

# ARIZONA FIRE & MEDICAL AUTHORITY

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## GOVERNING BOARD BY-LAWS & RULES OF PROCEDURE



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## **BY-LAWS**

### **ARTICLE I – NAME**

The name of the Authority is the ARIZONA FIRE & MEDICAL AUTHORITY.

### **ARTICLE II – PURPOSE**

These Bylaws / Rules of Procedure are established pursuant to and limited by that certain Intergovernmental Agreement for the establishment of a joint powers authority for the Arizona Fire & Medical Authority, dated July 1, 2017, as amended from time to time (hereinafter, the Joint Powers Agreement).

The purpose of these Bylaws / Rules of Procedure is to set forth the general rules and guidelines of conduct of the Governing Board.

The purpose of the Arizona Fire & Medical Authority shall be to provide fire protection, rescue and medical services to persons and property within the combined jurisdictional boundaries of the Members of the Authority as to their respective service areas, as determined by the Authority Governing Board from time to time, and to participate in activities in furtherance thereof.

### **ARTICLE III – POWERS**

The public business, property and affairs of the Arizona Fire & Medical Authority (the “Authority”) shall be managed by the Governing Board of the Authority (the “Authority Board”) which shall have and may exercise all powers as provided by Arizona Law.

### **ARTICLE IV – FIRE CHIEF**

The Authority Board shall appoint a Fire Chief who shall be responsible for all firefighting, emergency medical services, operational and administrative activities. The position of Fire Chief and the other officers of the Authority shall be in accordance with the Authority Policies and Procedures, subject to the approval and modification, from time to time by the Authority Governing Board.

The Fire Chief will be responsible for the day-to-day operations of the Authority in continuity with the Authority’s policy, the hiring and management of personnel (including discipline), reporting and assisting the Authority Governing Board in the development of a budget and reporting to the Governing Board on a regular basis as to the activities of the Authority. The detailed duties and responsibilities of the Fire Chief are outlined in the job description located in the Governing Board Policy Manual.



## **ARTICLE V - BOARD MEMBERS**

The governing body of the Authority shall be its appointed Board of Directors, in which all fiduciary responsibility and legislative power of the Authority is vested. The Authority Board shall be comprised of not less than five (5) Board Members. The number of Authority Board Members may be expanded by the Authority Board. Each Board Member shall be entitled to cast one vote on any matter that comes before the Board.

Consistent with the Joint Powers Agreement, each Member of the Authority hereto shall be entitled to appoint from its governing board individuals to serve as a member of the Authority Board. Each Authority Member shall select from its numbers two Authority Board members. Notwithstanding the length of term, the governing body of the Member who appointed the Authority Board Member may replace that individual at any time, with written notice to each member of the Authority Board.

- A. Terms.** Appointed Authority Board members shall serve a two-year term or until December 1 of the next even year, whichever is shorter, or until said Authority Board Members' successor is appointed.
- B. New Members.** Any Member admitted may appoint two individuals from its governing board or council to sit on the Authority Board. Said appointment shall be for a two-year term or until December 1 of the next even year, whichever is shorter.
- C. Odd Numbered Board Member Appointed by Authority Board.** The individuals appointed as Authority Board Members shall by majority vote appoint an additional individual from the remaining Board Members of the member districts to fill the final remaining odd numbered seat on the Authority Board. Upon a vacancy or expiration of the term of the Board Member appointed by the Authority Board, the remaining Board Members as then constituted shall by majority vote appoint a new individual to serve the remainder of the Term or the new Term, as the case may be. Should Authority Board Members be deadlocked concerning the appointment of the odd numbered Board Member, the Authority Member making the largest financial contribution to the Joint Powers Authority budget during the previous fiscal year shall appoint the odd numbered Board Member from the remaining qualified governing board or council members of any Authority Member.
- D. Replacement of Board Members.** The governing body of the Member who appointed the Authority Board Member may replace that individual at any time, with written notice to each member of the Authority Board and following a discussion and affirmative majority vote to do so by the member districts governing board. Said terms of replacement Authority Board Members shall be aligned with the election cycle of the individual replaced.



