

# Pettis County Ambulance District Bylaws

## **ARTICLE 1. SCOPE**

PREAMBLE: Everywhere the verbs “will” or “shall” are used in these Bylaws their use is intended to create an optional directory guideline only and do not in any way create any mandatory legal duty whatsoever. The Bylaws are a parliamentary Guideline only and do not have the full force or weight of law as would a regulation or an Ordinance.

### **SECTION 1.1 NAME OF ORGANIZATION**

PURSUANT to RSMo. 190.010, the organization herein referenced was formed by a vote of the residents of Pettis County on April 3, 2012 and shall be known as the “Pettis County Ambulance District”, hereinafter referred to as “DISTRICT”.

### **SECTION 1.2 LEGAL STATUS AND AUTHORITY**

DISTRICT is a political subdivision of the State of Missouri and shall operate under the applicable authority as contained in the Missouri Statutes including Sections 190.005 through 190.085 RSMo.

### **SECTION 1.3 MISSION**

“To promote the efficient delivery of high-performance pre-hospital emergency services and inter-facility transfers that remain responsive to the patients’ medical needs. Our commitment is to the provision of professional and compassionate care while providing excellence in service.”

## **ARTICLE 2. ORGANIZATION OF THE BOARD**

### **SECTION 2.1 ELECTION DISTRICTS**

Pursuant to Section 190.050 RSMo., Pettis County is divided into six (6) election districts which are reasonably equal in population and shall be reapportioned by the Pettis County Clerk within sixty days after the population of the county is reported to the governor for each decennial census of the United States.

### **SECTION 2.2 BOARD OF DIRECTORS**

As required by Section 190.050 RSMo., one representative from each of the six (6) election districts within Pettis County shall form the Board of Directors (hereinafter referred to as “Board”), which is the governing body of the District.

### **SECTION 2.3 DIRECTOR QUALIFICATIONS**

Pursuant to 190.050 RSMo., a candidate for the office of ambulance district director shall, at the time of filing, be a citizen of the United States, a qualified voter of the election district in which

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they are a candidate, a resident of the district for two years next preceding the election and shall be at least twenty-four years of age.

### SECTION 2.3.1 DISQUALIFICATION

If at any point during his/her term of office, a director moves his/her residence from the district from which he/she was elected he/she shall be disqualified as a member of the Board.

### SECTION 2.4 ELECTION DATES

Elections will be held on the first Tuesday of each April to fill the office of the two directors whose terms expire in that year.

### SECTION 2.5 TERM OF OFFICE

Following the initial terms of office as described in Section 190.050 RSMo., the term of office for each director shall be three (3) years. New directors shall be sworn in and take office at the first regular meeting of the Board of Directors in April of each year. In the Order of Business at this meeting, new Directors shall be sworn and be seated after old business and before new business.

### SECTION 2.6 VACANCIES

Pursuant to Section 190.052 RSMo.; if one or two vacancies occur in the membership of the Board, then a majority of the remaining members shall appoint one or two qualified persons to fill the vacancies to serve the unexpired term of the preceding director. In the event that the Board is unable to fill one or two vacancies within sixty days, or if more than two vacancies occur at any one time, the county commission, upon notice from the Board of failure to fill the vacancy or vacancies, shall appoint a qualified replacement for each district vacated within ten days. Said persons so appointed shall serve the unexpired term of the preceding director.

#### SECTION 2.6.1 FILLING VACANCIES

When a vacancy occurs in the membership of the Board, a notice shall be posted on the District website and published in a newspaper having a general circulation within Pettis County. The publication date shall occur within ten (10) days of the commencement of the vacancy. Interested applicants shall submit a letter of interest and resume to the Board Secretary within seven calendar days of the newspaper publication date. Applicants deemed qualified pursuant to applicable law and Article 2, Section 2.3 of these By-Laws shall be interviewed by the Board during either or both a work session or a regular meeting as determined by the Board, within four (4) weeks after the deadline for submitting applications. The Board shall place the appointment of the successful applicant on the agenda for the next regularly scheduled work session or regular meeting, as the case may be, and shall continue to bring the matter before the Board at each subsequent meeting until the replacement is chosen by the Board but not more than sixty (60) days after commencement of the vacancy.

