

## Coast Life Support District

### BY LAWS

#### Article 1. **Purpose**

Section 1: The purpose of Coast Life Support District is to provide emergency medical services including ambulance and life support services to a specified area in Mendocino and Sonoma Counties as delineated in the State Code.

#### Article 2. **Organization**

Section 1: The governing body of the District shall consist of a Board of seven members who are registered voting residents of the District. The number of Board members elected will alternate, four and three, every two years.

Section 2: In the case of a vacated position on the Board between elections, the Board will appoint a replacement to fill the vacated position. This replacement will remain on the Board for the duration of the term of the member he/she is replacing. An effort will be made to maintain geographical balance on the Board. The vacancy may occur as the result of death, incapacitating illness, removal from the District, resignation, or any other reason that prevents that Board member from fulfilling his/her obligation. Absence from three successive meetings of the Board without having made arrangement with the President is adequate cause for the Board to ask for the resignation of that member.

Section 3: At the first regular meeting of the Board following an election, the Board will elect a President, a Secretary, and a Treasurer. There will be no time limit to the terms of these officers, and they may be reelected. The newly elected members will be certified at this time.

Section 4: The Board members shall serve without compensation. However, travel or other expenses incurred by a Board member in performance of the Board or District related duties may be reimbursed at the discretion of the Board.

Section 5: Any Board member who has any financial or property interest of any kind in any private ambulance company or any other provider of any services with which the District may be entering into a contractual arrangement, must disclose such potential conflict of interest. He/she cannot participate in discussion of nor vote on this matter. (AB 4227/Chapter 375, Section 27)

#### Article 3. **Meetings**

Section 1: The regular meeting of the Board will be held at least six (6) times a year at a date, time and place designated by the Board.

Section 2: Meetings will be conducted in accordance with Robert's Rules of Order (see Section 7 below)

Section 3 Notice of these regular meeting shall be published in a newspapers of general circulation and agendas of each meeting shall be posted in convenient public locations in the District at least 72 hours prior to the meeting.

Section 4: The public shall have the opportunity to attend all regular and special meetings, and shall have the opportunity to address any item on the agenda. However, no member of the public will be allowed more than ten (10) minutes of discussion time on any one agenda item until every other member of the public has had an opportunity to speak on the agenda item that is under discussion at that time.

Section 5: If at any time there are insufficient matters to require a meeting, the President with the concurrence of the Secretary and the Treasurer may cancel that meeting.

Section 6: Any special meeting may be called by the President or by a majority of the members of the Board. Notice of the special meeting shall be given to each Board member by telephone or by registered mail giving the reason for the special meeting. Public Notice, including the reason for the special meeting shall be given as far in advance as possible in the same manner as in Section 3. No business other than the matter for which the special meeting is called shall be discussed or acted upon at that special meeting.

Section 7: The notice and conduct of all meetings of the Board, including executive and closed sessions shall be subject to the Ralph W. Brown Act and all amendments thereto. (See AB 4227/Chapter 375/Section 26)

Section 8: Four member of the Board shall constitute a quorum. Many of the functions of the Board may be conducted by a quorum. However, all ordinances and resolutions require a full majority of four (4) votes of the entire Board. All ordinances and resolutions require a recorded voice vote of all members present at the time of the vote

#### **Article 4. Powers of the Board**

Section 1. The Board is the governing body of the District. The powers of the Board include, but are not limited to the following:

- A. Hiring personnel and/or entering into a contract for:
  - 1. Consulting services
  - 2. Accounting Services
  - 3. Billing services
  - 4. Administrative services

- B. Making arrangements for and subsidizing educational programs to promote:
  - 1. First responder and CPR classes
  - 2. EMT classes
  - 3. Any other classes or seminars that will serve to augment or improve the quality of services of the District.
- C. Purchase supplies and equipment deemed necessary for the conduct of the business of the Board and the District.
- D. In general, the powers of the Board are defined in AB 4227/Chapter 375, Sections 30 through 36 (page 7 of AB 4227) As the governing body of the District, the Board will also exercise those powers outlined in AB 4227/Chapter 375, Section 50 through 65 (pages 9 through 12 of AB 4227).

## Article 5: **Powers of the Officers**

### Section 1. The President

- A. The President shall preside at meetings of the Board
- B. He/she shall appoint committees of two or more members to investigate and research those areas in which the Board needs more information in order to make proper decisions. A committee so formed will present its findings to the President or to the Board. A committee, unless specifically authorized to do so by the majority of the Board will not make any decisions binding upon the Board in matters pertaining to:
  - 1. Hiring or firing personnel
  - 2. Expenditure of funds
  - 3. Discipline of any employees or contractors of the District
- C. He/she may designate a member of the Board to do specific tasks such as
  - 1. Contacting a regulatory body or officer to obtain needed information or to provide obligatory reports to a regulatory body or officer.
  - 2. Representing the Board at community, county or other meetings where such representation is mandatory or would be advantageous to the Board.
- D. The President will be the chief liaison between the Board and the people of the District, the counties of Mendocino and Sonoma and all regulatory agencies and officials.
- E. Any complaints, of any nature received by any member of the Board will be related to the President who will respond to the complaints or delegate some other member of the Board to do so.

### Section 2. The Secretary

- A. In the absence of the President, the Secretary will preside at any meetings, regular or special, and will become the presiding officer of the Board.
- B. The Secretary will be responsible for a written record of every meeting of the Board.

### Section 3. The Treasurer

- A. In the absence of the President and the Secretary, the Treasurer will preside at meetings and become the presiding officer of the Board,
- B. The Treasurer will maintain the financial records of the District in accord with accepted accounting procedures.
- C. Prior to the beginning of a new Fiscal Year (the Fiscal Year of the District begins on July 1),  
California Statutes AB 4227/Chapter 375, Section 5 the Treasurer will prepare a budget for the coming year.
- D. At the end of the Fiscal Year, the Treasurer will prepare a financial report for examination by the Board and the public at large.
- E. The Treasurer will make arrangements for an annual audit that will conform to the requirements of all pertinent regulatory agencies.
- F. Those duties and powers listed in paragraphs B, C and D above can, at the discretion of the Board, be contracted out to an accounting firm but will remain under the supervision of the Treasurer.

### Article 6: **By Laws Changes**

Section 1. These by laws may be altered by additions, deletions, or clarifications by a majority vote of the Board.