

**BYLAWS OF THE
STORY MILL RURAL FIRE DISTRICT**

**ARTICLE ONE
Creation of Board**

Section 1. Statutory Authority. The Story Mill Rural Fire District Board of Trustees is established and exists pursuant to Sections 7-33-2105, 2106 and 2107, Montana Code Annotated and other authorities.

Section 2. Creation of Board. The Story Mill Rural Fire District Board of Trustees was established April 30 1979 as the Story Mill Rural Fire District was formed as required by Montana Law.

**ARTICLE TWO
Statutory Powers and Duties of the Board**

The Story Mill Rural Fire District Board of Trustees has the powers and duties provided in Montana Code Annotated 7-33-2105 as well as other authority expressed or implied by law.

**ARTICLE THREE
Board of Directors**

Section 1. Trustees. The Board is composed of 5 Trustees.

Section 2. Terms. Terms of office for Trustees, shall be 3 years in accordance with Montana law.

Section 3. Absenteeism. The proper functioning of the Board is seriously impaired by the absence of its Trustees. If a Trustee has two consecutive unexcused absences from regularly scheduled meetings during a twelve-month period, the Chair shall contact the appointing governing body shall be informed and a replacement requested.

Section 4. Vacancies. Trustee vacancies shall be filled by the appointing governing body for the unexpired portion of the term in accordance with Montana Law.

Section 5. Compensation. Trustees are not compensated. Approved out of pocket expenses shall be reimbursed with proper proof of payment.

Section 6. Conflict of Interest. A transaction in which a Trustee has a conflict of interest may be approved by a vote of the Board of Trustees, if the vote is made after the material facts of the transaction and the Trustee's interest are disclosed to the Board. The Trustee with the conflict shall abstain from the vote and the remaining Trustees approving the transaction must, in good faith, reasonably believe that the transaction is fair.

**ARTICLE FOUR
Officers**

Section 1. Elections. Officers shall be elected at the first regular meeting in each fiscal year, and

shall serve until the first regular meeting in the following fiscal year.

Officers of the Board elected to fill vacancies shall serve until the first regular meeting in the following fiscal year.

Section 2. Chair. The Board shall elect a Chair who shall conduct all meetings and business of the Board. The Chair is authorized to approve all normal monthly maintenance and operating bills with the concurrence of the Treasurer consistent with the Treasurer's duties below. The Chair, being a co-equal member of the Board, shall in addition to presiding, have a right to participate in debate and shall vote on all motions.

Section 3. Vice Chair. The Board shall elect a Vice Chair who shall conduct all meetings and business of the Board in the Chair's absence.

Section 4. Secretary. The Board may elect one of its members as Secretary who shall in addition to other duties specified by the Board:

- a. keep minutes of the meetings of the members in one or more books provided for that purpose;
- b. see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and,
- c. bring a copy of these Bylaws to every meeting.

The Secretary may designate another person to accomplish his/her duties, who upon approval of the Board, may be compensated for those duties. Notwithstanding such designation, the Secretary is responsible to carry out the duties proscribed by these Bylaws and the Board.

Section 5. Treasurer. The Board may elect one of its members as Treasurer who shall in addition to other duties specified by the Board:

- a. keep and maintain all financial transactions of the Board and correspond with County officials as to those transactions.
- b. prepare all invoices, bills and payments.
- c. prepare and submit the Local Government Annual Financial Report to the Montana Department of Administration by December 31 each calendar year
- d. oversee that 2 signatures, that of the Treasurer and Chairman, appear on all warrant/checks written from District accounts.

The Treasurer may designate another person to accomplish his/her duties, who upon approval of the Board, may be compensated for those duties. Notwithstanding such designation, the Treasurer is responsible to carry out the duties proscribed by these Bylaws and the Board.

ARTICLE FIVE

Meetings

Section 1. Annual Organizational Meetings. The first regular meeting in each fiscal year shall be the annual organizational meeting to:

- a. receive new Trustees;
- b. elect officers; and
- c. review the broad objectives which guide the Board.

Section 2. Regular Meetings. Regular meetings will be held as necessary.

Section 3. Special Meetings. Special meetings shall be at the call of the Chair, the request of the County Commission, or the request of three (3) Trustees.

Section 4. Quorum. Three (3) Trustees constitute a quorum for all meetings. However, if there is less than a quorum, the Trustees present may take testimony, discuss matters, and make recommendations at the next meeting where there is a quorum.
Directors.

Section 5. Manner of Action. An act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, except where otherwise provided by law or by these Bylaws. There is no proxy voting.

Section 6. reserved

Section 7. Notice to Trustees of Meetings. The Secretary shall notify all Trustees of all meetings either in person, telephonically, or in writing. No special meeting shall be held unless diligent efforts have been made to notify all Trustees.

Section 8. Open Meeting Requirements. All meetings of the Board are open to the public in accordance with the Open Meetings laws of the State of Montana. To comply with the spirit and intent of the Open Meeting Law, appropriate public notice shall be given of all regular and special Board meetings by giving proper notice. The Chair may close the meeting where the demands of individual privacy clearly exceed the merits of public disclosure or to discuss a strategy to be followed with respect to litigation as described in detail in MCA 2-3-203.

Section 9. Agenda. Agenda items should be submitted to the Chair at least forty-eight (48) hours before a meeting. This rule may be suspended with the affirmative vote of a majority of the Trustees as the Board deems necessary to deal promptly and effectively with unforeseen issues.

Section 10. Minutes. Minutes of all Board meetings shall be kept by the Secretary or designee, and shall be signed by the Secretary and by the Chair after approval by the Board at the next meeting. Minutes of all open meetings, and portions of meetings that are open to the public, shall be kept available for inspection by the public. The minutes need not have detailed reports of MCA 2-3-212. The minutes should include the names of Trustees present, Trustees absent, staff, and public present.

ARTICLE SIX
Budget and Fiscal Year

The fiscal year begins on July 1st each year. The Board shall consider, approve, and present for the consideration of the County Commissioners a preliminary budget that meets the County deadline for each budget year.

ARTICLE SEVEN
Amendments to Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the affirmative vote of three (3) of the Trustees present at any meeting, if at least two weeks written notice is given of the intention to alter, amend or repeal or to adopt new bylaws at such meeting.

ARTICLE EIGHT
Approval of Bylaws

These Bylaws were approved unanimously in a regularly scheduled and noticed meeting on May 9, 2016.

Dan Archer, Board Member

Linda Willmuth, Board Member

Les Jones, Board Member

Kathy Campbell, Board Member

Tom Moore, Board Member