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### SECTION 2.6.2 FILLING OFFICER VACANCIES

When a vacancy occurs of the Chair, Vice-Chair, Secretary, or Treasurer, the Board has the right granted to it under 190.055 RSMo and 190.060 RSMo to elect an interim Chair, Vice-Chair, Secretary, and/or Treasurer. These positions will be filled until April of the following year at which time new officers will be elected.

### SECTION 2.7 RESIGNATIONS

If a member decides to resign prior to the end of the term of office for reasons of health, change in residence outside of the District, or any other compelling reason, the board requests the earliest possible notification of intent to resign so that it may plan appropriately to fill the vacant seat.

### SECTION 2.8 NEW BOARD MEMBER ORIENTATION

Each new Board member shall be given an orientation program under the direction of the Chief. The new member shall be given Policies and Procedures, the budget, the latest annual report, minutes of the Board meetings for the last year, and the by-laws. The Chief will provide copies and such other documents as they deem essential to the operation of the District. The Chief shall set aside such time as is necessary to answer any questions arising from the study of these documents, and shall cooperate fully in assisting the new member to become an informed and active Board member. The Board may also provide additional orientation services.

All members of the Board of Directors of the district shall attend and complete an educational training on the role and duties of a board member of an ambulance district. The minimum required training curriculum is set forth in RSMo Section 190.053.

## **ARTICLE 3. POWERS OF THE DISTRICT**

### SECTION 3.1 POWERS OF THE BOARD

The Board is a representative body elected by the registered voters of the District. The Board is accountable to the electorate and shall be responsive to the needs and the imposed financial constraints of the District. In conducting its various functions as the legislative and policy-making authority for the District, the Board recognizes the following general responsibilities as paramount:

- ❖ To establish and maintain an ambulance service to ensure the health and welfare of the residents of the District. This service is to be delivered without regard for race, sex, age, religion, sexual preference, national origin, ancestry, handicap, medical condition, color, or ability to pay.
- ❖ *Legislative and Policy Making* – The Board is responsible for the enactment of policies, rules and regulations to serve as guidelines as may be necessary to render the highest quality

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of medical services.

- ❖ *Executive* – The Board shall employ a Chief to serve as the Chief executive officer of the District and a CFO to serve as the Chief Financial Officer of the District. The Board by resolution, motion or other appropriate action shall delegate, in writing to the Chief and CFO, the executive and administrative duties and responsibilities necessary for carrying out its policies, and shall hold them both accountable.
- ❖ *Provision of Financial Resources* – The Board is responsible for the adoption of the annual budget, which will provide financial basis for personnel, facilities and equipment to enable the District to carry out its mission. The Board may fix, charge and collect reasonable fees and compensation for the use of the ambulance service.
- ❖ *Personnel* – The Board shall provide for a level of staffing adequate to carry out the objectives of the District.

The Board shall oversee all aspects of the operations of the District within the limits of the law. However, the Board will make its members, the District staff, and the District patrons aware that the Board must act as a body and no individual Board member(s) shall act in place of the Board. The Board shall be the final authority. No section of the policies, rules and regulations may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

### SECTION 3.2 BOARD COMMITTEES/ADVISORY COMMITTEES TO THE BOARD

The Board may appoint standing committees; however, no individual member or group comprised of less than the full membership of the Board shall exercise the powers of the full Board.

### SECTION 3.3 COMPENSATION

The Board shall be compensated in accordance with the provisions of Chapter 190 RSMo. Compensation, if any, for advisory Board members shall be set by the Board from time-to-time as deemed appropriate.

### SECTION 3.4 EXPENSES OF BOARD MEMBERS

The Board shall be reimbursed for expenses in accordance with the terms of Chapter 190 RSMo.

### SECTION 3.5 EXPENDITURES BY BOARD MEMBERS

The Board shall be authorized to expend District funds in accordance with its bidding and other applicable policies which the Board may adopt from time to time.

