

ASHE COUNTY EMERGENCY SERVICES COMMISSION

BY-LAWS

Organization:

The organization shall be named the Ashe County Emergency Services Commission and shall be directed by its organizational policy and by-laws. The Organization shall be incorporated in the state of North Carolina as a Non-Profit Corporation and may be referred to as ACEESC or Commission in this document.

Purpose:

The purpose of the Ashe County Emergency Services Commission is to represent the interests of the member emergency organizations. We shall endeavor to do all possible to preserve the general welfare, life and property of citizens of our communities; promote good will and fellowship among the members of all agencies involved in providing emergency services and encourage high ethical standards and professionalism among organizations and members. This goal will be reached through cooperative training, education, and discussion of operational issues. ACEESC will promote public safety education, fire and accident prevention, as well as public awareness and other campaigns to involve the general public in safety and emergency programs. The Ashe County Emergency Services Commission will be active in presenting issues to the public, other organizations and government agencies that pertain to safety, education, planning, and preparedness. ACEESC will also keep membership informed on issues of legislation, regulation changes, advances and requirements, which will effect member organizations. The Commission will work to keep local government and other agencies informed as to issues, which effect Ashe County Emergency Services members.

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OFFICERS

President/Chairperson:

The president/Chairperson shall preside at all regular and special meetings of the Commission; shall represent the Commission at meetings of other groups or organizations when required; shall have general charge and control over the affairs of the Commission and shall appoint sub-committees as necessary to implement the goals and objectives of the ACESC.

Vice-President/Vice Chairperson:

The Vice-President/Vice-Chairperson shall preside at regular and special meetings of the Commission in the absence of the President; shall represent the Commission at meetings of others groups or organizations in the absence of the President and shall perform any other duties that may be assigned by the President.

Secretary:

The Secretary shall prepare and distribute notices of meetings and shall have custody of all books, records and papers of the Commission. The Secretary shall keep minutes of all meetings and maintain official files, applications, correspondence and other information. The Secretary shall perform such other duties as may from time to time be assigned by the President/Chairperson.

Treasurer:

The Treasurer shall be the chief financial officer of the Commission and shall see that proper financial records are maintained and financial accounting is performed according to procedures adopted by the Commission. The Treasurer shall report on the financial condition of the Commission at each regular meeting. The Treasurer shall perform such

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other duties as may from time to time be assigned by the President/Chairperson.

MEMBERSHIP

Organization Membership Requirements:

Each volunteer member organization of the Commission shall be a current member in good standing with North Carolina State Fireman's Association and/or the North Carolina Association of Rescue and Emergency Medical Services, Inc., and/or a North Carolina Office of Emergency Medical Services provider.

Voting Members:

Each volunteer Rescue Squad, non-profit EMS provider and Fire Department shall have one member on the Ashe County Emergency Services Commission. The one representative for each organization shall be the highest-ranking officer (or approved designee) of that member organization. Each organization shall have one vote in Commission decisions. To keep the organization effective every effort should be made to have the voting representative from each organization present at all meetings. When member organizations change officers the Commission shall be notified and the Secretary shall note the changes at the time of roll call. Only then shall the new representative be allowed to cast a vote. An official roll call will be made at each meeting noting persons and organizations in attendance.

Ex-officio Members:

- (1) Appointed Ashe County Commissioners
- (1) Ashe County Emergency Management Coordinator
- (1) Ashe County Fire Marshall

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- (1) North Carolina Forest Ranger
- (1) Paid EMS Provider

MEETINGS

Meetings:

Regular scheduled meetings will be held the second Thursday of January, March, May, July, September, and November. The annual meeting shall be held the second Thursday of July each year. The regular meeting place will be the Ashe County Courthouse. Time of the meeting is 7:00 pm. The President/Chairperson may call a special meeting with written notification mailed by the Secretary to each member at least 14 days in advance stating the purpose of the special meeting. The Secretary shall send written reminders of regular meetings to voting members. Meetings are open to the public.

Quorum:

Quorum shall consist of 51% of the members entitled to vote. Any number less than a quorum cannot conduct any business, as it is not legal and binding.

Order of Business:

The following order of business shall be followed at any meeting, regular or special:

Call To Order

Roll Call

Minutes of Last Meeting

Treasurers Report

Old Business

New Business

Adjournment

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Rules of Order:

Robert's Rules of Order shall be the parliamentary procedure used for ACESC meetings. The only exception to this rule is that the President/Chairperson shall always have a vote.

ANNUAL MEETINGS/ELECTIONS

Elections:

Elections for officers will be held by secret ballot annually during the annual meeting held the second Thursday in July.

Nominations:

Nominees for office shall be chosen from the list of current voting members. Nominations for officers may be taken from the floor with a proper second.

Terms:

The term of office shall be for one year.

Vacancies:

Vacancies will be filled by election of members for the un-expired term except for President/Chairperson, which shall be filled by the Vice-President. Nominations and voting procedures shall be the same as a regular election. Persons elected to fill vacancies will serve until the next annual meeting.

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RECORDS

Minutes:

A record shall be kept of all meetings of the ACESC. The records shall include:

- (A) The kind of meeting (regular, special, emergency).
- (B) Date and place of the meeting.
- (C) Time Called to Order.

- (D) The name of the regular President/Chairperson and Secretary/or name of substitutes.
- (E) Organizations represented, name of representative (Roll Call).
- (F) Guest and other attendees.
- (G) Confirmations the minutes of the previous meeting were approved.
- (H) The main motions, points of order and appeals including person making introduction of motion and second.
- (I) Vote type and result.
- (J) Adjournment time.

Treasurers Report:

The Treasurers Report shall be presented for approval at each meeting of the ACESC. The report should include:

- (A) Last report balance.
- (B) Income since last report.
- (C) Disbursements since last report.
- (D) Current balance.

Amendments:

By-laws may be amended by a three-fourth-majority vote at any business meeting provided a notice in writing of the proposed amendment is

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distributed to the membership after its original presentation. The amendment will be presented for a vote at the next regular scheduled meeting.

Dissolution of ACESC:

Upon the Dissolution of ASHE COUNTY EMERGENCY SERVICES COMMISSION, after all debts have been paid, all remaining funds and items owned will be given to the Ashe County Fire Rescue Association.

Acceptance:

These by-laws were presented and accepted by the Ashe County Emergency Services Commission _____ at which time became the Policy of the ACESC.