## **ARTICLE VI - FILLING BOARD VACANCIES**

A position of Board Member on the Authority Board shall be deemed vacant if said Authority Board Member is no longer qualified to serve as a member of the Member Districts governing board or council. A vacancy on the Authority Board shall be filled in the same manner as appointment of an Authority Board member as hereinabove provided.

## **ARTICLE VII - OFFICERS**

### **Election of Officers**

**A.** Members of the Governing Board of the Authority shall select a Chairperson from amongst their numbers. The Members of the Authority Governing Board shall also select from amongst their numbers a Clerk of the Authority Board. Selection of the Chairman and Clerk shall occur at the first meeting in the month immediately following the general election. In addition to the powers conferred upon the Chairperson and Clerk, that person shall continue to have all the rights, privileges, and immunities of a Member of the Authority Board. If a vacancy occurs in the office of Chairperson or Clerk, the Members of the Authority Board, at their next regular meeting, shall select a Chairperson or Clerk from amongst their numbers.

**B.** The Chairperson and the Clerk shall serve for a period of two (2) years. The term will correspond with the general election as stated above in section V(A), or until their successor is appointed, at which time the Authority Governing Board shall consider whether to appoint a new Chairperson and new Clerk. In the interest of proper succession planning and to ensure all Member District voices are considered, the Authority Governing Board encourages a rotation of officer positions among all member district representatives after an Officer has served more than 2 consecutive terms.

**C.** An officer may be removed by the vote of a majority of the members of the Authority Board, with or without cause. A motion to remove an officer shall only be in order at a Board meeting called exclusively to consider such a motion along with such business as the board may be statutorily required to consider at all meetings. A meeting to consider such a motion shall only be called upon the affirmative request of at least two Board members.

### **Clerk of the Board**

The Clerk of the Authority Governing Board shall ultimately be responsible for maintaining the records of the Authority Board and may delegate to Authority staff the responsibility of keeping minutes or performing such other and further duties in the meeting as may be required by the board presiding officer.

## **ARTICLE VIII - COMMITTEES**

**A.** The Chairperson of the Authority Governing Board may appoint members to Standing and/or Advisory Committees.



**B.** Standing Committees may be established by the Authority Governing Board for the purpose of facilitating a thorough review of various issues before presentation to and action by the full Board. The designation and appointment of any such standing committee and the delegation thereto of power and authority shall not operate to relieve the Authority Governing Board, or any individual board member, of any responsibility imposed on it or upon the board member by law. Each Standing Committee shall have not less than three Authority Governing Board members (elected officials).

- a. The **Budget and Finance Committee** shall be established as a Standing Committee. The regular meetings of the Budget and Finance Committee will be established by the committee and noticed per ARS open meeting law requirements.

The Budget and Finance Committee is charged with, at a minimum, overseeing the fiscal health of the Authority. The duties of the Budget and Finance Committee include: review the monthly balance sheets, income and expense reports and other financial documentation; review the draft budget prepared by Authority Management and make recommendations to the Authority Governing Board for approval; review proposed Capital Improvement Plan expenditures, designations of reserves, budget balancing measures, evaluation and development of plans to meet long-term financial needs and make recommendations to the Authority Governing Board; review the annual report each fiscal year and make recommendations to the Authority Governing Board; review proposed financial policy inclusions or revisions and make recommendations to the Authority Governing Board, review other financial issues or processes as deemed necessary.

