

# **NEVADA COUNTY COALITION OF FIREWISE COMMUNITIES**

## **By-Laws**

1. NAME: The name of this organization is the **Nevada County Coalition of Firewise Communities** (NCCFC) and is referred to as the "Coalition".
2. LOCATION: The Coalition is located in Nevada County, California.
3. FORM OF ORGANIZATION: The Coalition is an unincorporated nonprofit association as defined by California Corporations Code Section 18020(a).
4. MISSION: The Coalition promotes fire safety through advocacy, education, and community involvement with other stakeholders interested in working toward stronger fire safety practices.
5. GOAL: To draw all key Nevada County organizations, public and private, into being invested in wildfire prevention in the recognition that fire is everyone's fight.
6. MEMBERSHIP:
  - A. All Nevada County residential communities certified as a "Firewise Community" under the NFPA's Firewise USA Program, plus those considered "in training" by the Fire Safe Council of Nevada County, are Members of the Coalition. Individual county residents may also join.
  - B. Each member Firewise community (both NFPA-certified and in training) has one designated representative. If that representative cannot attend a meeting, another member of that community may fill in for him or her.
  - C. A member may terminate membership at any time by notifying the Coalition Chair in writing or by email.
7. OFFICERS:
  - A. The Coalition annually selects a Chair, Vice-Chair, and Secretary and other officers as needed at a Coalition meeting. All officers must be a resident of a Firewise community (certified or in training).
  - B. The Chair presides at Coalition meetings, recruits new members, and represents the Coalition at public and community events. The Chair prepares the agenda for upcoming Coalition meetings and sends it to members and other interested parties at least four days prior to a meeting. The agenda will contain the date, time, and location of the meeting. The Chair will include in the agenda all reasonable requests for agenda items and presentations.
  - C. The Vice-Chair assists the Chair and presides at meetings in the absence of the Chair.
  - D. The Secretary takes brief meeting minutes summarizing the Coalition's actions and decisions. The Secretary sends out the minutes no later than 14 calendar days after each Coalition meeting; maintains copies of all Coalition correspondence; maintains the membership roster (including contact information) and makes Coalition records available, upon request, to members within a reasonable time.

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- E. The Coalition may, by a two-thirds majority of those voting at a Coalition meeting, remove an officer for cause.
  - F. To fill an unanticipated vacancy, the Coalition may appoint or elect a temporary officer to serve until the next election.
8. MEETINGS AND DECISION MAKING:
- A. Regular Meetings are held monthly. Representatives and additional residents from all Firewise communities, individual Coalition members, and the public are invited to attend. All attendees are invited to participate in the selection and discussion on topics/issues concerning fire safety and the Firewise communities.
  - B. Each Firewise community has only one vote. If more than one resident from any given Firewise community: a) is attending a meeting where a vote is taken; or b) receives an email asking for a vote, those Firewise community members will determine amongst themselves which representative will cast their vote. Individual Coalition members who are not residents of a Firewise community are not eligible to vote.
  - C. When a decision is made at a Coalition meeting, such decisions, when possible, shall be made by consensus. If consensus cannot be reached, the decision will be made by a two-thirds vote of those voting at a meeting.
  - D. Representatives may decide that an initiative or course of action is of such significance that it requires giving the entire Coalition the opportunity to weigh in. In such cases, all Firewise communities will be asked, via email, to comment and/or vote on the position taken at the meeting. Two-thirds of responding Firewise communities will need to agree for the proposal to carry. All votes cast, whether paper votes at a meeting or by email to the entire Coalition, shall clearly identify the Firewise community (certified or in training) from which the vote is cast. The Secretary shall ensure that only one vote per community is counted.
  - E. Special Meetings may be called upon the unanimous agreement of the officers. At least one week's email notice will be given for any special meeting.
  - F. Changes to the regular day, time or place of a monthly meeting may be made by agreement of the Officers for special circumstances (such as holidays). Any such changes shall be publicized by email to all Firewise communities and other Coalition members at least one week in advance of the changed date.
9. COMMITTEES: The Coalition may establish committees, as needed, for the purpose of studying a particular issue and to develop positions and actions for the Coalition. Committees report on their work at the Coalition meetings where the membership can review the information and give further direction as needed. Any person living in Nevada County who has attended at least one Coalition meeting may serve on a committee. The attendance requirement is waived for individuals with technical expertise of value to that committee.
10. AMENDMENT OF BY-LAWS: These by-laws may be amended by two-thirds majority of those voting at a meeting.

The undersigned Secretary of the NEVADA COUNTY COALITION OF FIREWISE COMMUNITIES, a California Non-Profit

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Association, hereby certifies that the foregoing Bylaws were approved and adopted by the Members present at the August 7, 2018 Coalition meeting.

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Secretary

By-Laws first adopted March 6, 2018

Revised June 5, 2018

Revised August 7, 2018