

**BYLAWS OF THE  
STILLWATER COUNTY FIRE COUNCIL**

Amended 2016

**ARTICLE 1 – NAME AND ADDRESS**

The name of the organization shall be the Stillwater County Fire Council. Its mailing address shall be P.O. Box 1287, Columbus, Montana, 59019.

**ARTICLE 2 – PURPOSE**

The purpose of the Stillwater County Fire Council shall be:

1. To promote cooperation and understanding between different emergency service providers;
2. To provide the most effective and affordable fire suppression possible;
3. To work toward resolving fire and emergency service related problems;
4. To make recommendations to the County Commissioners for appointment of a County Fire Warden and any assistant wardens;
5. To identify joint equipment and training needed by its members;
6. To assist in development of any needed fire or disaster management plans,
7. Coordinate training for all firefighters,
8. Assist the County Fire Warden to develop a county fire plan under the county co-op program and
9. To have represented from the FS, DNRC, BLM or other agencies present at meetings.

### **ARTICLE 3 - MEMBERSHIP**

Any local organization, which is currently providing wildland fire response in Stillwater County, is eligible for a voting membership. Voting membership shall include but is not limited to all rural fire districts, rural fire companies, initial attack areas and all municipal fire departments, and the County Attorney within the County, hereinafter referred to as the department. A non-voting associate membership is granted but not limited to the Montana Dept. of Natural Resources and Conservation, the Bureau of Land management, the Forest Service, the Search and Rescue, the 911 Dispatch Center, the Stillwater County Fire Warden, Stillwater County Sheriff's Department and Stillwater County DES.

### **ARTICLE 4 - MEETINGS**

Meetings shall be held every other month on the third Tuesday of January, March, May, July, September, and November of each year. Special meetings may be called by the County Fire Warden, the President of the Council or the Vice President of the Council with a minimum of three days notice to members. A quorum is required to constitute an official meeting. A quorum shall constitute a simple majority of the total number of voting members of the Council. Each organization shall be represented by its fire chief or may designate an official representative chosen from and by the membership of the fire department. All meetings shall be conducted using Robert's Rules of Order with exceptions herein noted.

## **ARTICLE 5 - OFFICERS**

The Council shall nominate and elect officers at its January meeting on odd numbered years. Elections shall be by secret ballot. At the September meeting of the Council prior to the election, the President of the Council shall appoint a three member nominating committee from the membership to bring forth a slate of candidates for the next term. The Vice President will automatically be a member of and chair the Nominating Committee.

### **Duties of the Officers**

The Executive Board shall be comprised of the President, the Vice President and the Secretary/Treasurer.

#### **5.1 President**

The President shall:

- (a) Be the official representative and spokesman for the Council;
- (b) Serves as the chairperson of the Executive Board;
- (c) Preside at meetings of the council and at meetings of the Executive Board;
- (d) Appoint all committees, including those not provided for in the Bylaws;
- (e) Call a special meeting of the Executive Board when so requested by at least two (2) members of the Executive Board or whenever the President determines it to be necessary. Except when the President determines that unusual circumstances exist warranting a meeting of the Executive Board, at least three (3) days notification shall be given and the reason for the meeting stated.

## **5.2 Vice President**

The Vice President shall:

- (a) In the absences or inability of the President to perform all duties of the office, assume the duties of the President;
- (b) Assist the President in conducting the business and policies of the council including coordination of the committee activities:
- (c) Perform such other duties as may be required of the office by action of the members of the Council or by policy direction of the Executive Board.

## **5.3 Secretary**

The Secretary/Treasurer shall:

- (a) Be responsible for keeping accurate records of all business of the organization and for sending proper notices of meetings to all members;
- (b) Solicit agenda topics/items from Board members and develop a written agenda prior to every Board meeting;
- (c) Disseminate, via email, the written agenda, to the council membership at least five (5) working days prior to every scheduled quarterly Council meeting. The written agenda shall include the location, date and time of the scheduled quarterly Council meeting;
- (d) Keep an accurate record of all official proceedings of the Council:
- (e) Disseminate written “draft” minutes, via email, to all members of the Council before the next fire Council meeting to provide members the opportunity to review minutes prior to approval of the minutes at the next meeting.

- (f) Perform such other duties as may be required of the office by action of the members of the Council or by policy direction of the Executive Board.
- (g) Supervise the use of all the assets of the Council with the advice and approval of the Executive Board;

#### **ARTICLE 6 - VOTING**

Each Fire Department represented at a meeting shall be entitled to one vote on all issues that come before the Council. An issue is considered passed if a simple majority of the members present vote for it. Voting member fire departments must be represented at a meeting in order to be entitled to vote. In the event of a tie vote the County Fire Warden shall cast the tie-breaking vote.

#### **ARTICLE 7 - AMENDMENTS**

Amendments to the bylaws may be made at any regular meeting providing that such amendments are prepared in writing and submitted to the President and all members two months prior to the next meeting.