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## **ARTICLE 4. OFFICERS**

### **SECTION 4.1 ELECTION OF OFFICERS**

At the first regular meeting in April of each year, Board members shall elect officers to serve as chairman, vice-chairman, secretary, and treasurer. The election of officers shall occur after the last item of old business and before the first item of new business. Until such officers are elected, the Board cannot take action on any new business. The secretary and treasurer do not have to be members of the Board. All officers shall serve one-year terms, with said terms expiring after the last item of old business on the agenda of the first meeting in April of that year.

### **SECTION 4.2 DUTIES OF THE CHAIRMAN**

The Chairman shall preside at all meetings of the Board of Directors. Except as otherwise authorized, the Chairman shall sign all official documents authorized by the Board of Directors, perform other duties as authorized by the Board of Directors and the Chairman shall approve the agenda for regular and special Board meetings as prepared by the Secretary.

### **SECTION 4.3 DUTIES OF THE VICE-CHAIRMAN**

The Vice-Chairman shall assume the duties of the Chairman in his/her absence.

### **SECTION 4.4 DUTIES OF THE SECRETARY**

The Secretary shall be appointed to office by Resolution of the Board of Directors to serve at the pleasure of the Board. The Secretary may delegate in writing said duties to an agent, such as the Chief or CFO but, will remain responsible for supervising the agent. The Secretary may be paid such compensation for his/her services as the Board, from time to time, may determine by Resolution, but not in excess of the amount permitted by law. The Secretary of the Board shall perform or cause to be performed the following duties:

1. Present at all work sessions, regular meetings and special meetings of the Board and special Board committee meetings as requested by the committee chairman, in order to keep an accurate record of the proceedings.
2. Keep a complete and accurate record of all regular and special meetings of the Board, transcribe and type the official copy in the minute's book, and make copies of the minutes for the Chief and for each member of the Board.
3. Keep all records of the Board in an appropriate and safe place including the possibility of back-up record storage on M-Disc with one copy stored at the headquarters building and one copy stored in the safety deposit box.
4. Notify all members of regular, closed or special meetings of the Board.
5. Post all notices required by law or when duly ordered by the Board.
6. Issue and/or sign all reports, orders and official documents, when such are required by law or duly ordered by the Board.

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7. Make and securely keep copies of election notices, contracts and all other papers relating to the business of the District.
8. File a copy of all reports with the records of the District, as required by law or by the Board.
9. Secure the election results of all propositions submitted to voters and duly enter such results in the District records. This shall include votes on tax levies, bond issues and other issues placed before the voters.
10. Publish advertisements, requests for bids, etc., as ordered by the Board.
11. Make all reports required by law to the Missouri Department of Emergency Services and other federal/state agencies.
12. Certify copies of redistricting resolutions and plans.
13. Perform such additional functions as may be required by law or authorized by the Board, either directly or through the Chief.

### SECTION 4.5 DUTIES OF THE TREASURER

The Treasurer shall be appointed to office by Resolution of the Board of Directors to serve at the pleasure of the Board.

The Treasurer may delegate in writing said duties to an agent, such as the CFO but, will remain responsible for supervising the agent.

The Treasurer may be paid such compensation for his/her services as the Board, from time to time, may determine by Resolution, but not in excess of the amount permitted by law. The Treasurer shall keep strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records.

1. The Board shall at the expense of said District, secure fidelity bonds in an amount to be determined by the Board of Directors from time to time to be necessary and appropriate to protect the District and also to secure adequate errors and omissions insurance coverage.
2. The Treasurer shall file in the office of the State Auditor on behalf of the Board of Directors, on or before June 30 of each calendar year, an audited financial statement for the preceding calendar year of the District. The Treasurer also shall:
  - a. Have charge of and be responsible for all funds and property inventories of said District, shall receive and give receipts for money due and payable to said District from any source whatever.
  - b. Shall promptly deposit all funds of said District in the name of said District in such bank or banks or other depositories as permitted by policy adopted by the Board.
3. The Treasurer of the Board shall perform or cause to be performed the following duties:
  - a. Draw checks upon the order of the Board in favor of any party to whom the District has become legally indebted. The checks are to be paid out of any

