

**BY-LAWS
WEST METRO FIRE - RESCUE DISTRICT BOARD
OF DIRECTORS**

ARTICLE I

General

- Section 1. The West Metro Fire - Rescue District (District) has been established by a Joint and Cooperative Agreement (Agreement) between the City of Crystal and City of New Hope.
- Section 2. The terms defined in the Agreement have the same meanings in these by-laws.
- Section 3. The purpose of these by-laws is to comply with requirements of the Agreement with respect to by-laws.

ARTICLE II

Meetings

- Section 1. Meetings of the Board of Directors are to be held as provided in the Agreement.
- Section 2. The annual meeting of the Board of Directors is the regularly scheduled meeting in July of each year.
- Section 3. Regular meetings of the Board will be held as specified by the Board of Directors.
- Section 4. The normal order of business at a regular meeting is as follows:
- A. Call to order
 - B. Roll Call
 - C. Approval of minutes of previous meetings
 - D. Open forum
 - E. Consent agenda
 - F. Chiefs report
 - G. Old business
 - H. New business
 - I. Other matters and announcements
 - J. Adjournment
- Section 5. Meetings of the Board of Directors are governed by Robert's Rules of Order, Latest Revision.

ARTICLE III

Committees

- Section 1 The Board of Directors may establish an executive committee consisting of (i) the President, (ii) the City Manager of New Hope, (iii) the City Manager of Crystal and (iv) the Vice President. The executive committee has the powers of the Board of Directors between meetings of the Board, subject to the direction and control of the Board. The executive committee may not amend these by-laws.
- Section 2. Other Committees (to be supplied)

ARTICLE IV

Official Address

- Section 1. The official address of the District is: 4251 Xylon Ave. N.
New Hope, MN 55428

The official address may be changed by resolution of the Board.

ARTICLE V

Amendments

- Section 1. These by-laws may be amended by a majority vote of all directors at a regular or special meeting of the Board of Directors provided that a ten-day written notice of the meeting is provided to each director.

ARTICLE VI

Financial Matters

- Section 1. Disbursement of funds shall be in the manner prescribed by Minnesota Statutes Chapter 412 for statutory plan B cities, with the Fire District Chief acting in the role of City Manager. The Chief and the Board President shall sign all instruments of payment.
- Section 2. Pursuant to Minnesota Statutes 471.381 the Fire Chief or the Chief's designee may accept and make payments by electronic funds transfer and wire transfer and these

transactions are subject to the same approval requirements as any paper transaction and that these electronic funds transfer and wire transfer transactions meet all of the required policies of the financial institutions the District transacts with.

1. Adopted the 30th day of March 1998.
2. Revised the 1st day of July 1998.
3. Revised October 3, 2001 - Article ffl, Section 1. Executive Committee Definition
4. Revised November 7, 2002 - Article n, Section 2 - change date of annual meeting from May to June.
5. Administrative change-Article IV (replace comma with period) and VII - underline Financial Matters (10/8/2003).
6. Revised – deletion of Article IV (Resolution of Disputes) – 2015.
7. Revised February 8, 2017 – Article II, Section 2 – change date of annual meeting from June until July; Amend Article VI, Section 1 – Disbursement of funds; add Article VI, Section 2 – Electronic Fund Transactions