- i. The Authority Governing Board Chairman shall make all elected official appointments to the Budget and Finance Committee.
- ii. The Authority Governing Board Chairman may serve as an alternate voting member in place of any absent or vacant Committee member seat. The vote of the alternate shall be cast and counted for purposes of quorum in the usual course of Committee business.
- iii. These appointments to the Budget and Finance Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number and types of Authority partner agencies (fire districts, municipal fire departments, etc.).
- iv. At the initial meeting of the Committee and then after the first meeting of the Committee following any election or appointment of a new Authority Governing Board Chairman, the elected officials assigned to the Budget and Finance Committee shall elect from their members a Chairman and Vice Chairman of the Committee.
- v. Items for the agenda for any regular meeting of the Budget and Finance Committee shall be included on the agenda only with the approval of the Committee Chairman, two elected officials serving on the committee or the Staff Liaison(s).



- vi. Special meetings of the Budget and Finance Committee shall be held when called by the Committee Chairman, two or more committee members or by the Authority Governing Board Chairman.
  - vii. The Staff Liaison(s) shall be responsible for creating meeting agendas, taking meeting minutes, and maintaining record keeping and meeting posting requirements.
  - viii. The Staff Liaison(s) for the Committee shall be appointed by the Fire Chief. The Liaison(s) shall serve as ex officio non-voting members of the Committee.
  - ix. An expenditure approved by the Budget and Finance Committee of less than \$25,000 shall be considered by the AFMA Board as part of its Consent Agenda and is subject to the bylaws governing the Consent Agenda.
- b. The **Governance and Legislative Committee** shall be established as a Standing Committee. The regular meetings of the Governance and Legislative Committee will be established by the committee and noticed per ARS open meeting law requirements.

The Governance and Legislative Committee is charged with reviewing and making recommendations to the Authority Governing Board on matters related to Authority Governance, Legislative issues at the local, state, and federal levels, and/or Authority Membership. The Governance and Legislative Committee reviews and provides recommendations on legislative and regulatory matters that may impact AFMA. The Committee shall receive status reports from AFMA's legislative advocates and staff.

- i. The Authority Governing Board Chairman shall make all elected official appointments to the Governance and Legislative Committee.
- ii. The Authority Governing Board Chairman may serve as an alternate voting member in place of any absent or vacant Committee member seat. The vote of the alternate shall be cast and counted for purposes of quorum in the usual course of Committee business.
- iii. These appointments to the Governance and Legislative Committee shall be made in such a manner as to achieve, as close as reasonably possible, a balance between the number and types of Authority partner agencies (fire districts, municipal fire departments, etc.).
- iv. At the initial meeting of the Committee and then after the first meeting of the Committee following any election or appointment of a new Authority Governing Board Chairman, the elected officials assigned to the Governance and Legislative Committee shall elect from their members a Chairman and Vice Chairman of the Committee.
- v. Items for the agenda for any regular meeting of the Budget and Finance Committee shall be included on the agenda only with the approval of the Committee Chairman, two elected officials serving on the committee or the Staff Liaison(s).



- vi. Special meetings of the Governance and Legislative Committee shall be held when called by the Committee Chairman, two or more committee members or by the Authority Governing Board Chairman.
- vii. The Staff Liaison(s) shall be responsible for creating meeting agendas, taking meeting minutes, and maintaining record keeping and meeting posting requirements.
- viii. The Staff Liaison(s) for the Committee shall be appointed by the Fire Chief or its designee. The Liaison(s) shall serve as ex officio non-voting members of the Committee.

C. Advisory Committees may be created for a particular purpose. Committee members may be appointed by the Authority Governing Board, or by the Chairperson, with the advice and consent of the Authority Board, where appropriate. The Chairperson shall designate the chair of the Committee. A Board Member may be appointed as a member or liaison to an Advisory Committee. Advisory Committees shall sunset at the end of their mission.

All such Advisory or Standing Committees shall comply with the Open Meeting Laws of the State of Arizona. The assigned Committee Liaison shall provide the Authority Governing Board with copies of any minutes taken of meetings. Committee members shall communicate to the Authority Governing Board through appropriately agendized items (such as reports, correspondence, etc.) during scheduled Board meetings.