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- moneys in the appropriate funds in the hands of the treasurer and belonging to the District.
- b. Serve as legal custodian of all bonds, moneys and other securities belonging to the District.
  - c. Submit in conjunction with the CFO a monthly report to the Board reflecting the current balance in District funds and receipts for the preceding month.
  - d. Make other such reports as may be required by the Board.
  - e. Keep financial records available for inspection by the Board at all times.
  - f. Deliver to successor in office all District books and papers with all District moneys or other property in the Treasurer's possession.
  - g. Sign all legal documents as required by law.
  - h. Perform such additional functions as may be required by law or authorized by the Board, either directly or through the Chief.

### SECTION 4.6 OTHER APPOINTMENTS

The Advisory Board shall consist of such number of person's resident within the District, as may be provided, from time to time, by Resolution of the Board of Directors. The Advisory Board shall be appointed by the Board of Directors, by Resolution, to serve at the pleasure of the Board; provided, however, the Board of Directors shall establish the goals, objectives and tasks to be performed by the Advisory Board, its duration and any applicable time constraints at the time of its formation. The Board of Directors shall appoint an Advisory Board Chairman. The Advisory Board may meet from time to time as they may decide and may advise and consult with the Board of Directors on any matter relating to the business, property or affairs of the District, but their recommendation shall be advisory only, and shall not be mandatory upon the Board of Directors. The Board of Directors also may refer any matter to the Advisory Board for their opinion or advice, and the Advisory Board shall consider any such matter promptly and report their opinion or advice to the Board as promptly as possible. The Chairman of the Advisory Board shall report such findings, which may have been adopted by majority vote of all the members of the Advisory Board.

## **ARTICLE 5. MEETINGS**

### SECTION 5.1 REGULAR BOARD MEETINGS

The Board shall meet in regular meetings within the District throughout the year to transact such business as deemed necessary for the smooth operation of the District.

All regular meetings of the Board shall be held in the District Education Building on the second and fourth Tuesday of every month at 6:00 p.m. unless otherwise specified in the publicized notice of the meetings. Public notice of the time, date, place and a tentative agenda advising the public of the matters to be considered for each meeting will be posted as provided in Section 610.020, RSMo. All meetings of the Board shall be open to the public and the press,

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except closed meeting as authorized by law.

### SECTION 5.2 SPECIAL BOARD MEETINGS

Special Board meetings may be held from time to time as circumstance may demand. Special meetings of the Board may be held or on the call of the Chairman or on the request of at least four (4) members of the Board. Each member shall be notified of the time, place and purpose of the meeting a reasonable amount of time in advance.

Public notices of the time, date, place and the tentative agenda for each special meeting of the Board shall be posted as provided in Section 610.020, RSMo.

### SECTION 5.3 BOARD MEETINGS/WORK SESSIONS

Work Sessions maybe held at times and locations to be designated by a majority of the board members. No formal action may be taken at these meetings, nor will any votes be taken or recorded. However, these meetings shall comply with all applicable statutory requirements including, but not limited to Section 610.010 et seq. RSMo.

### SECTION 5.4 CLOSED MEETINGS

The Board has the right to conduct closed meetings throughout the year pursuant to the authorized topics under Section 610.021, RSMo.

Public notice of the closed meeting, record or vote shall be posted as provided in Section 610.020, RSMo. The notice shall include the time, date and place of the closed meeting, record or vote and the statutory exception under which the meeting will be closed.

### SECTION 5.5 NOTIFICATION OF BOARD MEETINGS

The Board shall give notice of the time, date, and place of each meeting and its tentative agenda in a manner reasonably calculated to advise the public of the matters to be considered. Notice of each regular, special or proposed closed meeting, of the Board will be posted as provided in Section 610.020, RSMo including the following:

1. Notice shall be given at least 48 hours, exclusive of weekends and legal holidays, in advance of the meeting, unless such notice is impossible. If exceptional circumstances prevent 48-hour prior notice or prevent the meeting from being held at a convenient time or in a place reasonably accessible to the public, the reasons should be stated in the meetings minutes.
2. The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board, or, if no such office exists, at the building where the meeting will be held.
3. A copy of the notice and the tentative agenda shall be made available to area newspapers. All interested news media organizations will be notified concurrently with

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members of the Board, upon request, of all meetings of the Board. To be notified of these meetings, a news media organization should make a request to the Secretary of the Board.

