

# **NORTHAMPTON COUNTY FIRE AND RESCUE COMMISSION BY-LAWS**

## **ARTICLE I**

This commission which is duly recognized and chartered by the County of Northampton, within the Commonwealth of Virginia, shall be known by the name of Northampton County Fire and Rescue Commission.

## **ARTICLE II**

### **Mission**

The objectives of the Commission shall be:

1. To promote the cooperation of those responsible for providing fire prevention and suppression and emergency medical services within the County of Northampton and its five incorporated Towns.
2. To increase the efficiency of those administering fire prevention and emergency medical services through education and personal contact.
3. To improve communications between persons and organizations administering fire prevention and emergency medical services.
4. To serve as a forum to discuss mutual problems and to assist in settling disputes, which may arise between fire organizations and/or emergency medical services.
5. To promote the continuation of the all-volunteer self-governing emergency medical and fire service organizations in the County of Northampton and its incorporated towns.
6. To establish one entity which shall speak for all five fire organizations and the three emergency medical squads in dealing with matters before the Northampton County Board of Supervisors, the general public and the news media.

## **ARTICLE III**

### **Membership**

**SECTION 1.** The membership of the Commission shall consist of the following:

- A. The President or the President's designee of each of the six companies.
- B. The Fire Chief or the Fire Chief's designee from each of the five fire companies.
- C. The Rescue Captain or the Rescue Captain's designee from each of the three rescue squads.
- D. The Chief Forester of the Virginia State Division of Forestry or designee, who shall serve as a non-voting representative.

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- E. The Northampton County Administrator or designee, who shall serve as a non-voting representative.
- F. The Northampton County Department of EMS Director or designee, who shall serve as a non-voting representative.
- G. An appointed member of the Northampton County Board of Supervisors, who shall serve as a non-voting representative.
- H. The representatives to the 9-1-1 Commission, appointed to represent fire and EMS of Northampton County, who shall serve as a non-voting representative.

### **Section 2.**

- A. Each fire and rescue company in Northampton County must submit the names of their representatives and designees to the Northampton County Board of Supervisors by January 31st of each year
- B. The Northampton County Board of Supervisors will appoint their representative at the January board meeting annually.
- C. The Northampton County Board of Supervisors will ratify all members of the Fire/Rescue Commission at the February meeting.
- D. Names can be submitted at any time to replace members that are unable to fulfill their one year term on the Commission.
- E. A list of the representatives who serve on the Commission shall be attached to these bylaws, and will be updated at the next regularly scheduled meeting if a change of membership occurs.

## **ARTICLE IV Officers**

**Section 1.** Elected Officers of the Northampton County Fire/Rescue Commission shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. Officers are to be elected from the appointed membership of the Commission. They shall serve for a term of one (1) year or until their successors are elected by the membership. Vacancies in office, otherwise than by expiration of terms, shall be filled for the un-expired term by the Commission at the next regular or special called meeting by elective process.

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**Section 2.** Chairman – Voting members of the commission may nominate qualified individuals to be elected to serve as chairman. Duties include presiding at all commission meetings, assuring that accurate records are kept of the Commission meetings and attending those Board of Supervisors meetings as needed to represent the Commission.

**Section 3.** Vice-Chairman – Voting members of the Commission may nominate qualified individuals to be elected to serve as Vice-Chairman. Duties include serving as Chairman in the absence of the Chairman and any other duties as assigned by the Commission.

**Section 4.** Secretary-Voting members of the Commission may nominate qualified individuals to be elected to serve as secretary. The Secretary shall have charge of and keep full and correct record of all proceedings of all meetings, keep such other records as the Commission may direct, render reports to membership when called upon at a meeting, handle under the direction of the Chairperson all correspondence of the Commission and call roll at all regular meetings.

**Section 5.** Treasurer shall handle the financial affairs of the Commission, keep a record of all money received and expended and render an account of the status of all financial affairs to the Commission at each regular business meeting.

**Section 6.** The offices of Secretary and Treasurer may be held by one person.

### **ARTICLE V Election**

**Section 1.** The election of officers shall be held at the January regular business meeting of each calendar year.

**Section 2.** Nominations for officers shall be made at the December regular business meeting, with nominations being accepted from the floor prior to voting at the January meeting.

**Section 3.** Officers shall assume office immediately following the election.

### **ARTICLE VI Quorum**

A quorum shall be obtained when a voting member or representative is present from four of the six stations.

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## **ARTICLE VII Voting Powers**

**Section 1.** The voting on matters presented before the Commission shall be limited to one vote per company represented on the Commission.

**Section 2.** When the voting process is required in decision making, the majority of the Commissioners present are empowered to make decisions binding on all.

**Section 3.** The Chairman of the Commission shall not have voting powers on issues except in cases where a tie vote is recorded. He/ she shall vote to break the tie.

## **ARTICLE VIII Committees**

**Section 1.** The Chairman or Vice-Chairman in the absence of Chairman may, from time to time, appoint committees to assist the Commission in the conduct of their business. With the approval of a majority of the Commission, representatives on the committee may be from outside the commission.

**Section 2.** Any committee of the Commission shall meet as needed to conduct the necessary business as directed by the Commission.

## **ARTICLE IX Meetings**

**Section 1.** The full Commission shall meet monthly January through May and September through December. The full commission shall meet no less than four times a year.

**Section 2.** All required meetings shall be held on the last Tuesday of each month at 1900 hours. A monthly meeting may be changed upon the consent of 2/3 of the stations represented on the commission.

## **ARTICLE X Dues**

The sum of \$50.00 will be due from each company by the January regular business meeting.

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**ARTICLE XI  
Tax Levy**

**Section 1.** The Northampton County Fire and Rescue Commission annually (usually during the month of July) receives a fire tax levy, received from the collection of building fees for the previous fiscal year.

**Section 2.** In order for a fire company to be **eligible** for these funds, they must have a representative present at 6 of the 9 meetings of the Commission during the calendar year (January through December). If 9 meetings are not held during the calendar year, then the fire company must have had a representative present at greater than 60% of the meetings held.

**Section 3.** Funds shall be divided equally and distributed to all **eligible** fire companies at the December regular business meeting.

**ARTICLE XII  
Ratification**

To be effective, these by-laws and any amendments hereto must be ratified by a two-thirds (2/3) majority of the voting members and approved by the Northampton County Board of Supervisors. No amendments of these bylaws shall be ratified until at least 27 days has lapsed since said amendments were presented for adoption.

**ARTICLE XIII  
Order of Business**

Robert's Rules of Order will govern procedures at meetings of the Commission.

Approved by the Commission on Tuesday, October 26<sup>th</sup>, 2004.

Revised/Approved by the Commission on Tuesday, April 29, 2008.

Revised/Approved by the Commission on Tuesday, March 31, 2015.

Approved by the Board of Supervisors on June 9, 2015,

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