From time to time, the Authority Board or Board Chairperson may direct the Fire Chief to form a committee to study an issue and report to the Authority Board. Any such committee may be formed and shall conduct its business under the direction of the Fire Chief or his designee and shall not be governed by these By-Laws / Rules of Procedure.

## **ARTICLE IX – PERSONNEL APPEALS BOARD**

The Authority shall establish a Personnel Appeals Board who shall be responsible for determining the dismissal, demotion, suspension without pay, or reduction in pay in conjunction with, or in lieu of, suspension without pay. The Personnel Appeals Board shall hear and decide whether just cause for discipline exists for employees subject to eligible disciplinary action.

- A. The Authority Governing Board shall appoint three (3) individuals to serve as an independent Personnel Appeals Board.
  - a. One member is a resident of an area within AFMA’s jurisdiction
  - b. One member employed by a regional agency with knowledge of matters relating to employment practices
  - c. One member who has extensive human resources experience (this person will serve as the Executive Secretary)
- B. Appointed members shall serve a term of three (3) years.
- C. Any appointed member who misses two consecutive hearings may cease to be a member of the Personnel Appeals Board, contingent upon the Governing Board’s action.



- D. Meetings of the Personnel Appeals Board shall be held when called by the Executive Secretary or Human Resources Staff Liaison.
- E. The Staff Liaison(s) shall be responsible for creating meeting agendas, taking meeting minutes and maintaining record keeping and meeting posting requirements.
- F. The Staff Liaison(s) for the Personnel Appeals Board shall be appointed by the Fire Chief or its designee. The Liaison(s) shall serve as ex officio non-voting members of the Committee.

The Personnel Appeals Board shall comply with the Open Meeting Laws of the State of Arizona.

## **ARTICLE X - COMPENSATION OF BOARD MEMBERS**

Authority Board Members shall not receive any compensation or salary for services as Members of the Authority Board. Members may be reimbursed for their actual expenses incurred in the performance of their official duties.

## **ARTICLE XI - DEPARTMENTAL REGULATIONS**

Consistent with and as limited by the Joint Powers Agreement, the Authority Board is responsible for the approval of Authority policies. The Fire Chief may issue and establish an Operations Manual, SOP's, SAP's, SOG's and rules and regulations concerning operations and activities as the Chief may deem necessary, to include equipment operations, training standards, fire scene and EMS protocol, command structure, and duties of the personnel of the Authority, consistent with the policies of the Authority, Arizona law, or as otherwise directed by the Authority Board.

Authority Governing Board Members shall respect the Authority's Chain of Command. To that end:

1. Authority Board Members should defer operational issues to the Fire Chief.
2. Any Authority Board Member approached by an employee regarding an operational, personal, or personnel matter involving the Authority shall refer the employee to the employee's direct supervisor, or other staff member as may be set forth in the Authority's Policy or Operations Manuals. Board Member should inform the Fire Chief of the interaction at the earliest opportunity.

## **ARTICLE XII - FINANCIAL POLICY**

### **A. Fiscal Year**

The fiscal year of the Authority shall be the twelve (12) month period beginning on July 1 and ending June 30 of the following year.

### **B. Annual Budget**

The Authority Board, in consultation with the Authority Fire Chief and staff, and in furtherance of the authority and direction of the Authority Members, will establish a budget on an annual



basis. Authority staff shall consult with each Member's board/council concerning the level and types of Authority services to be delivered to each Member's respective jurisdiction prior to finalization of each annual budget, and each Member board/council shall approve the same.

### **ARTICLE XIII - AMENDMENTS**

Amendments to these By-laws / Rules of Procedure may be proposed in writing at any regular or special public meeting of the Authority Board. Amendments shall be adopted by an affirmative vote of a majority of a quorum of the Authority Board. Notice of intention to present amendments to these By-Laws for adoption shall be contained in the notice of the meeting. These Bylaws / Rules of Procedures may be modified by the Authority Board without further consent of the Authority Members.

