

BY-LAWS

OF

SAN DIEGO COUNTY FIRE PROTECTION DISTRICT FIRE ADVISORY BOARD (Approved on Month XX, 2021)

ARTICLE 1

Purpose and Authority

Section A

The Fire Advisory Board (Advisory Board) was established by the County of San Diego Board of Supervisors on October 21, 2014 and reauthorized upon approval of these By-laws.

Section B

The purpose of the Advisory Board is to provide input to the San Diego County Fire Protection District Board of Directors and organization regarding the provision of fire protection and emergency medical services within the jurisdictional boundaries of the San Diego County Fire Protection District (SDCFPD).

Section C

The Advisory Board is a nonpartisan, nonsectarian, nonprofit making organization. It does not take part officially in, nor does it lend its influence to any political issues.

Section D

The Advisory Board serves as an advisory body to the SDCFPD Board of Directors and Executive Director. The Advisory Board is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

ARTICLE 2

Membership and Term of Office

Section A

1. Member Qualification: A member of the Fire Advisory Board shall demonstrate an interest in, and knowledge of issues related to the fire service.
2. The Advisory Board shall consist of the following members:
 - i. One (1) member nominated by the Director representing District One;
 - ii. Four (4) members nominated by the Supervisor representing District Two;
 - iii. One (1) member nominated by the Supervisor representing District Three;
 - iv. One (1) member nominated by the Supervisor representing District Four; and
 - v. Two (2) members nominated by the Supervisor representing District Five.

County staff shall provide administrative support to the Advisory Board, including providing a letter of nomination to the Clerk of the Board for review and appointment in accordance with Board of Supervisors Policy A-74, *Citizen Participation in County Boards, Commissions and Advisory Boards*.

Section B

The Advisory Board shall be limited to nine (9) members.

Section C

Membership shall be limited to two (2) consecutive terms, each term consisting of four (4) years.

Section D

Vacancy shall occur before the expiration of the term of any Advisory Board member who:

1. Is no longer able to serve,
2. Resigns,
3. Has unexcused absences for more than two (2) consecutive meetings, or
4. Is removed from the Advisory Board by a majority vote of the SDCFPD Board of Directors.

The Advisory Board Chairperson shall notify the Advisory Board member and the Clerk of the Board that the position is deemed vacant. Vacancies shall be filled through the nomination pursuant to Article 2, Section A and appointment by the Board.

ARTICLE 3
Duties

Section A

The Advisory Board shall have the following duties and responsibilities:

1. Provide information and recommendations to the San Diego County Fire Protection District Board of Directors and organization regarding the provision of fire protection and emergency medical services throughout the County of San Diego.
2. Provide a forum for the public to plan, discuss, and implement changes that improve the provision of fire protection and emergency medical services throughout the County of San Diego.
3. Perform such other duties as the San Diego County Fire Protection District Board of Directors may assign.

ARTICLE 4
Officers

Section A

The Committee shall elect officers in accordance with this Article 4, Section B through F.

Section B

The Committee shall annually elect from its members the following officers: Chairperson and Vice-Chairperson (Co-officers may be elected, if deemed necessary). The Advisory Board may select a Secretary or utilize County staff for administrative support.

Section C

If an office is vacated, the Chairperson shall temporarily appoint a member of the Advisory Board to fill the vacancy until a new officer is elected. Such election shall be held at the next meeting.

Section D

The Chairperson shall provide general supervisory guidance to the Advisory Board and preside over its meetings. The Chairperson shall assign coordinating duties to the Vice-Chairperson as necessary. The Chairperson shall act as the sole official spokesperson for the Advisory Board unless this responsibility is delegated in writing.

Section E

In the absence of the Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of that office.

Section F

The Secretary or County staff shall record the minutes of all Advisory Board meetings and handle Advisory Board correspondence. The Secretary shall keep the roll, certify the presence of a quorum, maintain a list of all active representatives, and keep records of actions as they occur at each meeting. County staff assigned to the Advisory Board shall assure that posting of meeting notices in a publicly accessible place for 72 hours prior to a Committee meeting occurs, to keep a record of such posting, and to reproduce and distribute the Advisory Board notices and minutes of all meetings.

ARTICLE 5
Subcommittees Boards

Section A

The formation of subcommittees shall be governed in accordance with this Article 5, Sections B through E.

Section B

The Advisory Board may select from its membership, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations on Advisory Board activities.

Section C

The purpose and scope of each subcommittee shall be outlined in writing.

Section D

Each subcommittee chairperson shall be responsible for the keeping of records of all actions and reports of the subcommittee and shall submit these actions and reports to the Advisory Board on a regular basis. A subcommittee chairperson shall not act as spokesperson for the Advisory Board unless authorized to do so in writing as set forth in Article 4, Section D, of these by-laws.

Section E

A coordinating Advisory Board comprised of the chairpersons of the subcommittee may be formed to assemble information from each subcommittee for presentation to the Advisory Board. The Chairperson or Vice-Chairperson shall act as the chairperson of the coordinating Advisory Board.

ARTICLE 6 Organization Procedures

Section A

Robert's Rules of Order shall govern the operation of the Advisory Board in all cases not covered by these by-laws. The Advisory Board may formulate specific procedural rules of order to govern the conduct of its meetings.

Section B

Any group voting shall be on the basis of one vote per person and no proxy or absentee voting shall be permitted.

Section C

All meetings of the Advisory Board and its subcommittee are open to the public to the extent required by Ralph M. Brown Act. Meetings are to be held in accessible, public places. Notice of all Advisory Board meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting (Special meetings require 24 hour notice). In addition, such notice shall be mailed on request.

Section D

A majority of the members currently appointed shall constitute a quorum. No vote of the review committee shall be considered as reflecting an official position of the Advisory Board unless passed by a majority of its quorum present at the specific meeting where the vote was taken.