4. If the Board plans to conduct a closed meeting, the notice should include the specific exception of Section 610.021, under which the closed meeting is authorized, and the agenda should include the closed meeting.

All Board meetings shall be held at a place and time reasonably convenient and of sufficient size to accommodate the anticipated members of the public. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If either of these statutory requirements is not met, the nature of the cause for noncompliance for the meeting should also be stated in the Board minutes.

### SECTION 5.6 AGENDAS

A tentative agenda for each meeting of the Board shall be prepared by the Secretary, in consultation with the Board, Chief, and CFO and shall be included in the public notice of such meetings. The tentative agenda must reasonably inform the public of matters to be considered. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be delivered to each member at least two (2) days prior to the stated meeting.

At the start of each meeting such tentative agenda for each meeting of the Board shall be adopted by motion of a majority of those Board members present. Modification to the agenda as approved shall require no less than four votes of the Board members present.

The Secretary shall cause a sufficient number of copies of the tentative agenda to be prepared and distributed to persons in attendance at the Board meeting.

### SECTION 5.7 QUORUM

Unless otherwise noted, a two-thirds majority of the whole Board shall constitute a quorum for purposes of voting, under all circumstances. In no event, however, shall two-thirds majority of the membership constitute a quorum unless the Chairman or Vice-Chairman is part of said majority.

### SECTION 5.8 MAJORITY RULES

On any question not required by law or by these By-Laws to be unanimous or require some specific number of votes, the vote of a majority of the Directors present and voting, shall be decisive, and shall be sufficient for the adoption of any Motion, Resolution, Ordinance or other action of the Board of Directors.

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## SECTION 5.9 ORDER OF BUSINESS

The following constitutes a suggested order in which business may be conducted at regular meetings of the Board:

- 5.9.1 CALL TO ORDER
- 5.9.2 APPROVAL OF MINUTES
- 5.9.3 AGENDA APPROVAL
- 5.9.4 PUBLIC COMMENT
- 5.9.5 STAFF REPORTS
- 5.9.6 OLD BUSINESS
- 5.9.7 NEW BUSINESS
- 5.9.8 MOTION TO CLOSE MEETING SPECIFYING APPLICABLE SECTIONS OF 610.021 RSMO. WITH A ROLL CALL VOTE (IF NEEDED)
- 5.9.9 ADJOURN TO CLOSED MEETING (IF NEEDED)
- 5.9.10 RECONVENE OPEN MEETING
- 5.9.11 ADJOURNMENT

## SECTION 5.10 CLOSED MEETING ORDER OF BUSINESS

Unless otherwise amended at a given meeting, the following constitutes a suggested order in which business may be conducted at regular closed meetings of the Board:

- 5.10.1 CALL TO ORDER
- 5.10.2 BUSINESS SPECIFIED UNDER THE SECTIONS OF 610.021 RSMO.
- 5.10.3 ADJOURNMENT WITH A ROLL CALL VOTE

## SECTION 5.11 MANNER OF CONDUCTING MEETINGS

The Chairman shall have a vote on all questions. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal but shall be entered in the minutes as an abstention. Any closed vote shall be taken by roll call. A roll call vote may also be taken on any motion in an open public meeting, provided that a majority has voted to do so. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. The number of "yea" and "nay" votes on any question shall be recorded in the minutes. Any member, if he or she so desires shall have the privilege of having his or her vote and reasons therefor recorded on any question.

## SECTION 5.12 CLOSED MEETINGS

As referenced in Section 5.4, The Board reserves the right, as provided by law, to optionally conduct closed meetings, including any records or votes, to the extent permitted by section 610.021 RSMo.