### **ARTICLE XIV - SEVERABILITY**

These By-laws / Rules of Procedure and the several parts thereof are hereby declared to be severable.

### **ARTICLE XV - USE OF LEGAL COUNSEL**

The Chief, or the Chief's designee, and the Board Chair or any Member of the Authority Board, may contact the legal counsel for the Authority, as deemed appropriate, from time to time. Any contact with the legal counsel shall be reported to the Board Chair or the Authority Board collectively, on a monthly basis.

### **ARTICLE XVI - CONFLICT OF INTEREST**

Generally speaking, a Member of the Authority Board of the Authority shall not participate in or take action on any item in which the Board Member, a Board Member's business, or a Board Member's family member has a financial interest. In addition, a Board Member shall refrain from participating in an item if doing so would create an appearance of impropriety.

In the event it is determined that a Board Member has a conflict of interest, that conflict of interest will be disclosed in writing and placed in the permanent records of the Authority. The Board Member shall also declare on the record the existence of that conflict, and refrain from participation in Authority Board consideration, discussion or action as it relates to that subject matter involving the conflict of interest.

Members of the Governing Board of the Authority shall not participate in any action item or in the consideration of any item which would appoint or vote for appointment of any person who is related to the Board Member.

Members of the Authority Governing Board may not hold membership on the Authority Governing Board if they are an employee of a Member or an employee of the Authority or the spouse of an employee of a Member or an employee of the Authority.



Members of the Authority Governing Board of the Authority may not, except under circumstances narrowly defined under Arizona law, enter into a contract to provide services, materials or equipment to the Authority for compensation.

## **RULES OF PROCEDURE**

### **Rule 1 Board Meeting – Location**

The Authority Board shall meet in such locations and at such times as established by the Authority Board, from time to time. All reasonable efforts shall be made to establish a uniform date and time for the regular monthly meeting, in order to permit the members of the public and Board to anticipate and prepare for those meetings. Special meetings, executive sessions and workshop meetings will be held at the discretion of the Chairperson or upon the request of a minimum of two Members of the Board.

### **Rule 2 Board Meeting – Time**

The Authority Board shall, at a minimum, meet on at least a monthly basis. The Chairperson or the Authority Board shall designate the time for regular meetings. The Chairperson of the Board shall designate a reasonable time and date for special meetings, at the Board Chairperson's discretion.

### **Rule 3 Conduct of Meetings**

**A.** The Chairperson shall preside at all meetings of the Governing Board of the Authority and shall be recognized as the head of the Authority Board for all ceremonial purposes. In the event of the Chairperson's absence, or if so directed by the Chairperson or remaining Board Members, the Clerk shall act as Chairperson. In the event both the Chairperson and Clerk are unavailable, a temporary Chairperson shall be selected by the Members of the Board to act during such absence.

**B.** The Authority's legal counsel, or the Fire Chief or the Fire Chief's designee, shall serve as Board Parliamentarian and shall preserve decorum and decide all questions of order.

**C.** During Authority Board meetings, Authority Board Members shall not delay or interrupt the proceedings or refuse to obey the orders of the Chairperson or the rules of the Authority Board. Every Authority Board Member desiring to speak shall address the Chairperson and, upon recognition by the Chairperson, shall confine himself or herself to the question under debate and shall avoid all offensive or indecorous language. An Authority Board Member once recognized shall not be interrupted while speaking unless called to order by the Chairperson or unless a point of order or other privileged motion is raised by another Authority Board Member.

**D.** Any remarks shall be addressed to the Chairperson and to any or all Members of the Authority Board. No member of the staff or audience shall enter into any discussion, either directly or indirectly, without having first obtained the floor by permission of the Chairperson.



