

YARNELL FIRE DISTRICT

Rules of Procedure

Rule 1 General Rules and Responsibilities

- A. The Board has the responsibility and the authority to manage the affairs of the Yarnell Fire District.
- B. The Board shall hold public meetings at least once each month.
- C. The Board shall keep a record of all public proceedings (minutes) which shall be open to public inspection during defined hours [what was done, not what was said].
- D. Executive Meetings (public exclusion) must be approved by a majority of the Board. A 24-hour posted agenda and notice is also required; Emergency Meetings are exempted from this requirement.
- E. The Board must: elect a Chairman and Secretary (Clerk) of the Board, hold monthly meetings, prepare an Annual Budget, publish a Financial Report, appoint a Fire Chief, canvass elections.
- F. Ethics : Fire Board Members shall strictly adhere to both the spirit and letter of the laws of the State of Arizona pertaining to conflicts of interest. Board members shall refrain from using their influence to secure contracts or favorable action for friends, immediate family members, or business associates.

Rule 2 Conduct of Meetings

- A. The Arizona Fire District Association Handbook, Chapter 3, Open Meeting Laws, shall be used as a guideline.
- B. An Agenda shall be prepared and posted for all Board meetings. Any Board Member may request that an item be placed on the agenda.
The sample agenda below, prepared with advice of counsel, is intended to provide the Board Secretary with a recommended format for the agenda. Major changes to the format should be reviewed by counsel.
 - 1. Call To Order
 - 2. Roll Call, (Quorum)
 - 3. Approval of Agenda
 - 4. Approval of Minutes
 - 5. Reports and Correspondence
 - a. Treasurer's Report
 - b. Fire Chief's Report
 - c. Secretary's Report - Correspondence
 - 6. Old Business [must list specific items]
 - 7. New Business [must list specific items]
 - 8. Public Comment (Comments Only)
 - 9. Adjournment
- C. Alternates for Presiding Officer, in order
 - 1. Chairperson
 - 2. Secretary of the Board
 - 3. Senior Board Member

D. Appeals to Ruling of the Chair

Any Board Member may appeal to the Board a ruling of the Presiding Officer. After a motion, a second, and a brief explanation, the Board may vote to sustain or over-turn the ruling of the Chair.

E. Discussion of Motions

After a motion is made and has been seconded it shall be stated by the Chair or Secretary before discussion commences.

F. Limitations of Discussion

No Board Member shall be allowed to speak more than once until all of the Board Members have had an opportunity to speak. No person shall be allowed to speak for more than 3 minutes without the approval of the Chairman.

G. Voting

The vote on any question shall be taken by ayes and nays and shall be taken simultaneously. Board Members may request that a roll call vote be taken.

H. Public Comments - Call to the Public

Arizona Open Meeting Laws and Statutes prevent Board members from discussing or commenting on public comments made during the "Call to the Public" portion of the District Board Meeting Agenda if those questions or comments address matters not on the current Agenda. However, Arizona Statutes do allow individual Board members to respond to criticism directed to them personally. At the discretion of the Board, matters addressed during the Call to the Public may be placed on a future agenda, either as a matter of New or Old Business or in the Response to the Public portion of the Agenda. (See also Public Participation at Board Meetings Policy.)

I. Good conduct

Rules of good conduct shall apply to the Board Members and the citizens of the District. Any person (Board Members or citizens) making offensive, personal, impertinent, or slanderous remarks, or who becomes boisterous during the meeting, will be asked to leave and will be barred from returning to that particular meeting. Stamping of feet, yells, whistles and similar demonstrations shall not be permitted. In order to assure good conduct, the Board may, at it's discretion, request that a member of the Yavapai County Sheriff's Office be present at Board meetings.

J. Amendments

Amendments to these Rules of Procedure may be proposed in writing at any regular or special meeting of the Board and shall be acted upon at the **next** public meeting. Approval of Amendments to these Rules of Procedure requires that all Board Members be present at the meeting at which Rules of Procedure Amendments are to be acted upon, and a super-majority of four (4) votes is required to amend these Rules of Procedure; the Chairman may cast the fourth vote.