



**SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE
AUTHORITY GOVERNING BOARD
BYLAWS**

ARTICLE I. Name.

The name of the organization is the South Snohomish County Fire & Rescue Regional Fire Authority (referred to herein as “South County Fire” or “RFA”).

ARTICLE II. Object.

The South County Fire Governing Board (referred to herein as “Board”) hereby establishes these bylaws for the conduct of Board meetings. These bylaws shall be in effect upon adoption by the Board until such time as they are amended, or new bylaws are adopted in the manner provided by these bylaws.

The purpose of the Board is: leading to meet the growing public safety needs of our regional communities. The values of the Board include: leadership, integrity, trust, respect, excellence.

ARTICLE III. Membership.

Section 1. Voting Members. There are 7 voting fire commissioners who are members of the Board in commissioner positions 1-7.

Section 2. Non-Voting Members.

A. A participating fire protection jurisdiction which annexes into the RFA is entitled to one non-voting position on the Board until such time as a commissioner is elected from a commissioner district covering some or all of the participating fire protection jurisdiction, post-redistricting. A non-voting board member:

1. Shall be entitled to attend all Board meetings and participate in the discussion on each agenda item to the same extent as a commissioner, including participation in executive sessions, but shall not have a vote.
2. Shall be subject to these bylaws to the same extent as a commissioner, except as otherwise provided herein or by Board policy.

Section 3. Resignations. Resignations should be in writing and directed to the Executive Assistant to the Board. The Board encourages resignations to include an effective date for the resignation.

Section 4. Vacancies. Vacancies are subject to RCW 52.26.080(3)(a)(iii), RCW52.14.050, and RCW 42.12. Vacancies shall be filled pursuant to separate Board policy.

ARTICLE IV. Officers and Duties.

Section 1. Selection of Chair and Vice Chair. At the first meeting of each year, or at other times as determined by the Board, the Board shall elect one commissioner to serve as Chair and one commissioner to serve as Vice Chair. The Vice Chair shall serve in the absence of the Chair.

Section 2. Preside at Meetings. The Chair shall preside at all meetings of the Board, and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and the Vice Chair are absent, then the Board shall select one of its commissioners to serve as Chair until the return of the Chair or the Vice Chair.

Section 3. Duties of the Chair. The Chair shall:

- A. Preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct.
- B. Enforce all rules adopted by the Board.
- C. Decide all parliamentary questions, in accordance with these rules, subject to appeal by any commissioner.
- D. Be the spokesperson for the Board.

ARTICLE V. Meetings.

Section 1. Meeting Categories.

A. Regular. The regular meetings of the Board shall normally be held on the first, second, and third Tuesdays of each month at 7:00 p.m. in the Commissioner Board Room at RFA Headquarters.

1. Work Session. Work sessions are regular meetings of the Board and shall normally be held on the second Tuesday of each month at 7:00 pm in the Commissioner Board Room at RFA Headquarters. Work sessions are Board meetings held for the purpose of the study and review of issues. No action will be taken by the Board at any work session. Commissioners are not required to attend work sessions, and the failure to attend a work session shall not be considered an unexcused absence. If the Board wants to take action on a work session issue, then the issue shall be placed on the agenda of the next regular meeting of the Board.

B. Special. Any Board meeting other than a regular Board meeting. Notice shall be given at least 24 hours in advance. A special meeting may be scheduled by the Chair or by four commissioners pursuant to RCW 42.30.080. Special meetings will be specifically for the

purpose of reviewing particular issues that are given in the notice. Public notice will be required as provided in RCW 42.30.080. Final decisions can be made at a special meeting only on those items in the notice. There may be circumstances where a quorum of the Board attends an event, but the Commissioners or Board members will not discuss RFA business, intend to only interact with each other about matters other than RFA business, and will not take final action. Though the Open Public Meetings Act is not technically applicable, in the interest of transparency, a special meeting may be called, but such a special meeting shall not include any agenda items and no votes will be taken.

C. **Emergency.** An emergency Board meeting is a special meeting called without the 24-hour notice, pursuant to RCW 42.30.080(4), RCW 42.30.070, and RCW 42.30.230. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage, or when 24-hour notice cannot be posted or displayed with reasonable safety.