**E.** Citizens and any other members of the public attending Authority Board meetings shall also observe the same rules of propriety and decorum to Members of the Authority Board. Any member of the public desiring to address the Authority Board must first be recognized by the Chair, shall state his or her name in an audible tone for the record, and shall limit his or her remarks to the particular question under consideration. Any remarks shall be addressed to the Chair and to any or all Members of the Authority Board.

**F.** Citizens, Authority Board Members, and any other members of the public shall be afforded the opportunity to attend Authority Board meetings, either in person or via telephone conferencing, or video conferencing. If telephonic or video conferencing attendance is requested, said request shall be brought to the Authority's attention at least twenty-four (24) hours prior to any Authority Board meeting, in order to allow the Authority time to arrange accommodations for such request.

NOTE: All or any part of the public meeting of the Authority Governing Board may be recorded by any person in attendance by means of a tape recorder, camera or other means of sonic reproduction, provided that there is no interference with the conduct of the meeting.

**Rule 4      Quorum**

The presence of at least a majority of the Authority Board shall constitute a quorum for the transaction of any business at any meeting of the Authority Board. The act of a majority of such quorum shall be deemed an act of the Authority Board.

**Rule 5      Open Meeting Rules**

**A.** The Arizona Fire & Medical Authority Governing Board will follow the Open Meeting Laws per ARS § 38-431 and all public meeting requirements under Arizona Law.

- 1.** Notice of the meeting of the Governing Board will be given per ARS Section 38-431.02 and shall include an agenda of the matters to be discussed or decided at the meetings.
- 2.** Minutes must be taken of all public meetings and executive sessions in the manner prescribed in the Open Meeting Law. (Minutes must also be taken for meetings conducted by subcommittees or advisory committees). Minutes may be taken in writing or may be recorded by a tape recorder or video recorder.
- 3.** Minutes of an Executive Session are confidential and may not be disclosed to anyone except certain authorized persons.

**B.      Communication with the Public**

Authority Board Members may express opinions and discuss issues with the public at a venue other than a public meeting, personally, through the media or other public broadcast so long as it is not intended to circumvent the Open Meeting law.



**Rule 6      Order of Business**

The business of the Governing Board of the Authority shall generally be transacted as follows, provided, however, that the Chairperson may, during a Board meeting, cause an item to be taken out of order so that the business of the Authority Board may be conducted most expeditiously:

- Call to Order / Roll Call / Affirmation of Quorum
- Pledge of Allegiance
- Recognition and Special Awards
- Call to Public, for comments about the Authority (typically subject to time limitations)
- Special Agenda Items (guest presenter, etc)
- Financial Reports
- Consent Agenda Items, including minutes from previous meeting(s)
- Reports and Correspondence
- Regular Business
- Suggested Agenda Items for Future Meetings
- Adjournment

The Chairperson may solicit input from the public and the individual Members of the Authority Governing Board as certain agendized item comes up for consideration. The Chairperson will typically allow members of the public up to three (3) minutes for public comment on certain agenda items or during the Call to the Public portion of the meeting.

The public may be asked to complete a comment form, identifying themselves and identifying on what topic they wish to speak. The Chairperson may also recognize a member of the public even though they have not completed a speaker comment form.

**A.      Matters to be placed on the Agenda**

A Member of the Authority Governing Board, staff, or public may ask the Chairperson to place a matter on the Agenda for consideration, discussion or possible action. Except as to requests by a Member of the Authority Board, if the Authority Board Chairperson determines that a topic is appropriate for discussion, the Authority Board Chairperson shall cause the same to be placed on an agenda at the earliest reasonable opportunity. Any matter requested to be on the Agenda but declined by the Authority Board Chairperson shall be disclosed during an Authority Board meeting, or in writing by the Authority Board Chairperson to the other Members of the Authority Governing Board. The Authority Board Chairperson shall place on the Agenda, at the Authority Board's earliest reasonable opportunity, any agenda item requested by two or more Authority Board Members.



