

# **Chautauqua County Fire Advisory Board**

## **By Laws**

### **Article I *Name***

This organization shall be known as the Chautauqua County Fire Advisory Board, (hereinafter referred to as FAB)

### **Article II *Mission Statement***

The FAB shall act in an advisory capacity to the Chautauqua County Legislature, the Chautauqua County Executive, all fire departments, and special teams in the County of Chautauqua concerning matters pertaining to fire and emergency medical services. The FAB shall provide information to the general public concerning fire and emergency services.

The FAB shall cooperate with the Office of Fire Prevention and Control and other federal, state and local agencies in the execution of training programs, mutual aid programs, and in regulatory compliance.

The FAB shall aid fire departments and related agencies in providing quality fire protection, emergency medical services and public safety.

### **Article III *Membership***

#### **Sec 1 Compliance**

In compliance with the New York County Law sec 225-a, membership in the FAB shall consist of 21 persons. The 21 persons shall be composed of five delegates from each of the Chautauqua County's four fire battalions and the County Fire Coordinator.

#### **Section 2 Delegates**

Members of the FAB shall be delegates elected annually by a simple majority of the fire chiefs in their battalion, with each department present having one vote for each vacancy and approved by the County Executive and the County Legislature.

#### **Sec 3 Alternate Delegates**

The chiefs of each fire battalion shall annually elect, with each department present having one vote, by simple majority, an alternate delegate to serve as a voting member of the FAB in the absence of a delegate.

#### Sec 4 Legislative Approval

The Chautauqua County Fire Coordinator shall annually submit the list of delegates nominated for membership in the FAB to the Chautauqua County Executive and the Chautauqua County Legislature, and the members shall be subject to the approval of the County Executive and Legislature.

#### Sec 5 Ex-Officio Members

Ex-officio Members shall be designated by the Chairperson and confirmed by the FAB for a term of up to one year. They may be reconfirmed in January at the annual meeting. The FAB shall recognize Deputy Coordinators, Alternate Delegates and Ex-officio members as non-voting members of the FAB and shall be permitted to sit on and/ or co-chair committees **with a voting member**. These Ex-officio members may attend meetings on behalf of the FAB but may not hold elected FAB offices.

#### Sec 6 Compensation

No member, serving the FAB in any capacity, shall be compensated for service to the FAB.

## **Article IV *Officers***

#### Sec 1 Elected Officers/ Board of Directors

- A. The elected officers of the FAB shall be the Chairperson, First Vice Chairperson, Second Vice Chairperson, and Third Vice Chairperson.
- B. The elected officers and immediate past chairperson shall comprise the Board of Directors.
- C. The Board of Directors shall be empowered to act on behalf of the FAB in situations not specified herein.

#### Sec 2 Non Elected Officer

The recording Secretary shall be an Ex-officio member assigned by the Fire Coordinator.

#### Sec 3 Election Process

- A. Nominations for a complete slate of officers shall be provided by the nominating committee.
- B. Members may nominate individuals for office from the floor.
- C. Officers shall be elected by a simple majority vote of those present and voting at the December meeting each year.

Note: It is the intent of the FAB to maintain consistently revolving battalion representation among the officers.

Sec 4 Terms of Office

- A. A term of office shall be one year beginning January 1.
- B. No chairperson may serve more than two consecutive full terms. Such two terms may be in addition to time served completing a predecessor's unfinished term of office.

Sec 5 Vacancies in Office

- A. Vacancies created in the Office of Chairperson or First Vice Chairperson shall be filled immediately by the next subordinate officer.
- B. Other vacant offices shall be filled from the membership by an election to be held at the first monthly meeting after the vacancy is created.

Sec 6 Duties

- A. The Chairperson shall:
  - a. Preside at all regular, special, Board of Directors and Executive Committee meetings.
  - b. Create such committees as may be required and appoint all committee chairs.
- B. The First Vice Chairperson shall, in the absence of the Chairperson, perform all the duties of the Chairperson.
- C. The Second Vice Chairperson shall, in the absence of the Chairperson and the First Vice Chairperson, perform all the duties of the Chairperson.
- D. The Recording Secretary shall;
  - a. Keep accurate records of the proceedings of all meetings of the FAB, the Board of Directors, and the Executive Committee and assure that such records are maintained on file in the Office of the Fire Coordinator.
  - b. Assure the maintenance of a record of all final committee reports.
  - c. Provide all correspondence as may be required for the effective communication of the business of the FAB, the Board of Directors and the Executive Committee.
  - d. Provide all members, alternate delegates, Deputy Coordinators and such key personnel as may be required with a notice ( including the time, date, and location) of all meetings and a copy of the minutes of the previous meeting.

**Article V Meetings**

Sec 1 Meetings

Regular meetings shall be held on the third Thursday of every month at 6:30 PM

Sec 2 Annual Meeting

The annual organizational meeting shall be the January meeting.

### Sec 3 Special Meetings

Special meetings may be called by the Chairperson or at the request of any five FAB members, and such meetings shall only be held after sufficient prior notice to all FAB members.

### Sec 4 Quorum

No business of record shall be conducted at a membership meeting, Board of Directors meeting or an Executive Committee meeting unless there is a quorum present.

- A. 12 members shall constitute a quorum at regular meetings, the annual meeting and special meetings.
- B. 4 members shall constitute a quorum for a Board of Directors meeting.
- C. 5 members shall constitute a quorum for an Executive Committee meeting.

### Sec 5 Order of Business

All meetings shall be conducted in accordance with Roberts's Rules of Order.

### Sec 6 Attendance

In compliance with Chautauqua County Local Law 6-79 adopted April 30, 1979, members shall be deemed to have resigned their membership when they have failed to attend three consecutive meetings without having been excused by the chairperson.

## **Article VI *Committees***

### Sec 1 The Executive Committee

- A. The Executive Committee shall consist of the Board of Directors, the Fire Coordinator, and such other FAB members as may be required at the discretion of the Chairperson.
- B. The Executive Committee shall assist in the preparation of the Chautauqua County Fire Budget and shall assure that the budget is reviewed by the FAB before submission to the County Executive and County Legislature for approval.

### Sec 2 The Nominating Committee

The Nominating Committee shall consist of three members appointed by the Chairperson at the October regular meeting. The Nominating Committee shall present nominations for a complete slate of officers at the November regular meeting.

## Article VII *Amendments*

Amendments to the FAB by laws shall be proposed and read at a regular meeting and read again at each of the next two regular meetings. After a third reading the membership shall adopt or reject the proposed amendment by a simple majority vote of those present and voting.

### Order of Business

Call Meeting to Order  
Pledge Allegiance to the Flag  
Introduction of Guests and Comments by Guests  
Reading of the Minutes of the previous meeting  
Roll Call  
Coordinators Report and Deputies  
Committee Reports  
Communications  
Old Business  
New Business  
Adjournment

Revised: October 4, 2011 by By-Law Committee

Co- Chairmen – Scott Cummings and Lance Hedlund  
Larry Barter  
Robert Frank  
Lance Hedlund  
Matt Oehlbeck  
Peter Samuelson  
Jim Shephard  
Julius J. Leone, Jr., Director of Emergency Services

Mark Smith  
Jon Stahley  
Ron Trippy

Revised May 2019 by the Mutual Aid/ By Laws Committee