters coming before the Board; and
- f. be responsible for other such duties as may be directed by the Board.

### **VICE PRESIDENT** shall:

- a. assume the duties of the president as may be required; and
- b. be responsible for other such duties as may be directed by the Board.

### **SECRETARY** shall:

- a. Serve as the clerk-of-the board performing all duties incidental to that position. See section \_\_\_ of the personnel policy manual for a detailed job description.

### **TREASURER** shall:

- a. Serve as the fiscal officer for the district, performing all duties incidental to that position. See section \_\_\_ of the personnel policy manual for a detailed job description.
- b. Per Calif. Code Section 61040 a director SHALL NOT also be the treasurer.

## COMMITTEE APPOINTMENTS

1. Following the election of officers, the President shall appoint committees. These committees shall be ratified by a majority vote of the Board.
2. Committees are:
  - A. Standing:
    1. Budget
    2. Street Lights
    3. Risk Management/Safety
    4. Others as needed

## DUTIES OF APPOINTED OFFICIALS

1. The Board may fix reasonable compensation where they deem appropriate.
  - A. Attorney – At the request of the Board, the attorney shall provide guidance in legal matters.
  - B. Auditor – The auditor shall audit the District’s financial records in accordance with the laws of the State of California using generally accepted auditing practices.



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE V CONFLICT OF INTEREST CODE

The Political Reform Act, government code Section 87100, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Pliocene Ridge community Services District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. Board members must abstain from voting on any action in which they have a financial interest.
2. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 61207.
3. Board members and designated employees, as described in Appendix A of the Pliocene Ridge Community Services District's Conflict of Interest Policy and Procedure, shall file a Statement of Economic Interests, Form 700 annually with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Government Code Section 81008)



# Pliocene Ridge Community Services District BYLAWS

## Appendix A

### CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

#### Category 1

Designated employees assigned to this category must report:

- a. Interest in real property located within the jurisdiction including property located within a two-mile radius of any property owned or used by the agency.
- b. Investments, business positions, and income from sources located in or doing business in the jurisdiction.
- c. Investments and business positions in any business entity or income from any source of the business entity or source of income that manufactures sells supplies, machinery or equipment of the type utilized by the district.
- d. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.
- e. Investments, business positions, and sources of income of the type, which engage in land development, construction, or the acquisition or sale of real property.
- f. Investments, business positions, and sources of income of the type which manufacture, sell or distribute medical equipment or services of type leased or loaned by the District to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms.
- g. Investments, business positions, and sources of income of the type that provides training for persons engaged in medical service programs.

### DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Board Members or Candidates	1
District Officers (Treasurer, Secretary)	1
Station Fire Chiefs	1

Code amended by the PRCSD board on 4/18/16 and approved by the Sierra County Board of Supervisors on 5/17/16.



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE VI

### ADOPTION/AMENDMENT OF BYLAWS, POLICES & PROCEDURES

Consideration by the Board to adopt or amend these Bylaws, Polices and Procedures may be initiated by any Board member, Officer or Staff member and must be submitted to the Secretary in writing for agendizing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required to add or change the policies, procedures and bylaws of the District.

Copies of all Bylaws, Policies & Procedures shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Heads.



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE VII ORIENTATION OF BOARD MEMBERS & GENERAL CONDUCT

New Board members shall be given selected materials on the duties and responsibilities associated with Board membership, to include the: PRCSD HANDBOOK OF BYLAWS, POLICIES and PROCEDURES

### GENERAL CONDUCT OF BOARD OF DIRECTORS

#### **In the meeting process, Board members shall:**

- avoid making individual pronouncements and public conjecture outside of official Board meetings about district matters not yet decided by the Board;
- speak or act for the Board only when specifically authorized to do so by action of the Board;
- arrive on time for meetings; stay focused;
- raise concerns about ground rules as soon as possible;
- don't take things personally;
- after the motion and second, encourage discussion and strive for consensus;
- allow for minority point of view;
- not repeat what has been said, be concise;
- be recognized by the chair before speaking;
- come prepared, ready to ask questions and make decisions, do what is agreed upon;
- follow the agenda;
- respect confidentiality of Executive Session;
- accept the principle of board unity or consensus by supporting majority decisions of the Board.

#### **In personal interactions, Board members shall strive to:**

- disagree without being disagreeable;
- be honest; sensitive, trustworthy,
- use humor,
- be tolerant;
- respect the opinion of others;
- not intentionally cause anyone embarrassment;
- act with integrity and credibility;
- represent the people of the District and
- make decisions based on factual information.