**B. Permission Required to Address the Board**

Persons other than Authority Board Members and management shall be permitted to address the Authority Board upon recognition and introduction by the Chairperson or the chair of the appropriate Authority Board Committee.

**C. Public Attendance and Participation**

A meeting of the Authority Governing Board is generally defined as a meeting of a quorum of the Authority Board Members where Authority business is discussed, considered or action taken. Deliberation and actions of the Authority Governing Board should be conducted openly, and all persons are allowed to attend unless their conduct becomes disruptive to the meeting, or unless otherwise excluded by law (such as executive sessions). The public may record or videotape meetings of the Authority Governing Board. While the Authority Governing Board is not obliged to permit participation or take input from the public during the meeting of the Authority Governing Board, it is encouraged to do so, in recognition of the interest of the public in the decisions being made by the Authority Board and the expenditure of funds being made and incurred by the Authority Governing Board. The Authority Board shall not require any attendee to identify themselves or sign in, unless they are making a presentation at said meeting.

**D. Call to the Public; Response**

The Authority Governing Board may make an open call to the public to allow individuals to address the public body on any issue within the jurisdiction of the Authority. Members of the Authority Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the Agenda. Authority Board Members may, however, respond to criticism made by those who have addressed the public body, ask staff to review a matter raised, or ask that a matter be put on a future agenda. Any such response shall take place at the conclusion of the call to the public.

**Rule 7 Rules of Order**

The rules of order for conduct of an Authority Board meeting are not specified by statute. Unless otherwise directed by the Authority Board Chairperson, the Governing Board of the Authority may, when practical, conduct themselves in accordance with Robert's Rules of Order. Authority Counsel, the Fire Chief or Chief's designee shall serve as parliamentarian and advise the Chairperson as to the correct rules of procedure or questions of specific rule application. The Authority Board's failure to follow or comply with Robert's Rules of Order or the Rules provided herein shall not invalidate any action otherwise lawfully taken by the Authority Board.

**Rule 8 Suspension of Rules**

The rules set forth herein may be suspended by the Chairperson unless it pertains to rules mandated by the law. Unless otherwise directed by the Authority Board or the Chairperson, the



suspended rule is automatically reinstated after the vote or conclusion of that particular item of business.

**Rule 9**      **Motions**

All ordinances, resolutions, contracts, and items of business that require Authority Board approval prior to the expenditure of funds shall be in the form of an affirmative motion or resolution.

**Rule 10**      **Emails**

In all e-mails to Authority Board Members, the following should be included:

“To ensure compliance with the open meeting law, recipients of this message should not forward it to other Board Members. Board Members may reply to a staff member regarding this message but they should not send a copy of the reply to other Board Members.”

Authority Board Members (or advisory board members) who respond to a staff member should include the following in their e-mail:

“To ensure compliance with the open meeting law, this e-mail is sent to a staff member only, and recipients of this message should not forward it to other Board Members. In addition, Board Members should not reply to this message.”

**Rule 11**      **Citizen Concerns and Suggestions**

When citizen concerns or suggestions are brought before the Authority Board, other than for items already on the Agenda, the Chairperson shall determine whether the issue should be placed on a future Agenda for Board consideration or referred to the Fire Chief, or staff for consideration.

APPROVED AND ADOPTED this 23rd day of January, 2024.

Authority Board Chairperson: Richard Bookie  
Richard Bookie

Authority Board Clerk: Karen Gueltzow  
Karen Gueltzow

Signature: Richard Bookie  
Richard Bookie (Jan 30, 2024 15:20 MST)

Email: rbookie@afma.az.gov

Signature: Karen Gueltzow  
Karen Gueltzow (Jan 31, 2024 04:19 MST)

Email: kgueltzow@afma.az.gov









# By-Laws and Rules of Procedure Amended 1-23-24 - AFMA

Final Audit Report

2024-01-31

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