Before any meeting, record or vote of the Board may be closed, a majority of a quorum of the Board shall so vote. The reason for holding the closed meeting, record, or vote with reference to the specific statutory exemption relied on for closure and the roll call vote of each member on the question of holding a closed meeting, record or vote, shall be announced publicly at an

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open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted at a closed meeting. Public notice of the closed meeting, record or vote shall be posted as provided in Section 610.020, RSMo. The notice shall include the specific statutory exception under which the meeting will be closed, and the agenda shall include the closed meeting.

The Board shall only close that portion of the meeting facility needed to house the Board in closed meeting. Members of the public must be allowed to remain so they may attend any open meeting that follows the closed meeting.

Closed meeting minutes shall constitute only of the statutory minimum in 610.020.7 RSMo of exempted purpose for closure from section 610.021 RSMo and any roll call votes required by 610.015 RSMo. These minimum closed meeting minutes may be reported with the open meeting minutes. The Board members and others in attendance are honor-bound not to disclose the details or discussions of the closed session.

### SECTION 5.13 PUBLIC COMMENTS

To provide for full and open communication between the public and the Board, the Board authorizes several avenues for the exchange of information, ideas and opinions. All of the following operate within the framework of the Board's scheduled meetings.

- ❖ Written correspondence may be directed to the Board, through the Chief, for consideration at a meeting. Statements of two pages or less are encouraged.
- ❖ The Board may amend the agenda to grant special time for individuals or groups to bring to the Board's attention any subject concerned with the provision of medical services in or by the District, and, with Board consent, to participate in the meeting. The period of time set aside for public participation shall not exceed one half-hour.
- ❖ Any non-Board member wishing to speak during the official meeting must register his or her desire to do so and the matter which he or she wishes to present with the Board Secretary before the meeting is called to order. Such person may speak only once on an agenda item and for no more than three minutes.
- ❖ From time to time, the Board will schedule a public hearing on matters of concern to the community, e.g., the setting of the tax rate.

All meetings of the Board will be presided over by a Chairperson, with the primary purpose of conducting the business of the Board in a responsible and expeditious manner.

The Chairperson will have the authority to regulate and limit public participation within the provisions of Board policies and accompanying regulations.

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### SECTION 5.14 MINUTES

The Board shall direct the Secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Executive Assistant shall be responsible for their safekeeping. The minutes of meetings of the Board will include but are not limited to the following:

1. The name of the District, the nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting, the names of the presiding officer and the Board members present and absent.
2. The disposition of the minutes of the previous meeting(s), either approved, amended or rejected.
3. A record of all principal motions passed or denied by the Board, together with the names of the members making and seconding the motions, and a numerical record of the members voting "yea" and "nay", unless each member vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.
4. A record of the disposition of all matters on which the Board considered but did not take action.
5. A summary of remarks by the public in attendance at the meeting. Only highlights of discussions will be recorded in the minutes.

The minutes will be signed by the Chairman and attested by the Secretary of the Board following their approval by the Board. The closing of closed session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes shall be kept in a separate minute book used solely for the purpose of closed sessions. This record shall be confidential material and shall not be available to the public except as provided by law.

## **ARTICLE 6. ADMINISTRATION**

### SECTION 6.1 FISCAL YEAR

The fiscal year of the District shall begin on the first day of January of each year and shall end on the thirty-first day of December the same year.

### SECTION 6.2 ANNUAL BUDGET

The annual budget of the District shall be adopted and approved by the Board no later than December thirty-first of the previous year.

### SECTION 6.3 BY-LAW AMENDMENT PROCEDURES

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These By-Laws may be amended, repealed or altered and new By-Laws may be adopted at any regular Board meeting. However, each Board member must have a minimum of thirty days written notice. By-Laws must be adopted by a vote of no less than four of the Board members voting in the affirmative.

### SECTION 6.4 BOARD MEMBER ETHICS

The Board accepts the following code of ethics.

