

**Draft bylaw "clean-up" presented 2/20/2025** GRAY = NEW ~~STRIKETHROUGH=DELETE~~  
*Italics are internal comments on the draft not to be included in bylaws. The full version of the bylaws can be found here: <https://www.plioceneridge.org/bylaws-policies-procedures>*

## 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(s) shall be known as Alleghany Station 1, located at 105 Plaza Court and Alleghany Station 2, located at 114 Miners Street.~~71~~; the Pike City firehouse shall be known as Station 67 or the Pike City Firehouse. *Is it redundant to have "Pike City Firehouse" twice? The board adopted this naming scheme when the district was formed, but it has only rarely been used, mainly in the minutes. At the time of adoption Station 2 in Alleghany had not been built.*

## ARTICLE II

### 3<sup>rd</sup> paragraph

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.

## BOARD MEETINGS

1. **Ten Monthly meetings per year**, 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~~ at the Alleghany Post Office, the fire stations and on the district website.

The ~~Basic~~ agenda format ~~is as follows~~ (to be modified as needed):

### **1. 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.

*(We have not been including all the language above on the agenda, it takes up too much space, but I think it is good to have it in the bylaws. Possibly reference this section of the bylaws on the agenda)*

**2. CONSENT CALENDAR**

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

**3. 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 or unanimously if less than 2/3 present.

**4. INFORMATION/DISCUSSION ITEMS, STAFF AND/OR COMMITTEE REPORTS**

- A. Correspondence
- B. Committee/Member/Business Reports:
  1. ~~Station 71~~ District Chief's report
  2. ~~Station 67~~ Assistant Chief's report
  3. ~~AVFD~~ Alleghany Auxiliary
  4. ~~PCVFD Auxiliary~~ Pike Community Support Foundation
  5. ~~Risk Manager/Safety~~ Board Members/Staff Reports
  6. ~~Firewise~~ Communities
  7. Firehouse Projects and ADA compliance
  8. ~~Standing Committee Reports: Streetlight, Budget, Safety Pending Grants~~

**5. DISCUSSION AND POSSIBLE ACTION ITEMS**

- A. Unfinished Business
- B. New Business

**6 ANNOUNCEMENTS, NEXT MEETING DATE AGENDA ITEMS**

**7. EXECUTIVE (CLOSED) SESSION WHEN CALLED** Report out any action taken **PUBLIC HEARING WHEN CALLED** document start and close time.

**8. ADJOURNMENT**

**ARTICLE III**

**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 and other approved board business such as conferences and trainings. 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

### 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; (see exceptions below)
- d. ensure all orders and policies and actions 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.

The board may authorize other individuals to sign contracts and other papers by Motion, Resolution or Policy. Policy #1020 Administrative Duties includes several such authorizations.

#### **VICE PRESIDENT** shall:

- a. assume the duties of the president as may be required; (including signing board authorized documents when the President is not easily accessible).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 Policy # 1020 Administrative Duties for a detailed job description.

#### **TREASURER** shall:

- a. Serve as the fiscal officer for the district, performing all duties incidental to that position. See Policy # 1020 Administrative Duties for a detailed job description.
- b. Per Calif. Code Section 61040 a director SHALL NOT also be the treasurer. Per Calif. Code Section 61050 c) the same person may serve as both District (General) Manager and 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

## GENERAL CONDUCT OF BOARD OF DIRECTORS

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

- 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