



These by-laws are designed and compiled to further define and prescribe the conduct, operation and administration of the business and affairs of the Upper Captiva Fire Protection and Rescue Service District (“the District”) consistent with the laws of the State of Florida and other applicable laws.

Article I The Board of Commissioners

- A. The Board of Commissioners (“the Board”), shall act as a body, and any action by an individual Commissioner, unless authorized by the Board, shall not be deemed an official action thereof.
- B. The board shall elect its officers at the regular meeting each November, unless newly elected Commissioners have not yet qualified, in which case, the election of officers shall be held as promptly as feasible after such qualification. The duties of each officer shall be such as their respective titles would normally indicate and as otherwise required by law, these by-laws or the Board.
- C. Meetings of “the Board” shall be held at such time and place as shall be determined by “the Board” from time to time.
- D. Any special meeting of “the Board” to be held at the place designated in the notice, thereof, may be called at any time by the Chairman, and in his absence by the Vice Chairman, or by a majority of “the Board”.
- E. If any Commissioner shall miss any three consecutive meetings of “the Board”, without good reason, or unless excused by “the Board”, the Chairman may declare a vacancy exists on “the Board”.

- F. In the event that a member of “the Board” shall become incapacitated to serve on said Board, shall resign, or for any other reason, removes himself from said Board during his term of office, “the Board” will advertise such opening to the public and solicit applications for candidates to fill said unexpired term. At a regular meeting within, but not more than 31 days after the vacancy occurs, “the Board” shall pick from the list of candidates two (2) names which shall be submitted to the Governor for his appointment of a member to fill said unexpired term.
- G. Except where inconsistent with applicable law or these by-laws, Roberts’ Rule of Order (latest revised edition) shall govern all proceedings of “the Board”.

Article II Officers

- A. “The Board” shall have a Chairman, a Vice Chairman, a Secretary and Treasurer, however the position of Secretary and Treasurer can be filled by one person.
- B. Duties of the Officers
 - 1. The Chairman, or in his/her absence, the Vice Chairman shall preside over all Board meetings, shall have general supervision over the affairs of “the District”: and the Secretary shall attest; and shall perform all such other duties as are incident to this office. In case of the absence or disability of the Chairman, the duties shall be performed by the Vice Chairman.
 - 2. The Secretary shall issue notices of all Board meetings and shall attend and keep the minutes of the same. The Secretary shall have charge of all district books, records and papers; shall be custodian of “the District” seal; and shall keep all written contracts of “the District”; shall perform all such other duties as are incident to this office. In case of the absence or disability of the Secretary, and Assistant Secretary shall be designated.
 - 3. The Treasurer shall have custody of all money and securities of “the District”, and shall give bond in such sum with such security as the Act creating the Upper Captiva Fire Protection and Rescue Service District may require conditioned upon the faithful performance of the duties of

the office. The Treasurer shall keep regular books of account and shall submit them together with all vouchers, receipts, records and other papers to “the Board” for their examination and approval as often as they may require; and shall perform all such other duties as are incident to the office. In case of the absence or disability of the Treasurer, an Assistant Treasurer shall be designated.

Article III Operations

- A. Whereas, “the Board” shall be responsible for District policy and fiscal affairs, the Fire Chief, as Chief Executive Officer of the District, shall be responsible for and direct the implementation thereof and all day to day operations of “the District”.
 - 1. The Fire Chief shall be appointed by the Board, which shall establish his compensation and other conditions of employment, as well as guidelines for the modification thereof.
 - 2. The Fire Chief or Acting Fire Chief shall be in charge at the scene of a fire or other emergency involving the protection of life and/or property and shall remain in charge until authority is relinquished.
 - 3. The Fire Chief shall meet the qualifications and have the authority set forth in the job description for Fire Chief.

Article IV Committees

- A. Standing committees shall be appointed by the Chairman to serve throughout the year, subject to board approval.
- B. Special Committees shall be appointed by the Chairman when necessary to study non-recurring matters. When such a committee has reported its findings in writing to the board it shall be automatically disbanded.
- C. All committee reports shall be in the hands of the secretary at least five days prior to any scheduled meeting.

Article V

- A. Should any provision of these by-laws be held invalid, such invalidity shall not affect the validity of the remaining provisions thereof.
- B. By-laws of “the District” shall be enacted, repealed or amended by a vote four-fifths (4/5) of the commissioners at any regular or special meeting with thirty (30) days’ notice of the intended change.