

Charter for  
**Community Advisory Board**

**I. Name:**

The Committee shall be called the '*Community Advisory Board*' hereafter referred to as the 'CAB'. It is authorized by the Board of Fire Commissioners by Resolution #568 and will serve at its pleasure.

**II. Purpose, Scope of Work, and Benefits**

*A. Purpose*

1. The CAB is created by Resolution #568 of the SCFD4 Board of Fire Commissioners and shall serve as a standing committee for the purpose of working with the Board of Commissioners.
2. The CAB shall limit its activities to advising on matters assigned by the Board which directly concerns SCFD4 programs and funding.
3. The CAB shall have no legal responsibilities and is formed to give perspective to the Board and facilitate communication with the community. It cannot compel the Board or SCFD4 staff to act on its recommendations or feedback.

*B. Scope of Work:* The specific scope of work of the CAB may include the following:

1. Assess the impact of programs, projects and events of SCFD4 on the community.
2. Attend select community events to gain an understanding of the community's needs, wants, and desires to provide feedback to the Board but not in the capacity as a representative of the District.
3. Attend quarterly meetings, or more as the need arises.
4. Serve as a non-political advocate for the organization

*C. Benefits:*

1. Complement the skills of the governing board members.
2. Share professional expertise, insights, and experiences to develop emerging board leaders.
3. Experience valuable networking opportunities.
4. Engage in strategic dialogue and participate in robust discussions to help shape the organization in the future and assist in capitalizing on and responding to trends.
5. Sharpen leadership skills in a supportive environment with the goal to fill board positions that become available.

### III. Exclusions

#### A. *Decision Making*

Advisory members shall have no power to make decisions about the organization. They cannot outline rules for how the organization operates, give employees instructions or give directives to the Board, staff or Executive Staff.

#### B. *Spokesperson*

Advisory members shall not speak on behalf of the organization. This includes speaking to the press or discussing confidential business matters with employees, clients, citizens or vendors. CAB Members do not represent SCFD4 in any capacity.

### IV. Membership

#### A. *Composition:*

- 1 . The advisory Committee shall consist of at least three, but no more than 9 members.
- 2 . Members will be selected and appointed by the Board
- 3 . Committee members shall be residents of Fire District 4.
- 4 . Committee members will constitute a cross-section of the community, public and private sectors, with diverse skills, backgrounds and experiences.
- 5 . In addition, the Board may appoint a non-residential stakeholder as an *ex-officio* member.
- 6 . All appointees shall sign conflict of interest disclosure and waiver statements.

#### B. *Tenure:*

1. Committee members shall serve a 3-year term.
2. Terms will begin on January 1 and expire December 31.
3. The CAB shall continue to serve the District until official action is taken by the Board to dissolve or modify it.

#### C. *Organizational Structure*

1. The Board shall appoint a President of the CAB.
2. The President shall preside at meetings and shall retain full voting rights. It shall be the duty of the President to provide information on the agendas of the meeting to the CAB's secretary or their designee. The President has no privileges other than those of all other CAB members.

3. The Board shall appoint a Secretary for the CAB. The secretary is responsible for taking and distributing the minutes, including to the Chair of the Board of Commissioners.
4. The Board shall appoint a Vice-President to serve in the absence of the President with all the same authority/rights of the President. Should the President resign or otherwise become unable to fulfill their duties of office during an elected term, the Vice-President shall assume the post.

## V. Procedural Rules

### A. Meetings:

1. The Committee will meet at least four times per year – in March, June, September and December on the last Monday of the month..
2. Meetings shall take place during Fire District business hours ( 7am – 4 pm Mon. -Fri.)
3. Written notices of upcoming meetings will be emailed to members at least seven days before a meeting and posted at the fire stations.
4. Meetings shall be held at the District administrative location.
5. A quorum shall consist of a simple majority of the total current membership of the CAB. A quorum of the CAB shall be in attendance before action of an official nature can occur.

B. *Minutes:* Minutes of each meeting will be kept. An electronic copy will be emailed to the Chair of the Board of Commissioners and Executive Staff within two weeks after a meeting.

C. *Recommendations and Reports:* Committee recommendations and reports will be submitted in writing to the Chair of the Board of Commissioners. Documents will include both suggested action and justification for suggestions. The Board will respond/react to such recommendations/reports in writing.

### D. Dismissal/Removal of Members:

1. Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board, except that in the event of a long illness
2. Any member of the Board may be removed with or without cause, at any time, through a request from the Board.

E. *Resignation:* The resignation of Board members must be provided in writing to the Fire District administration offices.

F. *Vacancies:* Whenever a vacancy occurs by resignation, death or otherwise, this vacancy shall

be filled in June of each year for the CAB, as selected by the SCFD4 Board. The appointee shall serve for the duration of the unexpired term.

*G. Conduct:* CAB members shall at all times during the course of their membership, conduct themselves in a professional and ethical manner. CAB members shall be respectful to other CAB members, public officials, and members of the public. They further shall abide by any rules, procedures or guidelines for the conduct of their board. CAB members shall not use their official position for personal gain.

*H. Conflict of Interest:* CAB members must publicly disclose any potential conflict of interest and shall not participate in deliberation or vote on any time where the outcome of the matter being considered is reasonably likely to have a direct, substantial and readily identifiable financial impact on them.

**VI. Compensation**

CAB members serve in a voluntary capacity, with no compensation expressed or implied, but expenses if pre-approved, may be covered by the District, per current district policy.

**VII. Reports**

The CAB President will ensure an *Advisory Board Report* is provided to the Board at least annually.