

Nevada County Consolidated Fire District
Citizens Oversight Committee
BYLAWS

ARTICLE 1. PURPOSES AND LIMITATIONS.

1.01. General Purposes: On December 15, 2011, the Board of Directors of the Nevada County Consolidated Fire District adopted Resolution R11-18, which enacted a special tax on real property within the District for funding fire protection and emergency medical response services within the District, which special tax was subject to approval of the voters within the District. This action was taken because the Board had determined that declining tax revenues over the previous three years were inadequate to maintain the appropriate level of fire protection and emergency medical response services for our community.

This proposed special tax was submitted to a vote of the registered voters within the District and the results of the special tax measure were certified by the Board on March 15, 2012, with 68.543 percent of the voters voting thereon approving of the special tax. This special tax measure provides for the establishment of a citizens' oversight committee to review and report on the expenditure of the special tax revenues received by the District. On June 27, 2013 the Board of Directors adopted Resolution R13-08 establishing this Citizens' Oversight Committee.

The Committee's function shall be to review and report on the expenditure of the Special Tax revenues received by the District. Specifically, annually the Committee shall review and report to the Board with any recommendations that it has with regard to the District's preliminary and final budgets. Annually the Committee shall also provide a report to the Board detailing any anomalies with regard to the end of year summary of the budget expenditures as presented to the Board by the District's staff. In addition, the Committee shall also provide such support and recommendations to the District Board as may from time to time be specifically directed by the Board.

1.02. Limitations: The Oversight Committee shall be deemed to serve as an advisory body to the Board of Directors and shall have no power or authority to act on behalf of the Board of Directors or the District. No member of Committee shall have any authority to speak for or to exercise any power of the Oversight Committee without a motion being duly adopted by the Oversight Committee.

ARTICLE 2. MEMBERS.

2.01. Members: The total membership of the Oversight Committee shall be composed of five members who shall reside in or have their primary place of business within the

boundaries of the District. Committee members shall be appointed by and serve at the pleasure of the Board of Directors. It is the intent of the Board that Committee member appointments will be reevaluated every two years. It shall be a goal of the Board to provide for Committee members as representative of the various communities within the District so that they have the opportunity to participate in and contribute to the operations of the District by serving on the Committee.

2.02. Chairperson: Annually, at the first regular or special meeting held each calendar year, the Oversight Committee shall elect a Chairperson who shall preside over the meetings. The Oversight Committees may also elect a Vice-Chairperson who shall preside over meetings in the absence of the Chairperson.

ARTICLE 3. MEETINGS.

3.01. Meeting Schedule: The Oversight Committee shall adopt a schedule for regular meetings, stating the time and location of such meetings. Committees may adopt a schedule for regular meeting or may conduct business by way of special meetings. All meetings shall be conducted in compliance with the provisions of the Brown Act (Government Code Sections 54950 et. seq.). All matters to be discussed at any meeting shall be shown on an agenda and agendas shall be published and posted no less than 72 hours in advance of any regular meeting and no less than 24 hours in advance of any special meeting.

3.02. Quorum: A majority of the members of the Oversight Committee shall be required to attend a meeting in order to conduct any meeting.

3.03. Voting: A majority of the members shall be required to vote in the affirmative in order to approve any item of business. All business to be conducted shall require a motion for approval. Motions shall require a motion and a second before any vote is taken on any matter. A motion that does not receive a second shall fail without further discussion.

3.04. Public Comment: All meetings shall include an agenda item to allow comment by members of the public on matters within the subject matter jurisdiction of the Oversight Committee which items are not otherwise on the agenda. Public comment shall be heard following the convening of the meeting. The Oversight Committee shall have the right to limit the total amount of time for public comment at any meeting to not less than ten minutes. In addition to the opening public comment, members of the public shall have a right to address the Committee on matters appearing on their agenda as part of the Committee consideration of the agenda item. The Oversight Committee shall have the right to limit the amount of time for any member of the public to provide input on any agenda items to not less than five minutes.

3.05. Adjournment. Any meeting of the Oversight Committee may be adjourned to another time and place by the vote of a majority of the members present.

3.06. Committee Minutes. The Fire Chief will designate staff as support to the Oversight Committee to record and prepare minutes of Committee meetings. Minutes shall, at a minimum, reflect any action taken on items appearing on the agendas for all meetings. Minutes shall be prepared promptly following each meeting and shall be sent to the Board of Directors of the Nevada County Consolidated Fire District, as soon as they are prepared. Any amendments or modifications to minutes as directed by the Committee shall be transmitted to the Board of Directors promptly after any such amendment or modification is made.

3.07 Economic Interest Disclosure: The Oversight Committee members shall be required to file economic interest disclosure forms – Fair Political Practices Commission Form 700 – with the District upon appointment and thereafter on an annual basis, as otherwise required by State law.