

**BYLAWS**  
of the  
**COASTSIDE FIRE**  
**PROTECTION DISTRICT**

**ARTICLE I**  
**DEFINITIONS**

The definitions set forth in this Article shall be applied throughout these Bylaws.

**Section 1.1            Act**

"Act" means the Fire Protection District Law of 1987, as set forth in Part 2.7 (commencing with Section 13800) of Division 12 of the California Health and Safety Code, and any amendments thereto or replacements thereof.

**Section 1.2            Board or District Board**

"Board" or "District Board" means the Board of Directors of the Coastside Fire Protection District.

**Section 1.3            Brown Act**

"Brown Act" means the Ralph M. Brown Act, as set forth in Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, and any amendments thereto or replacements thereof.

**Section 1.4            Director or Member**

"Director" or "Member" means any person serving as a member of the District Board.

**Section 1.5            District**

"District" means the Coastside Fire Protection District organized and existing pursuant to the Act.

**Section 1.6            Fire Chief**

"Fire Chief" means the person designated by the District Board, or designated pursuant to a contract approved by the District Board, as the Fire Chief for the District.

**ARTICLE II**  
**BOARD MEMBERSHIP AND OFFICERS**

**Section 2.1            Board Membership**

(a)    **Board of Directors.** The District Board consists of five (5) Directors, elected for staggered terms of four (4) years, with three vacancies being filled in one regular election year and the remaining two vacancies being filled in the next regular election year. No changes shall be made in the number of Directors except in accordance with the requirements of Section 13845 of the Act and any amendments thereto or replacements thereof.

**Section 2.2            District Officers**

(a)    **Designation of officers.** The officers of the District shall consist of a President, a Vice-President, a Secretary, and a Treasurer, and shall serve at the pleasure of the Board.

(b)    **President.** The President shall be a member of the Board and shall be elected for a one (1) year term at the first regular meeting of the Board in December of each year. The President shall preside over all meetings of the Board and shall sign all contracts, ordinances, resolutions, and other documents on behalf of the District, except documents that the Board may authorize the Fire Chief or another officer, employee or agent of the District to sign. The President shall perform such other duties and responsibilities as may be assigned by the Board, imposed by the Act or these Bylaws.

(c)    **Vice-President.** The Vice-President shall be a member of the Board and shall be elected for a one (1) year term at the first regular meeting of the Board in December of each year. The Vice-President shall perform all of the duties and responsibilities of the President in the absence or disability of the President.

(d)    **Secretary.** The Secretary of the District shall be elected for a one (1) year term at the first meeting of the Board in December of each year. In the event that the position of Secretary is left vacant, the Fire Chief shall serve as the Secretary of the District. The Secretary shall attest contracts, ordinances, resolutions and other documents on behalf of the District, and shall be the official custodian of all records of the District. The Secretary shall act as the Clerk of the District and shall be responsible to ensure that all notices, agendas, minutes, and filings required by applicable law are prepared and perform such other duties and responsibilities as may be assigned by the Board, imposed by the Act or these Bylaws. The Secretary may designate one or more deputies to assist in the performance of his or her duties.

(e)    **Treasurer.** Unless otherwise designated by resolution of the Board, the County Treasurer shall act as the Treasurer of the District in accordance with Section 13854 of the Act. The Treasurer shall be the depository and shall have custody of all of the accounts, funds, and money of the District from whatever source. The Treasurer shall ensure that there is strict accountability of all funds and reporting of all receipts and disbursements of the District and shall be responsible for the preparation and filing of all

financial statements and reports as required by law. The Treasurer shall also perform such other duties and responsibilities as may be assigned by the Board or imposed by the Act, these Bylaws, any applicable Federal, State or local law.

(f) **Fire Chief.** The Fire Chief shall be an employee of CalFIRE, provided to the District pursuant to a contract between the District and CalFIRE. The Fire Chief shall report to the Board and perform those duties enumerated in the CalFIRE contract as approved by the Board.

