

Mormon Lake Fire District By-Laws

The Board of the Mormon Lake Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Statutes, hereby adopts the following By-Laws for the regulation and governing of the District. These By-Laws shall not supersede the Arizona Revised Statutes governing Fire Districts.

Article I – Name

The name of the District shall be the Mormon Lake Fire District located in the community of Mormon Lake, Arizona.

Article II – Purpose

The purpose of the Mormon Lake Fire District shall be to provide fire protection, rescue and medical services for the protection of persons and property within the defined boundaries of the Fire District as approved by the Board of Supervisors of Coconino County.

Article III – Board of the District

Section 1 – Members

Members of the Fire District Board shall be those individuals elected or appointed pursuant to A.R.S.48-802, 48-803, and 48-805. The number of such members shall be five who shall serve terms as designated in 48-803. If a vacancy occurs on the Board, other than from the expiration of a term, the Members of the Board remaining shall fill the vacancy by the appointment of an interim member to serve out the vacancy (A.R.S. 48-803 B). Employees of the District or volunteer firefighters shall not be members of the Fire District Board and conversely, a member of the Fire District Board shall not be an employee or a volunteer firefighter (A.R.S. 48-805.B.1).

Section 2 – Meetings

Regular public meetings shall be held monthly on such day and such time as the Board may from time to time determine. Special Meetings, Executive Sessions, and Workshop Meetings shall be held at the call of the Chairperson or upon the request of two members of the Board. The Clerk shall give at least two days' notice of all meetings to all Members of the Board. The Chairperson, or in their absence, the senior Board Member may act as presiding officer or may at their discretion request another Board Member to act as presiding officer. Action by the Board shall be by majority vote of those members present and constituting a Quorum.

Notices of ALL meetings, listing agenda items, shall be posted at the Mormon Lake Firehouse at least twenty-four hours in advance of the time scheduled for said meeting. Robert's Rules of Order (newly revised) shall be used as a guide for conducting Board meetings.

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Section 3 – Quorum

The presence of at least three members of the Board shall constitute a quorum for the transaction of any business at any meeting of the Board. The act of a majority of such quorum shall be deemed an act of the Board. The attendance of a board member by an alternative electronic form shall be considered the same as physical presence at the meeting site. At any meeting where less than a quorum is present, the Board members present must adjourn or recess such meeting of the Board from time to time until a quorum is present.

Section 4 – Powers

The public business, property, and affairs of the Mormon Lake Fire District shall be managed by the Board which shall have and may exercise all the powers of the District as provided by Arizona Law to do all such lawful acts and things as are not by law or by these By-Laws directed or required to be done by the electorate.

Section 5 – Remuneration

Members of the Board shall not receive any salary or other compensation for such services as Members of the Board. Members may be reimbursed for their actual expenses incurred in the performance of duties required by law (A.R.S. 48-803.C).

Article IV – Officers of the Board

Section 1 – Officers

The officers of the District Board shall be the Chairperson and the Clerk. The Chairperson shall be the Chief Executive Officer of the Board. The Clerk shall have responsibility for keeping or having the minutes of the Board kept and all correspondence and records of the District.

Section 2 – Fire Chief

The Board shall appoint a Fire Chief or Co-Fire Chiefs who shall be the Chief Administrative and Operations Officer(s) and who shall be responsible for all firefighting. The Fire Chief(s) shall hold the position at the pleasure of the Board and may be removed with just cause, or without cause on 30 days' notice. The Fire Chief shall make recommendations as to the position of Assistant Chief, if any, subject to approval by the Board.

Section 3 – Election and Terms of Office

The Board Officers shall be elected at the January Meeting of the Board each second year following the election of new or re-election of present Board Members as provided in Section 2 of Article III and shall assume office upon election. The Board Officers shall serve for a term of four years and may be re-elected.

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An officer of the Board may be removed in the following manner. At least two (2) Board members must propose the removal of any one officer. In order for an officer to be successfully removed from office, at least three members of the Board must vote for such removal.

An Officer may resign at any time by giving the Board written notice of his/her resignation. When a vacancy occurs in an officer's position, whether caused by the Board Member vacating his/her office or resigning the Board in total, there shall be an election of all officers of the Board. In the event of a vacancy on the Board, the election of new officers will occur at the meeting at which the new board member is appointed.

MLFD BOARD POLICY STATEMENT

1. The Mormon Lake Fire District is a political subdivision of the State of Arizona subject to the Arizona Revised Statutes.
2. The Fire Board of the Mormon Lake Fire District has the ultimate responsibility for the protection of life and property within the district boundaries and that of its contracts, if any.
3. Arizona Revised Statute 48-805 defines the powers and duties of the elected Board as pertains to the creation and operation of a fire district in the district.
4. There are numerous other A.R.S. that pertain to Fire Districts and all Board members should be familiar with these laws and with the constant changes introduced in the legislature. This can best be done through our membership in the Arizona Fire District Association that serves as a watchdog for all Fire Districts in Arizona.
5. The District, through its Officers, Board Members, Committees, By-Laws, and a Policy Statement shall oversee the organization of the Fire District and its operations to assure compliance with the A.R.S. and make such recommendations as are necessary for the efficient operation of the Fire District.
6. Rules of Journal: The Board shall determine its own rules and Order of Business subject to state law. It shall keep a journal of its proceedings (a permanent file of the minutes of all meetings) and the journal shall be open to public inspection during hours the office is open or by request.
7. Written Rules of Procedure: The rules of procedure of the Board shall be in writing and shall be available to all interested citizens.
8. Rules of Parliamentary Procedure: The rules of parliamentary practice, as determined by the Chairman, shall govern the Board, provided they are not in conflict with these rules. The By-laws cannot be changed or amended unless all Board members are present.
9. The Fire Board should enact a set of By-Laws to help keep the district on an orderly plan of operation. By-Laws cannot be changed or amended unless all board members are present.
10. Board Code of Ethics: Fire Board Members occupy positions of public trust. Board members shall strictly adhere to both the spirit and the letter of laws of the State of Arizona pertaining to conflicts of interest. In addition to matters of pecuniary interest, Board members shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from violation of Board rules; shall refrain from influencing the employment of District employees; and shall refrain from using their influence as members of the governing body in attempts to secure contracts, or other favorable action for friends, immediate family members, or business associates.