

**BYLAWS**  
**of the Avra Valley Fire District**  
**Governing Board**

The Governing Board of the Avra Valley Fire District, considering the provisions of Title 48, Chapter 5 of the Arizona Statutes, hereby adopts the following Bylaws for the conduct of the business of the Governing Board of the District. These Bylaws shall not supersede the Constitution of the State of Arizona, the Arizona Revised Statutes, or any other provision of law, and in the case of any conflict between these Bylaws and any controlling provision of law, that other provision shall prevail.

**ARTICLE I - NAME**

The name of the District currently is the Avra Valley Fire District. Such name may be changed as provided by law.

**ARTICLE II - PURPOSE**

The purpose of the Avra Valley Fire District shall be as provided by law and as set forth in the District's governing documents.

**ARTICLE III – GOVERNING BOARD OF THE DISTRICT**

Section 1. Members

Members of the District's Governing Board shall be elected as provided by Arizona Revised Statutes. The number of Board Members shall be as established by the Arizona Revised Statutes and the District's governing documents. The qualifications of the Board Members shall be as established by law.

Section 2. Meetings

The Board shall hold regular public meetings monthly on such day and such time as the Board may from time to time determine. Special meetings, executive sessions and study sessions shall be held at the call of the Chairperson or upon the request of two Board Members. The Clerk shall give at least two days notice of all meetings to all Board Members, except in the case of emergency meetings, which may be held after such notice as is practicable. All meetings shall comply with the requirements of the Arizona Revised Statutes relating to public meetings. The Chairperson shall preside at all meetings of the Board. Should the Chairperson not be available for any meeting of the Board, the Vice Chairperson shall preside. Should the Chairperson and Vice Chairperson not be available for any meeting of the Board, the Clerk shall preside. Robert's Rules of Order (newly revised) shall be used as a guide to the conduct of Board meetings.

Section 3. Quorum

A quorum of the Governing Board shall be determined according to the Arizona Revised Statutes and such other law as may apply.

#### Section 4. Powers

The Governing Board shall exercise such powers as are provided by the Constitution of the State of Arizona, the Arizona Revised Statutes, and such other law as may apply.

#### Section 5. Remuneration

Members of the Board shall not receive any salary or other compensation for such services as Members of the Board. Members may be reimbursed for their actual expenses incurred in the performance of duties required by law.

#### Section 6. Contact with District Employees

Members of the Board shall observe and respect the chain-of-command when having contact with employees of the District, meaning that a Board Member shall direct any request for action or completion of a task to the Fire Chief or to such staff as the Fire Chief may designate, rather than to an individual District employee.

Members of the Board shall at all times act in a professional and courteous manner in any dealings with employees of the District, including but not limited to operational personnel and administrative staff. Members of the Board shall avoid socializing or fraternizing with District employees outside of meetings of the Board or regular performance of the Board Members' official duties. Members of the Board shall at all times address employees of the District respectfully and professionally, preferably by title and name, and shall avoid using derogatory or affectionate terms to refer to any District employee.

Should a Member of the Board wish to pay a social visit to a group of District employees on District property after regular business hours (defined for the purposes of this section as 9:00 a.m. to 5:00 p.m. during a day that the District's administrative offices are open to the public), the Board Member shall obtain the acknowledgement of the Fire Chief no less than 24 hours in advance. The intent of this paragraph is to allow Members of the Board to bring dinner to a shift working at a fire station, or similar activity, and shall not be construed as encouraging social contact between a Member of the Board and an individual employee of the District.

Nothing in this section shall be construed to prevent or to prohibit a Member of the Board from requesting emergency or other assistance from the District in the normal course of the District's business and as a regular resident of the District and recipient of District services. Nor shall anything in this section be construed to prevent or to prohibit any person from exercising rights or privileges protected or guaranteed by the United States Constitution, the Arizona Constitution, or any other applicable law. Nor shall anything in this section be construed to prevent or to prohibit otherwise appropriate contact between individuals who are related by blood or by marriage.

### **ARTICLE IV - OFFICERS OF THE BOARD**

#### Section 1. Officers

The officers of the District Board shall be the Chairperson, the Vice Chairperson, and the Clerk of the Board. The Clerk shall keep the Minutes of the Board, all correspondence and records of the District. The Clerk may utilize the assistance of the District's Fire Chief, Secretary, or other appropriate staff as necessary to execute and fulfill the Clerk's duties. The Clerk shall serve as the Chairperson of the Arizona Public Safety Personnel Retirement System Local Board in accordance with Section 38-

8747(A)(3) of the Arizona Revised Statutes. All such officers shall have general authority to perform such acts as are necessary or advisable to fulfill the duties or responsibilities of the Governing Board for the proper operation of the District, within the limits of the policies set by the Board and the requirements of the law.

## Section 2. Election and Terms of Office

The Board Officers shall be elected at the first regular public meeting following the canvassing of the results of the general election by the Boards of Supervisors of Pima County and of Pinal County in each year that a general election is held. In years that a general election is not held, the Board Officers shall be elected at the first regular public meeting of the twelfth month after the previous election of Board Officers. Board Officers shall assume office on January 1 of each year. Board Officers shall serve for a term of one year and may be reelected to the same office for another term.

## Section 3. Resignation, Removal from Office, and Vacancy

A Board Officer may resign such office at any time by delivering written notice of his or her resignation to the Chairperson of the Board. The Chairperson may resign such office by delivering written notice of his or her resignation to the Vice Chairperson. Such resignation shall have the effect only of removing such Board Member from the office, and shall not have the effect of removing such Board Member from membership on the Governing Board. A Board Member may only resign membership on the Governing Board as provided by Section 38-294 of the Arizona Revised Statutes.

A Board Officer may be removed from such office only upon the affirmative vote of at least three (3) Members of the Board. Such vote shall have the effect only of removing such Board Member from the office, and shall not have the effect of removing such Board Member from membership on the Governing Board.

An office shall be deemed vacant as set forth in Section 38-291 of the Arizona Revised Statutes. Vacant positions on the Governing Board shall be filled by temporary appointment pursuant to Section 48-803 of the Arizona Revised Statutes.

## **ARTICLE V - AMENDMENTS**

Amendments to these Bylaws may be proposed by any Member of the Board, by submitting the proposed amendment in writing to the Chairperson or Clerk of the Board. Any such proposed amendment shall be placed upon the agenda of the next scheduled meeting of the Board. A special meeting may be scheduled for the purpose of considering an amendment to these Bylaws, provided that such special meeting is properly noticed and otherwise conforms to the requirements of the Arizona Revised Statutes governing open and public meetings. Any proposed amendment to these Bylaws shall be adopted only by the affirmative vote of a majority of the Governing Board, and may not be adopted by a simple majority of a quorum. The Clerk of the Board shall ensure that every Member of the Board is provided with the text of any such proposed amendment prior to the meeting at which such proposed amendment is to be considered.