

BY-LAWS  
of the  
DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT

**ARTICLE I NAME and PURPOSE**

- 1.1 The name of this organization shall be the DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT (DOHFPD).
- 1.2 The purpose of this organization shall be to govern the Volunteer Fire Department and to support the provision of fire and emergency medical response services to the communities of Dobbins and Oregon House.

**ARTICLE II ELECTIONS and OFFICERS**

- 2.1 The DOHFPD shall be governed by a Board of Directors elected by the voting public from the DOHFPD. Each member of the DOHFPD Board of Directors shall be a resident of that district and be a registered voter of that district. District boundaries for the DOHFPD are defined by LAFCO Resolution 1986-51.
- 2.2 The Board of Directors of DOHFPD shall consist of five members.
- 2.3 The term of office of each member of the DOHFPD Board shall be four (4) years or until his/her successor qualifies and takes office.
- 2.4 A Chair and Vice Chair of the DOHFPD Board shall be elected by that Board from the members of that Board to each serve a term of two (2) years. These elections shall be held in December in odd numbered years. In the event that one or more of these offices should become vacant before the end of the two (2) year term, the Board will hold an election at its earliest opportunity to fill the vacant position for the remainder of that term.
- 2.5 The Board may appoint a Secretary, a Bookkeeper and a Manager as the Board deems necessary. The persons appointed may, but do not need to be, members of the DOHFPD. No member of the DOHFPD may hold more than one office at the same time.

2.6 Neither the office of the Chair nor the office of the Vice Chair may be held by the same person for more than two (2) consecutive two (2) year terms.

### **ARTICLE III DUTIES of OFFICERS and APPOINTEES**

3.1 The Chair of the DOHFPD shall:

- a. preside at, and conduct all meetings of the Board of Directors. If the Chair is not present, the Vice Chair may preside and conduct the meeting. If neither the Chair nor the Vice Chair are present, one of the other of the board members may preside and conduct the meeting.
- b. appoint all members of all committees
- c. be a member ex-officio of all committees.
- d. perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Board of Directors
- e. The Chair shall enjoy all the privileges accorded other Directors, such as voting on matters before the Board, and making and seconding motions.

3.2 The Vice Chair of the DOHFPD shall:

- a. assume the duties of the Chair when the Chair is not available.

3.3 The Bookkeeper shall:

- a. perform all duties listed in the Job Description for the Bookkeeper and such other duties as assigned by the Board.

3.4 The Secretary shall:

- a. perform all duties listed in the Job Description for the Secretary and such other duties as assigned by the Board.
- b. at least seventy-two (72) hours prior to all regular meetings of the DOHFPD Board of Directors, post the Agenda for those meetings at the Oregon House Post Office, and when so directed by the Board of Directors, at other sites freely accessible to the public.

3.5 The Manager shall:

- a. Perform duties as assigned by the Board of Directors.

3.6 Fire Chief:

- a. The Fire Chief of the DOHFPD shall be appointed by the DOHFPD's Board of Directors and shall serve at their pleasure.

### **ARTICLE IV DUTIES of the BOARD of DIRECTORS**

4.1 When a vacancy occurs on the DOFPD Board of Directors prior to the

completion of a term, the Secretary of the Board shall post appropriate notices soliciting applicants for the vacant position as required by law. The Board of Directors shall examine all applications received and shall select the best candidate to fill the vacancy for the length of time permitted by law.

- 4.2 With the exception of items contained in the current and approved Standard Operating Procedure, "Spending Limits", all expenditures of the District must be pre-approved by a majority of the Board prior to expenditure. In the event there is no current and approved Standard Operating Procedure, "Spending Limits", all expenditures of the District must be pre-approved by a majority of the Board prior to expenditure.
- 4.3 Any member of the DOHFPD Board of Directors may be removed from that Board by a four fifths (4/5) vote of the members of that Board, whenever, in its judgment, the Board believes that the interest of the DOFPD would be best served by the removal of that member.
- 4.4 The members of the DOHFPD Board of Directors shall not be personally or financially liable for the District's debts, liabilities or other obligations.

#### **ARTICLE V MEETINGS**

- 5.1 The DOHFPD Board of Directors shall meet every month, the date, time, and place to be established by resolution.
- 5.2 All meetings of the DOHFPD shall be open and public and shall comply with the provisions of the Ralph M. Brown Act.
- 5.3 Special and/or emergency meetings may be called by the Chair of the Board of Directors or by a three fifths (3/5) vote of DOHFPD Board of Directors..

#### **ARTICLE VI VOTING**

- 6.1 A quorum shall be a minimum of three Directors.
- 6.2 All votes cast on all business conducted by the DOHFPD shall be by voices, raising of hands or by roll call, as directed by the Chair of the Board of Directors.

#### **ARTICLE VII AMENDMENTS**

- 7.1 These by-laws may be amended by a three fifths vote of the members of the Board of Directors at the regular monthly meeting of the DOHFPD, provided

the proposed changes are read at two (2) regular business meetings before the vote is taken.

7.2 The by-laws shall be reviewed in even numbered years.

**ARTICLE VIII RULES OF ORDER**

8.1 The rules contained in Roberts Rules of Order, Newly Revised and the Ralph M. Brown Act shall govern the proceedings and acts of the DOHFPD.

This SOP was adopted by a majority vote of Board of Directors of the Dobbins/Oregon House Fire Protection District per the date of execution shown below.

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DATE

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Chair

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WITNESSED BY: Lani Pessoa, Secretary