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## BOARD MEETINGS/GOVERNANCE

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members regarding the conduct of Board of Director meetings.

### PURPOSE

To establish the procedures for the conduct of Stoney Point Fire Department Board of Directors meetings.

### DEFINITIONS

**Board of Directors** – governing body of Stoney Point Fire Department

**By-Laws** - rule or law established by an organization to regulate itself

**Guideline** - a general rule, principle, outline of a policy

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Shall** - indicates a mandatory requirement

### GUIDELINES

The Stoney Point Fire Department Board of Directors shall conduct both regular meetings and special meetings. Regular meetings are held monthly at 7:30pm on the third Tuesday, rotating locations between Station 13 and Station 19. Special meetings may be called by any Board member upon giving two days' notice to all Board members and the Fire Chief with a date, time and purpose of the meeting and shall be held at Station 13.

### **Stoney Point Fire Department Board of Directors Powers**

The Board of Directors shall have all those powers necessary to affect general control and management of Stoney Point Fire Department. This includes but is not limited to the power to make purchases, leases, contracts, and agreements that the Board deems appropriate. The Board shall take such actions as necessary to fulfill the primary responsibility of Stoney Point Fire Department, which is to provide fire protection and rescue services to the Stoney Point Fire District. The Board shall also take other actions that are in the best interest of the Stoney Point Fire Department, but not contrary to the By-Laws, charter, County or State laws.

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### **Conduct of Meetings**

- Quorum is a majority of the Board members at a meeting
- Action is the result of a quorum of the Board members voting at a meeting. Action may be taken without a vote at a meeting permitting that signed consent of all Board members entitled to vote on such action is filed with the Secretary for inclusion in the minutes as a permanent record
- Rules of Order are the parliamentary procedure and order of business to be utilized when conducting Board meetings as set forth in the By-Laws

### **Duties of the Board of Directors**

- Appoint Officers of Stoney Point Fire Department
- Appoint Chief Officers
- Conduct inspections and audits to ensure good stewardship of Stoney Point Fire Department facilities, equipment, apparatus, and other resources
- Appoint committees and designate duties to assist with the management of Stoney Point Fire Department

### **Removal of a Director**

Board of Directors members can be removed from the Board for the following reasons:

- Tendering a resignation or quitting
- Death
- Felony criminal charge/conviction as a result of misconduct, requires a review of Director's and Board's actions
- Missing three consecutive meetings without being duly excused, Board President and Fire Chief have authority to excuse members. Must be recorded in minutes
- Being voted out of office

### **REFERENCES**

North Carolina Open Government Guide

Stoney Point Fire Department by Laws

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