

**AMENDED BY-LAWS  
OF  
SOUTH WALTON FIRE DISTRICT**

We, the Board of Commissioners, South Walton Fire District, Walton County, FL, (Board), pursuant to the enabling ordinance, 83-6, adopted on August 9, 1983, and the subsequent amendments thereto, 83-21 adopted on July 29, 1986 and 83-22, adopted on July 29, 1986, respectively, do hereby ratify the following Amended By-laws to be used by South Walton Fire District (SWFD) as a procedural guide for operation and implementation of the duties and responsibilities of the District, as evidenced by our signatures below.

**ARTICLE I  
INFORMATION DISBURSEMENT**

SWFD shall operate under the Sunshine Laws of the State of Florida and does hereby authorize disclosure of all public information contemplated 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 as a supplement to address matters within the authority of the Board but not addressed in the enabling ordinance of August 9, 1983 ("Ordinance"). These By-laws are enacted consistent with the authority vested in the Board pursuant to Page 3, Section 6-C of said Ordinance. These By-laws are subordinate to the above referenced Ordinance.

**ARTICLE III  
AMENDMENT**

These By-laws may be altered, amended or repealed, and new By-laws may be adopted by a vote of at least five (5) of the seven (7) commissioners at either a regular or a special meeting. Any commissioner may request to have the By-laws amended or modified. To amend or modify the By-laws, a commissioner must submit in writing at any regularly scheduled meeting of the commissioners the amendment or modification sought, with such request to be considered at the following regularly scheduled meeting

of the commissioners, unless otherwise designated. The secretary of the Board shall include any proposed amendment or modification to the By-laws in the published notice covering the regular meeting or other designated meeting wherein the amendment or modification of the By-laws is addressed.

These By-laws are to be reviewed, and updated if necessary, every odd numbered year.

#### **ARTICLE IV EMERGENCY SUSPENSION OF BY-LAWS**

Any provision of these By-laws or the entire By-law 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 Fire District Commissioners.

#### **ARTICLE V MEETINGS**

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

##### **A. Regular meetings, Special meetings, Workshops**

Notice of all regular meetings, all special meetings and workshops of SWFD 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, and shall be provided in accordance with the requirements of Florida Law and the By-laws of SWFD.

##### **B. Emergency meetings**

An emergency meeting may be called by either the Chairman or the Vice-Chairman of Board. In the event any emergency meeting is called, a quorum must be present and the Chairman or Vice-Chairman calling such 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 which are called. In cases where there is a need of an emergency meeting, notice of such meeting shall be given to each Board Member as far in advance of the meeting as possible and by 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, with no other information 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 media, utilizing the most practicable and reasonable method under the circumstances. Notice shall include time, place and subject matter of the emergency meeting.

Those commissioners present at such meeting shall then vote to decide if good cause exists to hold an emergency meeting. A majority of those commissioners present shall decide the matter.

## **ARTICLE VI PUBLIC PARTICIPATION**

All Board, Special and Committee meetings of SWFD 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 secretary of the Board a written request for time explaining the subjects and facts to be discussed at least nine (9) 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.

## **ARTICLE VII CHAIN OF COMMAND**

The authority within SWFD shall be as follows:

The Board, as a collective unit, is the direct supervisor of the Fire District Administrator (Fire Chief), of SWFD.

With the exception of the Board, the Administrator is the overall supervisor of all paid employees and volunteers.

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

## **ARTICLE VIII VOTING/QUORUMS**

The following is a list of how many commissioners are required to accomplish various functions:

1. Any ordinary action by the Commissioners (4 Votes).
2. Amendment of the Bylaws (5 Votes).
3. Removal of a Commissioner (6 Votes).

## **ARTICLE IX INTERNAL REGULATION**

Any Fire Commissioner may be removed for cause by all six (6) 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 be thereupon forced to account for such absences at the next regular meeting with the Board to consider whether that individual should be formally discharged of his position as an SWFD Commissioner. Any such action to remove any Fire District Commissioner must be approved by all six 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 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 cause as is warranted by the unaffected Commissioners.

## **ARTICLE X GRIEVANCE PROCEDURE**

Grievances by a bargaining unit employee shall be handled in accordance with the current collective bargaining agreement. Any sanctions against a non-represented employee of SWFD which includes any demotions, loss of pay or dismissal based on determination of the Fire District Administrator of the SWFD shall be reviewable by the HR/Employee Benefits Committee. If the employee is not satisfied with that review, he/she may request that it be reviewed at the next regularly scheduled SWFD Board meeting provided said meeting is not within 10 days of the committee's decision. In such case, the review would take place at the following regularly scheduled Board meeting, provided the affected employee seeks public review of the incident.

Any employee of SWFD wishing to evoke this grievance procedure must file a written request for review of the action of the Chief of SWFD with any of the SWFD Commissioners within 10 days of said official action or within 10 days of said employee receiving notice of the official action, whichever is the greater time period. At any such review, the Fire District Administrator shall provide the HR/Employee Benefits Committee with a factual account of the incident and the reason for whatever disciplinary action taken by the Administrator. No Commissioner shall investigate the alleged incident or speak with anyone about it prior to presentation of the review by the entire Committee. All employees must be given a copy of the page(s) of these By-laws referencing this grievance procedure by the Fire District Administrator.

## **ARTICLE XI COMMITTEES**

Committees established by the Board to assist with its responsibilities are

Finance & Investment Policy, Audit, and HR/Employee Benefits. Committee members for these three standing committees will be nominated at the December Board meeting for a one year term commencing in January. Other committees may be established by the Chairman or by a vote of the Board as needed.

**ARTICLE XII  
BIDDING PROCEDURES**

Any capital expenditures of funds from SWFD, which are not recurring ordinary expenditures, contained in the annual budget, in the amount of \$1,500.00 or more, shall require express authorization by the members of the Board at a regularly or specially scheduled meeting of the Board. Bidding procedures may be suspended during a county, state or federally declared emergency situation for that defined period only.

**ARTICLE XIII  
AMENDMENT OF ORIGINAL BY-LAWS**

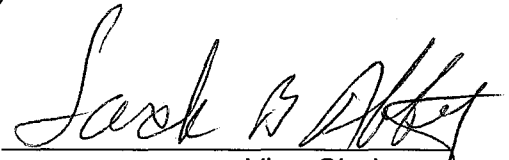
I, the Secretary of SWFD, a not-for-profit entity established as an independent special district in Walton County, Florida, hereby certify:

The foregoing By-laws comprising seven (7) pages were adopted as the Amended By-laws of South Walton Fire District, located in Walton County, on this 4th day of November, 2013.

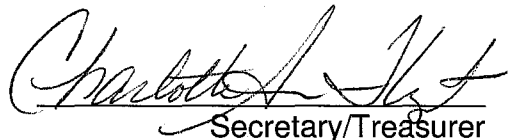
**SIGNATURE PAGE**



Chairman



Vice-Chairman



Secretary/Treasurer

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