As a member of the Board, I shall:

1. Abide by the laws of the State of Missouri.
2. Endeavor to understand the present and future needs of the community and their relation to the District.
3. Maintain the public trust through full and open communication.
4. Insist that District funds be spent prudently and effectively to provide maximum benefit to the residents of the District.
5. Avoid domination by cliques and other partisan or self-seeking groups.
6. Resist every temptation and outside pressure to use my position as a Board member to benefit either myself, my family, or any other individual or group apart from the total interest of the District.
7. Accept my policy-making responsibilities and require the Chief to administer the District in accordance with those policies.
8. Delegate to the Chief, CFO, and other employees authority in keeping with their responsibilities.
9. Involve members of the staff in planning proposed policies through proper channels.
10. Refer all complaints to the Chief.
11. Notify the Chief in writing of any personal criticism of employees.
12. Contribute to and take an active part in Board discussions.
13. Respect the rights of others to advance and defend their opinions on an issue up for consideration.
14. Make my decisions only after judicious consideration of the evidence and the viewpoints of competent and/or interested individuals.
15. Accept and abide by all legally arrived at decisions of the Board, regardless of my previous opinions.
16. Respect the confidential business of the Board and refrain from discussing such business outside of Board meetings.
17. Recognize that official action is an expression of the membership of the Board, and that initial announcement of such action will come from the Chairman of the Board.

### SECTION 6.5 EMPLOYMENT OF RELATIVES

The District shall not employ any relative of any Board member that is related within the 4<sup>th</sup> degree of consanguinity or affinity determined at the time the application for employment is submitted.

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## SECTION 6.6 RELEASE OF INFORMATION

Pettis County Ambulance District shall comply with Sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended. The following provisions shall govern the release of information concerning the meetings, records and votes of the Board:

1. In limited situations, important considerations of public policy require meetings of the Board, including any record or vote, to be closed to the public. Meetings, records and votes shall only be closed to the public as provided by law.
2. The Secretary of the Board shall be the custodian of Board records, who will be responsible for responding to requests for records of the Board. The EMS Chief shall be the records custodian of operation/service records. The CFO shall be the records custodian of financial records. Requests for records should be directed to the custodian.
3. The custodian of the records shall respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date the custodian receives the request. The three- day requirement may be exceeded for reasonable cause;
  - a. Give a detailed explanation of the cause for delay and the place and earliest time and date the record will be available if access is not granted immediately; and
  - b. If access is denied, upon request provide a written statement of specific statutory ground for such denial no later than the third business day following the date that the request for the statement is received.
4. Except as otherwise provided by law, the Board shall provide access to, and upon request, furnish copies of, public records subject to the following:
  - a. Fees for copying public records, will not exceed 10 cents per page for paper copies 9 x 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff. Research time may be billed at the actual cost. Upon request, the actual costs shall be certified in writing by the custodian of records upon request. Copies may be furnished free or at a reduced rate if the Board determines that it is in the public interest because it is likely to contribute to public understanding of the operations or activities of the District and is not primarily based on commercial interests;
  - b. Fees for providing access to computer records, tapes, discs, videos, films or similar items shall include only the cost of staff time, programming and copy or duplication costs.
  - c. Copy fees may be requested prior to copying.

## SECTION 6.7 INQUIRIES FROM PRESS

Requests for information or statements related to the activities or operations of the District shall be delivered to the Chief for initial evaluation, who in consultation with the Board Chair prepare an appropriate response on behalf of the District. The EMS Chief and the Board Chair

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shall be the spokesperson for the PCAD.

## SECTION 6.8 BOARD ATTORNEY/LEGAL SERVICES

The Board recognizes that the increasing complexity of its operations frequently requires procurement of professional legal services. Consequently, the Board may employ an attorney and/or law firm for purposes of systematically securing such services. The Board shall prescribe the duties, compensation and term of service for the attorney and/or law firm. It shall be the duty of the counsel to advise the Board and to make recommendations concerning specific legal problems submitted.

A decision to seek legal counsel or advice on behalf of the District shall normally be made by the Chief or by persons specifically authorized by the Chief. It may also take place as a consequence of formal Board direction.

Many types of legal assistance to the District may be considered routine and may not require specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it, and to expeditiously seek either initial or continuing authorization for such service.

Proposed: February 13, 2018

Revised: February 27, 2018

Revised: March 13, 2018

Approved: March 13, 2018