



Chairman
Steve Richardson
850-892-4702

BY-LAWS OF ARGYLE FIRE DISTRICT

Revision 1

We, the Board of Fire Commissioners, Argyle Fire District, in Walton County Florida, a political subdivision of the State of Florida, (Board), pursuant to Ch. 2006 - 354 Laws of Florida, do hereby ratify the following By-laws to be used by the Argyle Fire District (AFD) as a procedural guide for operation and implementation of the District charter, duties, and responsibilities of the District, as evidenced by the signatures below.

ARTICLE I

INFORMATION DISBURSEMENT

AFD shall operate under the Sunshine Laws of the State of Florida and does hereby authorize the disclosure of all public information understood to be the right of the public to know consistent with Florida Statutes 286.011 et seq.

ARTICLE II

CONSTRUCTION

These by-laws are to be construed under the laws of the State of Florida. They are intended to supplement and address matters within the authority of the Board not specifically addressed in the enabling act of 2006 (Act). These By-laws are enacted consistent with the authority vested in the Board pursuant to Sections 3, 4, 5, 10, 11, 12, 13, and 14 as well as all subsections contained therein of said Act.

ARTICLE III

AMENDMENT

These By-laws may be altered, amended, or repealed, and new By-laws may be adopted by a properly motioned vote of at least three (3) of the five (5) commissioners at either a properly noticed regular or special meeting. Any commissioner may request to have the By-laws amended or modified. To amend or modify the By-laws, a meeting must be properly noticed in accordance with these By-laws, a commissioner must submit in writing the amendment or modification sought, with such request to be considered for adoption at the next regularly scheduled meeting of the Board. The secretary of the Board shall include notice of By-laws amendment or modification in the published notice covering the subsequent meeting wherein the proposed amendment or modification is to be addressed.

All By-laws shall conform to the laws of the State of Florida. In case of a conflict between Florida Statutes and these By-laws, the Florida Statutes shall govern. Changes to Florida or Federal Statutes that affect the District will automatically be incorporated in the appropriate place within these By-laws without further action or approval by the Board.

These By-laws are to be reviewed, and updated, one year after adoption, and subsequently every two (2) years, or as needed.

ARTICLE IV EMERGENCY SUSPENSION OF BY-LAWS

Any provision of these By-laws or the entire By-laws document itself may be temporarily suspended for such time period as may be determined reasonable and necessary in the event of an emergency situation sufficient to be so deemed by a unanimous vote of a quorum of the Board.

ARTICLE V BOARD OFFICERS ENUMERATED

Every odd numbered year, during the December meeting, the Board shall select its officers by nomination and majority vote. These officers are:

- a. Chairman
- b. Vice Chairman
- c. Treasurer
- d. Secretary

ARTICLE VI MEETINGS

The conduct and form of all meetings, special meetings, forums, and workshops shall be left to the discretion of the Commissioners, and in compliance with the Florida Sunshine Law.

1. Regular meetings, special meetings, forums, workshops

Notice of all regular meetings, special meetings, forums, and workshops of AFD shall be published at a conspicuous place to be chosen by the Board at least seven (7) days prior to their occurrence. Written notice of any meeting shall state the date, time, and place of the meeting. A formal agenda for the meeting shall be provided in accordance with the requirements of Florida Law and the By-laws of AFD.

2. Emergency Meetings

An emergency meeting may be called by either the Chairman or Vice Chairman of the Board. In the event an emergency meeting is called, a quorum must be present and the Chairman or Vice Chairman must tender their written reasons for calling such a meeting at the beginning of that meeting. The seven (7) day notice for meetings shall not apply to any emergency meetings called. In cases where there is a need for an emergency meeting, notice of such meeting shall be given to each Board member as far in advance of the meeting as possible through the most direct means of communication. Should circumstances require that a commissioner notify others of an emergency meeting, they will

send a notice, preferably via email or other method that preserves a record of the conversation, with no other information except location and include instructions not to reply all or to submit any response raising or concerning a matter that could be voted upon. In addition, the Administration shall attempt to give notice to the public, utilizing the most practicable and reasonable method under the circumstances. Notice shall include time, place, and subject matter of the emergency meeting.

So long as there is a quorum of Commissioners present at such meeting, then they shall decide if good cause exists to hold an emergency meeting. A majority of those commissioners present shall decide the matter. Upon resolution of the cause, actions on items can then be taken up by the Board.

ARTICLE VII BUDGET PROCEDURES

The AFD has a fiscal year commencing October 1 and ending September 30th. The board will adopt each of the following year's budget resolutions by the September regular Board meeting to ensure ample time for budget reporting to the state and county. The process will be generally as follows: July regular meeting, initial budget discussion, anticipated revenues, current budget situation, anticipated expenditures, changes, and any other pertinent information. Upon the Board's direction, the Fire Chief and Board Treasurer shall work together to present a budget resolution for first reading at the August regular meeting. Any substantive changes during this August meeting would require a special meeting prior to final adoption of the second reading at the regular September meeting.

Upon adoption of the annual budget resolution it shall be sent to the Walton County Clerk of Courts and to the Walton County Board of County Commissioners along with the required annual report by October 31st of that year.

All pertinent financial information shall be sent to the Districts chosen auditor by December 1 to ensure the state required financial audit can be completed in time for State mandated reporting deadlines.

ARTICLE VIII PUBLIC PARTICIPATION

All Board, Special, and Committee meetings of AFD are to be conducted in accordance with Roberts Rules of Order, Revised. The Chairman of the Board shall have the discretion to recognize anyone desiring to speak on any particular subject matter when a particular individual has not previously reserved time on the scheduled agenda meeting the requirements set forth herein for doing so.