(g) **District Legal Counsel.** The Board shall appoint a person or law firm as District Legal Counsel to provide legal services required by the District, as determined by the Board. The District Legal Counsel shall be an independent contractor, not an employee of the District, and shall report to the Board.

(h) **District Auditor.** The Board shall appoint a person or firm as District Auditor to provide audit services required by the District, as determined by the Board. The District Auditor shall be an independent contractor, not an employee of the District, and shall report to the Board.

(h) **Other Officers.** The Board may appoint any additional officers deemed necessary or desirable by the Board. Such additional officers may be Members of the Board, employees of the District, or independent contractors, and shall hold office for such term and perform such duties and responsibilities as may be specified by the Board.

### **ARTICLE III** **MEETINGS OF THE BOARD**

#### **Section 3.1           Regular meetings**

(a) **Time and Place.** Regular meetings of the Board shall be held on the fourth (4<sup>th</sup>) Wednesday at a time established by the Board, unless such day is a holiday, in which case the meeting may be held on such alternative business day as designated by the Board or the meeting may be cancelled. Regular meetings shall be held at the offices of the District located at 1191 Main Street, Half Moon Bay, California 94019, or at such other place designated by the Board if notice is provided in the manner required by the Brown Act. The time and place of regular meetings may be changed by resolution adopted by the Board. A copy of the resolution shall, no later than close of business on the next day, be furnished to each Director who was absent from the meeting at which such resolution was adopted.

(b) **Agendas.** Agenda items for meetings shall be approved by the Board President, in consultation with the Fire Chief, who will thereafter prepare an agenda for each regular and special and emergency meeting of the Board. Directors may contact the Fire Chief to place an item on the Board's agenda one week prior to the Board Meeting.

(c) **Adjourned regular meetings.** Regular and special meetings of the Board may be adjourned to another day by passage of a motion to adjourn which specifies the date, time and place for the adjourned meeting. Notice of the adjourned meeting shall be given as required by the Brown Act.

### **Section 3.2 Special and emergency meetings**

Special and emergency meetings may be called by the President, the Fire Chief, or by any two Directors, with notice thereof being given as prescribed by the Brown Act. Unless provided otherwise in the Brown Act, notice of special meetings shall be posted twenty-four (24) hours in advance of the meeting and notice of emergency meetings shall be posted one (1) hour before the meeting. Special and emergency meetings shall be held at the offices of the District located at 1191 Main Street, Half Moon Bay, California 94019, unless a different location is designated in the notice of the meeting. No additional items may be added to the agenda for a special meeting after notice of such meeting notice has been given and posted.

The minutes of an emergency meeting, a list of persons who were notified, a copy of roll call votes and actions taken shall be posted a minimum of ten (10) days in a public place as soon after the meeting as possible.

### **Section 3.3 Study sessions**

The Board may be convened as a committee of the whole in the same manner prescribed for the calling of a regular or special meeting for the purpose of holding a study session on any subject, provided that no official action may be taken at the study session. Such meetings shall be open to the public.

### **Section 3.4 Posting and publication of agendas and notices**

(a) **Posting agendas.** Agendas containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, shall be posted in accordance with the requirements of the Brown Act. Posting of agendas and any other notices required by law to be posted, shall be done at each of the following locations:

- (1) The main office of the District (fire station #40) located at 1191 Main Street, Half Moon Bay, California.
- (2) The District fire station #41 located at 531 Obispo Road, El Granada, California.
- (3) The District fire station #44 located at 501 Stetson Street, Moss Beach, California.
- (4) The District's website.
- (5) Agendas shall also be provided to those who have made a written request to receive them.

(b) **Publication of notices.** Any notices required by law to be published shall be published in a newspaper having general circulation in the District.

