

MOSQUITO FIRE SAFE COUNCIL (MFSC)

Bylaws

Article 1 - Mission Statement

1.01: The mission of the MFSC is to protect the people of Mosquito Fire Protection District and their property from the effects of catastrophic wildfire through education, cooperation, innovation and action.

Article 2 -Governance: MFSC has adopted as its governing rules the bylaws of the El Dorado County Fire Safe Council, with the addition of rules describing the MFSC governing structure as follows:

2.01: All voting and other rights typically associated with membership are vested in the Board of Directors.

2.02: Authority and Responsibility. The activities and affairs of the MFSC shall be conducted, and all generally understood corporate powers shall be exercised by or under the direction of the Board of Directors.

2.03: Board Composition: The Board of Directors shall consist of no less than 3 and no more than 10 directors, until changed by amendment to these bylaws. The exact number of directors shall be determined by the Board of Directors.

2.04: Residency Requirement: Board members must reside within the boundaries of the Mosquito Fire Protection District.

2.05: Board Membership: Candidates for the Board of Directors shall submit an Application for Board Membership. Election to the Board requires a majority vote by the current board members.

2.06: Term Limits: Board members shall serve two-year terms for the general board and will be elected at the annual meeting by a majority of the then elected directors and may serve consecutive terms.

2.07: Vacancies: Vacancies on the Board of Directors may be filled by a majority vote of the current board members at any regularly scheduled meeting, provided agenda and posting requirements are met.

2.08: Officers: There shall be three MFSC officers - Chairperson, Treasurer, Secretary. The Chairperson convenes and conducts meetings, attends EDCFSC meetings (unless delegated), and oversees the work and activities of the MFSC. The Treasurer is responsible for managing the financial affairs of the MFSC and ensuring appropriate policies, procedures and records are in place. The Secretary is responsible for maintaining the records of the MFSC and ensuring accurate agendas, minutes and other documentation.

2.09: Officer's Terms: Officers serve for one year, are elected at the annual meeting by a

majority of the then elected directors, and may serve consecutive terms.

Article 3 – Meetings: The Board of Directors will meet at least quarterly with its annual meeting being held in June.

3.01: Meeting Schedule: Additional meetings may be called with one weeks' notice to current board members and agreement by a majority of said members to attend.

3.02: Quorums: A majority of elected directors (50% + 1) is required to convene a meeting and conduct business. Once a quorum is established, a majority of those present may take actions if desired.

Article 4 - Additional Responsibilities: In addition to adopting the Bylaws and Policies and Procedures of EDCFSC, the MFSC will:

4.01: Associate FSC Application and Agreement: The MFSC shall annually sign the El Dorado County Fire Safe Council (EDCFSC) Associate FSC Application and Agreement to be submitted to EDCFSC by the stated deadline date of June 1.

4.02: Conflict of Interest: The MFSC shall annually sign the EDCFSC Conflict of Interest Statement to be submitted to EDCFSC by the stated deadline date of June 1.

4.03: EDCFSC Meeting Representation: A member of the MFSC's Board of Directors shall attend EDCFSC meetings.

4.04: Record-Keeping for In-Kind Matches: The MFSC shall maintain records of activities that can be used for in-kind matches.

4.05: Financial Reporting: The MFSC shall provide annual financial statements to the EDCFSC for the fiscal year from July 1 to June 30.

4.06: Code of Ethics and Conduct: All board members shall sign the MFSC Code of Ethics and Conduct form annually.

4.07: Expense Reimbursement: To be reimbursed for expenses, a "Request for Reimbursement" form and receipts must be submitted to the MFSC treasurer or designated person.

Article 5- Reimbursement Process

5.01: Reimbursement Process: The Mosquito Fire Safe Council (MFSC) acknowledges that board members may incur expenses while fulfilling their duties. To ensure proper reimbursement, the following process shall be followed:

5.02: Eligible Expenses: Reasonable and necessary expenses must be prior authorized by the board of directors. Expenses incurred by board members in the performance of their duties, as authorized and pre-approved by the MFSC, will be eligible for reimbursement.

5.03: Approval Process: To initiate the reimbursement process, board members shall submit a "Request for Reimbursement" form, available from the MFSC treasurer, chairperson or webpage.

5.04: Review and Approval: The treasurer and chairperson shall review the submitted reimbursement requests. The review process shall ensure that the expenses align with the pre-approved expenditures.

5.05: Maximum Limits: MFSC may establish maximum limits for reimbursement for certain expenses. These limits shall be communicated to board members during the prior authorization - pre-approval process.

5.06: Timely Submission: Board members are encouraged to submit their reimbursement request in a timely manner, preferably within 30 days of incurring the expense.

5.07: Disbursement of Reimbursement: Approved reimbursements shall be processed by the treasurer or designated personnel within a reasonable timeframe. Reimbursement payments may be made via check, direct deposit, or other electronic means, as determined by the MFSC treasurer.

5.08: Record-Keeping: The treasurer or designated personnel shall maintain accurate records of all financial transactions and make records available as requested by MFSC board of directors or El Dorado County Fire Safe Council.

Approved and Accepted By Mosquito Fire Safe Council.

Signed MFSC

Secretary:_____Date_____