In the event an individual has scheduled time on the formal agenda to address the Board on a particular matter, the individual has a right to make a brief presentation concerning any issue which they seek to address, with the Chairman determining the duration, methodology, substance, and practicality of resolution by the Board. Any person desiring to discuss a

particular matter concerning the fire district shall have an opportunity to do so subject to the requirements enumerated herein. Persons desiring to discuss specific matters may reserve time at the next scheduled meeting by delivering to the Fire Chief or designee a written request for time explaining the subjects and facts to be discussed at least seven (7) days prior to any given regularly scheduled meeting.

Any individual desiring to have time allocated on the formal agenda shall comply with the following requirements:

1. Any application for time must state the amount of time desired. Any requested times may be reduced at the discretion of a majority of the Board.
2. Such application must state the subject matter to be addressed.
3. Such application must state the items of information or documents or relevant material to be presented to the Board at time of such.
4. The Board may adopt policies regulating the duration and manner of public participation.

ARTICLE IX CHAIN OF COMMAND

The authority within AFD shall be as follows:

The Board, as a collective unit, is the direct supervisor of the Fire Chief of AFD.

With the exception of the Board, the Fire Chief is the overall supervisor of all paid employees and volunteers within the District.

The Board shall designate a Commissioner to be contacted in all emergency situations, as well as for routine day to day questions, which the Fire Chief may have.

The Board shall, within 60 days of the adoption of these By-laws, develop and pass a job description outlining the duties of the Fire Chief of AFD.

The Fire Chief shall within 60 days of the adoption of these By-laws, develop and provide to the Board an updated organizational chart and roster of all volunteers and district members. Recognizing changes in staff are fluid, the roster shall be accurate as of the last day of the month preceding the next regularly scheduled Board meeting following the expiration of the 60 day period.

ARTICLE X VOTING QUORUMS

The following list are the minimum number of Commissioners required to be physically present for a quorum to accomplish various functions:

1. Any ordinary action by the Commissioners (3 Votes)
2. Amendment of the By-laws (4 Votes)
3. Removal of a Commissioner (4 Votes)
4. Hiring/Firing of the Fire Chief (5 Votes)

ARTICLE XI INTERNAL REGULATION

Each new Fire Commissioner shall complete a new commissioner orientation with the Fire Chief within 30 days of election or appointment. This orientation should include, but not be limited to:

1. Board By-laws
2. Department Chain of Command
3. District overview
4. Required forms

Any Fire Commissioner may be removed for cause by all four (4) of the remaining Commissioners. Such removal is possible when, either:

1. Any Fire District Commissioner who misses either three (3) regular meetings in a row or who misses four (4) regular meetings in a twelve-month period shall account for such absences at the next regular meeting with the Board to consider whether that individual should be formally discharged of his or her position as an AFD Fire Commissioner. Any such action to remove any Fire Commissioner must be approved by all four (4) of the remaining Commissioners.

Any review to determine whether a Commissioner should be removed for non-attendance of meetings shall be public. The review shall be placed on the agenda and conducted during the course of the next regular meeting which occurs immediately following the requisite absences by any Commissioner that is in violation of the attendance rules of these By-laws. This provision shall not be retroactively applied to any time period preceding the execution of these By-laws.

2. For such other causes as is warranted by the unaffected Commissioners. If a vacancy occurs on the Board due to the resignation, death, or removal of a Board member or the failure of anyone to qualify for a Board seat, the remaining members may appoint a qualified person to fill the seat until the next general election, at which time an election shall be held to fill the vacancy for the remaining term, if any, consistent with Florida Statute 191.005.

ARTICLE XII GRIEVANCE PROCEDURE

Grievances by a member of the AFD shall be handled through the proper chain of command within the District. The Fire Chief in consultation with the Assistant Fire Chief will handle all personnel matters as they see fit. Any sanctions against a member of the AFD which includes any demotions, loss of compensation, or dismissal based on the determination of the Fire Chief of AFD shall be reviewable by the Fire District Board or any committee so designated

by the Board. The member should request the Board review within ten (10) days of said action provided it provides the requisite seven (7) day notice prior to a Board meeting, should the request not leave enough time for meeting notice then the issue shall be taken up at the next properly noticed meeting, provided the affected member seeks public review of the incident.

Any member of AFD wishing to invoke this grievance procedure must file a written request for review of the action of the Fire Chief of AFD with any of the AFD Commissioners within 10 days of said official action. At any such review, the Fire Chief shall provide the Board with a factual account of the incident and the reason for whatever disciplinary action taken by the Fire Chief. No Commissioner shall investigate the alleged incident or speak with anyone prior to presentation of the review by the entire Board. All members of the AFD must be given a copy of the page(s) of these By-laws referencing the grievance procedure by the Fire Chief.

ARTICLE XIII COMMITTEES

The Board may appoint such committees and its officers, as it shall determine, the members of which shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

ARTICLE XIV PROCUREMENT POLICY - PURCHASING OF GOODS AND SERVICES

Any capital expenditures of funds from AFD, which are not recurring ordinary expenditures, contained in the annual budget, in the amount of \$5000 or more, shall comply with all provisions memorialized within the Board adopted Procurement Policy. Procurement procedures may be suspended during a county, state, or federally declared emergency situation for that defined period only.

ARTICLE XV
CERTIFICATION OF BY-LAWS

I, the Secretary of AFD, an independent special district in Walton County, Florida, hereby certify:

The foregoing By-laws comprising six(6) pages were adopted as the By-laws of the Argyle Fire District, located in Walton County, on this 18th day of December 2023

SIGNATURE PAGE



Steve Richardson, Chairman



Jeff Talbert, Vice Chairman



Larry Standland, Secretary