### **Section 3.5 Quorum**

A majority of the District Board shall constitute a quorum for the transaction of business. When a Director is recused from voting on any matter because of a conflict of interest, such Director shall not be counted to achieve a quorum. If only enough Directors are present to constitute a quorum, a unanimous vote is required to approve a motion.

### **Section 3.6 Conduct of meeting and voting**

(a) **Order of Business.** The business of the Board shall be taken up for consideration during its meetings in such order as shall be determined by resolution of the Board. The regular order of business may, for any particular meeting, be modified by the President or other officer presiding over the meeting with the consent of a majority of the Directors present at the meeting.

(b) **Roberts Rules of Order.** Except as otherwise provided in these Bylaws or the Act, the latest edition of Roberts' Rules of Order shall be used as a guide to the conduct of Board meetings, but no action of the Board shall be invalidated nor the legality thereof affected by the failure or omission to observe or follow any provision Roberts' Rules of Order. Only a Director may raise a point of order. Points of order shall be limited to cases where the discussion or debate on the floor does not pertain to the item of business before the Board at the time or is in violation of any of the provisions of these Bylaws.

(c) **Authority of presiding officer.** The Board President or other officer presiding over the meeting shall have authority to do any of the following:

- (1) Move or second motions, participate in the debate of agenda items and vote on motions before the Board for action.
- (2) Decide all questions of order, subject however to an appeal by any Director to the Board. In the instance of a Director's appeal, a majority vote of the Board shall govern and conclusively determine such question of order.
- (3) Unless determined otherwise by a majority vote, set time limits on communications from members of the public to the Board during the public comment period or during any public hearing, provided such limits are announced at the beginning of the agenda item.
- (4) Set time limits on Board discussion of any agenda item, unless a majority of the Board determines otherwise.

(d) **Voting Requirements.** The Board shall act only by motion, resolution or ordinance. Except as otherwise required or permitted by the Act, a recorded vote by a majority of the total membership of the Board shall be required for action. A vote by roll call shall not be required unless a Director specifically requests a roll call vote after a motion is made and before the presiding officer calls for the vote or those meetings where a Director is teleconferencing. If only enough Directors are present to constitute a quorum a unanimous vote is required to approve a motion. Unless a vote is taken by roll call, the

results of the vote including the vote of each Director shall be announced by the Board President or the President's designee prior to taking further action or adjourning the meeting. Abstentions shall be counted as a no vote.

### **Section 3.7                    Committees and outside appointments**

(a)     The Board, by majority vote, may create permanent or ad hoc committees to give advice to the Board on such matters as may be referred to the committee by the Board. Committees may consist of Directors, members of the public, or any combination thereof, and all committee members shall serve at the pleasure of the Board. All regular, adjourned and special meetings of standing committees shall be called, noticed and conducted in accordance with the applicable requirements of the Brown Act. Ad hoc committees comprised of less than a quorum of the Board are not subject to the Brown Act.

(b)     Committees shall be constituted as advisory bodies to the Board as a whole and shall have no power or authority to make any final decisions or take any action that would be binding upon the District.

(c)     The Board may, by majority vote, appoint a Director or Directors to represent the District on boards or committees of third-party agencies including joint powers authority agencies. Appointments shall last for one (1) year, unless the third party agency directs otherwise. Directors appointed to represent the District shall consult with and obtain direction from the Board prior to voting on items being considered by the third party agencies.

## **ARTICLE IV DISTRICT POLICIES**

The Board may from time to time adopt policies pertaining to any function or activity of the Board or any aspect of the District's operation and management, provided such policies are consistent with these Bylaws and any applicable law, regulation or agreement. District policies may be adopted, amended or revoked by resolution of the Board adopted at any regular meeting or a special meeting called for that purpose. If the action to adopt, modify or revoke a policy is taken at a special meeting, it shall be announced at the next regular meeting of the Board and the announcement noted in the minutes of that regular meeting.

## **ARTICLE V AMENDMENTS**

These Bylaws may be amended at any time by resolution of the Board adopted at a regular meeting.