Section 2. Quorum. A quorum of the Board is a majority of the currently filled commissioner positions. The Board cannot meet without a quorum. If a Board meeting loses a quorum, then the meeting ends when the quorum is lost.

Section 3. Open Public Meetings. All meetings of the Board shall be open to the public, except as provided in RCW 42.30. Video recording, photography, and audio recording of the open portions of Board meetings are allowed by any person, unless such activity interferes with the orderly conduct of the meeting, pursuant to RCW 42.30.

Section 4. Public Comment. Public comment periods will be available at each meeting of the Board for the use of those persons wishing to address the Board. Public comment shall be subject to rules set forth in South County Fire Policies Article 100.00.014.00.

Section 5. Agenda. The Chair will prepare a preliminary agenda for each Board meeting. The Chair should consult the commissioners, the board members, the Fire Chief, and the Executive Assistant to the Board on the creation of the preliminary agenda. If a commissioner or board member wants a topic or issue on the preliminary agenda, the Chair shall try to place it on the preliminary agenda or shall place it on the preliminary agenda of the next Board meeting upon a majority vote of the Board. The preliminary agenda and supporting documents shall be made available to all commissioners and board members electronically on the Friday before any Regular Board meeting. At the beginning of each Board meeting, the Board will consider the preliminary agenda, make any changes, and then adopt a final agenda. The agenda may have times for each item, which will be a guide for the Board to keep the discussion moving, and do not constitute specific times for taking up any agenda item.

Section 6. Voting. The Board shall act by majority vote of those commissioners who are present, except where laws or contracts require a higher or unanimous vote, in which case the law or contractual requirements shall control. A majority vote means more than half of the votes cast by commissioners voting on a matter. The Chair shall announce the result of all votes. Any

commissioner may request a roll call vote, in which case the Executive Assistant to the Board will ask each commissioner individually to state his or her vote on the record.

Section 7. Electronic Attendance. Commissioners and Board members may attend meetings electronically.

Section 8. Absences. Commissioners and Board members must inform the Chair, the Executive Assistant to the Board, or the Fire Chief if they will be late or unable to attend a meeting. Such notice shall, whenever possible, be in writing.

Section 9. Executive Session. An executive session is that portion of a Board meeting that is closed except to the Board and those it authorizes to attend. The public is restricted from attendance. Executive sessions may be held during any Board meeting. Executive sessions are limited to those subjects referenced in RCW 42.30. Before convening an executive session, the Chair shall publicly announce the purpose of the executive session, the statutory basis relied upon, and the anticipated time when the executive session will be concluded. Should the executive session require more time, then a public announcement shall be made that the executive session is being extended for a specific period of time. Executive sessions may be extended as many times as may be necessary.

ARTICLE VI. Committees and Board Representatives.

Section 1. Board Committees. The Board creates and terminates committees. The Board appoints and removes the members of the committees. The Board normally reviews its appointment of Commissioners or Board members to committees at the first meeting of each year. Committees are to study issues and make recommendations to the Board. Committees shall not make decisions on behalf of the Board.

Section 2. Board Representatives. The Board may be required to send representatives to intergovernmental entities. The Board appoints and removes the representatives. The Board normally reviews its appointment of representatives at the first Board meeting of each year.

ARTICLE VII. Parliamentary Authority.

The rules contained in the current issue of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any Special Rules of Order adopted by the Board, or any laws of the State of Washington.

ARTICLE VIII. Suspension of Bylaws.

Any provision of these bylaws not governed by state law may be suspended by a majority vote of the full Board (e.g., with seven voting positions on the Board this requires four affirmative votes).

ARTICLE IX. Amendment of Bylaws.

Any provision of these bylaws may be amended by a majority vote of the full Board (e.g., with seven voting positions on the Board this requires four affirmative votes). Proposed bylaws amendments shall be submitted in writing to the Chair or Executive Assistant to the Board at least one week prior to the Board meeting at which they will be considered so that all commissioners have advance notice of the proposal.