

**BY-LAWS AND RULES OF PROCEDURE OF THE PITTSYLVANIA  
COUNTY FIRE AND RESCUE COMMISSION**

**ARTICLE I. NAME; OFFICES; RECORDS**

1.1. Name. The name of this organization shall be the Fire and Rescue Commission of the County of Pittsylvania, Virginia (the “Commission”).

1.2. Office. The principal office (the “Office”) of the Commission shall be located at 1 Center Street, Chatham, Virginia 24531. The Office’s mailing address shall be P.O. Box 426, Chatham, Virginia 24531.

1.3. Records. Except as otherwise required specified, or as the business of the Commission may require, all of the books and records of the Commission shall be kept at the Office. Said Commission documents shall be open and available for public inspection at all times during normal business hours, and copies of the same shall be produced to any Virginia citizen pursuant to the Virginia Freedom of Information Act.

**ARTICLE II. PURPOSE**

2.1. The Commission’s purpose is to provide recommendations regarding the County’s Fire and EMS system; oversee strategic planning efforts; and provide a mechanism for collaboration and coordination among the Public Safety Department, volunteer fire companies and rescue squads, and the Board of Supervisors on issues impacting fire and emergency medical services. The Commission shall work with the Public Safety Director, or his designee, on these issues, and the Public Safety Department shall provide Staff support to the Commission. The Commission shall submit such recommendations and reports to the Board of Supervisors as needed. The Commission shall assist with the development of the Fire and Rescue Services Annual Budget and Capital Improvement Projects. The Commission shall serve as a partner with the Department of Public Safety. Together, they should serve as a centralized unit responsible to the Board of Supervisors for all Fire and EMS issues throughout the County.

**ARTICLE III. MEMBERS; TERMS**

3.1. Members. The Commission shall be composed of nine (9) at-large Members appointed by the Board of Supervisors as follows: One (1) Member from a Fire Department located West of Highway 29 and North of Highway 57 and one (1) citizen at large from the same area; One (1) Fire Department Member from a Fire Department located East of Highway 29 and North of Highway 57 and one (1) citizen at large from the same area; One (1) Member of a Fire Department East of Highway 29, South of R and L Smith Road to its intersection with Franklin Turnpike, East of Franklin Turnpike, and East of the City of Danville, and South of Highway 57 and one (1) citizen at large from the same area; One (1) member from a Fire Department West of Highway 29, North of R and L Smith Road, West of Franklin Turnpike and West of the City of Danville and South of Highway 57 and one (1) citizen at large from the same area; One (1) Member from previous four (4) Departments must represent a Department that does transport EMS; and one (1) Member shall be from the Board of Supervisors. All the aforementioned appointed

Commission Members shall have full and complete voting rights. The Director of Public Safety and one (1) Member from the County's Fire and Rescue Association shall serve as an ex-officio Members with no voting rights. The Director of Public Safety shall be the Commission's Staff Representative. Fire and Rescue Members appointed to the Commission must be from Fire and Rescue Agencies that are in good standing with the County and meeting all standards as set forth by the same.

3.2. Terms. Initially, terms shall be determined by a drawing of lots at the Commission's first Organizational Meeting, the nine (9) appointed members shall be appointed for initial terms as follows: 3, 1-year terms, 3, 2-year terms, and 3, 4-year terms, and, thereafter, each member shall serve for four (4) year terms.

#### **ARTICLE IV. OFFICERS; REORGANIZATIONAL MEETING; DUTIES**

4.1. Officers/Reorganizational Meeting. At the Regular Commission Meeting in January of each year (the "Reorganizational Meeting"), or at any other time as determined by a majority of the Commission, there shall be elected a Chairman and Vice-Chairman to serve for a period of one (1) year expiring on December 31st, or until replaced by Board Membership. Nominations require a second and a vote. A majority vote of the Members present is required for a candidate to be elected.

4.2. Duties. It shall be the Chairman's duty to preside at all Commission Meetings, and to maintain the orderly conduct thereof. In the event of the absence of the Chairman, the Vice-Chairman shall preside over Meetings. The Chairman and Vice-Chairman shall continue to be a voting member of the Commission.

#### **ARTICLE V. MEETINGS; NOTICE; WAIVER**

5.1. Meetings. The Commission shall regularly meet, at a minimum, on the fourth (4<sup>th</sup>) Tuesday of each odd numbered month in the County Administration Building, Main Conference Room, at 6 PM. The Commission shall also be authorized to set dates for other Meetings pursuant to the consent of the majority of the Commission.

5.2. Notice of Meetings. Three (3) days' written Notice of all Regular or Special Meetings of the Commission stating the time and place and in the case of a Special Meeting, the purpose thereof, shall be given by mailing the same to each Commissioner at his residence or business address or by electronic mail, if requested by the Commissioner. If mailed, such Notice shall be deemed to be delivered when deposited in the United States Mail so addressed with postage prepaid. Notwithstanding the foregoing, no Notice need be given to hold a legally constituted Special Meeting, if all the Commissioners are present or sign a Waiver of Notice.

5.3. Waiver of Notice. Whenever any Notice is required to be given to any Commissioner of any Meeting under these By-Laws, a Waiver thereof in writing signed by all of the Commissioners, whether before or after the time stated therein, shall be equivalent to the giving of such Notice. The attendance of a Commissioner at a Meeting shall constitute a Waiver of Notice of such, Meeting, except where a Commissioner attends a Meeting for the express purpose of

objecting to the transaction of any business, because the Meeting was not lawfully called or convened.

#### **ARTICLE VI. PARLIAMENTARY PROCEDURE**

6.1. All such Meetings shall be open to the public and shall be conducted in an orderly fashion with the most recent edition of *Robert's Rules of Order* being used for parliamentary procedure purposes.

#### **ARTICLE VII. AGENDAS**

7.1. Agendas shall be prepared by the Director of Public Safety, or his designee, and used at all Commission Meetings. All items requested to be placed on the Agenda shall be submitted in writing to the Director of Public Safety, or his designee, at least ten (10) working days before the Meeting; however, Commission Members may make oral requests within said ten (10) working day period. Any items received after that time shall appear on the next Regular Commission Meeting's Agenda, unless a majority of the Board present vote to place such items on the current Agenda.

#### **ARTICLE VIII. MEETING ORDER**

8.1. The following shall be the Meeting Order of all Commission Regular Meetings:

Call to Order

Roll Call

Revisions/Additions to Agenda

Approval of Agenda

Presentations

Fire and Rescue Association Reports

Other Fire or EMS Agency Reports

County Staff Reports

Unfinished Business

New Business

Matters from Commission Members

Adjournment

#### **ARTICLE IX. QUORUM; METHOD OF VOTING**

9.1. Quorum. At any Commission Meeting, a majority of the Commission Members shall be present to constitute a quorum.

9.2. Method of Voting. All questions submitted to the Commission for decision shall be determined by a *viva voce* vote, unless otherwise provided by law. The name of each Member

voting and how he/she voted must be recorded. The Commission has elected not to have a tie breaker as provided for by the Code of Virginia, and a tie vote on any Motion shall be considered defeated. Each Commission Member present when a question is put shall vote “Yes” or “No.” No Commission Member shall be excused from voting, except on matters involving the consideration of his/her own official conduct, where his/her own financial interests are involved, or where he/she may have a conflict of interest, pursuant to the Virginia State and Local Government Conflict of Interests Act.

#### **ARTICLE X. AMENDMENTS**

10.1. These By-Laws may be amended, added to, altered, or repealed, in whole or in part, by Commission Members at any Commission Meeting, provided that Notice of the proposed amendment, addition, alteration, or repeal is given in the Notice of the Call of such Meeting, and such Notice is provided to all Commission Members in writing not less than one (1) week prior to the holding of such Meeting.

*Adopted this 7<sup>th</sup> day of January, 2020..*