

Cass County Emergency Services Board

102 E. Wall St., Harrisonville, Missouri

BYLAWS

These Bylaws are written pursuant to Missouri State Statutes regulating emergency telephone service and centralized dispatching boards.

ARTICLE I Organization Name

The name of this Organization (a political subdivision) shall be as the:

“Cass County Emergency Services Board” (CCESB).

On April 3, 2012, the voters of Cass County approved a sales tax initiative for the upgrade of the current radio infrastructure for Cass County. With the passage of this sales tax Initiative it also creates this political subdivision.

Article II Board of Directors

Pursuant to RSMO 190.335.8 and RSMO 190.335.9, the Cass County Commissioners appointed seven (7) members to the Board of Directors. Following the initial appointment, the Board of Directors shall be elected pursuant to RSMO 190.335.10

There shall be seven (7) members of the Board of Directors

A. Qualifications

1. Member must have lived in Cass County for a minimum of one (1) year
2. A member must live in the district in which they represent
3. A member must be at least twenty-one (21) years of age

B. Removal from Board of Directors

1. Failure to attend five (5) consecutive meetings without good cause
2. Conduct prejudicial to the good order and operation of the Centralized Dispatching of emergency services
3. Neglect of Duty
4. Moving from represented district
5. Resignation

C. Filling a vacancy

1. Vacancy on the Board of Directors shall be filled by the remaining members of the Board. The appointee(s) shall act upon the next election

which a Director(s) are elected to serve the remainder of the unexpired term. (RSMO 190.339.8)

Article III Officers

- A. Chairperson of the Board of Directors – It shall be the duty of the Chairperson to preside at Board meetings, to act as the Official head of the Board of Directors and to execute all contracts required to be executed by the Board of Directors.
- B. Vice Chairperson – It shall be the duty of the Vice Chairperson to assume the duties of the Chairperson in their absence or disability. (RSMO 190.340.1)
- C. Secretary – The Secretary shall keep the official records of the meetings of the Board of Directors, shall attest all official documents with the seal of the Board of Directors, shall when called upon, make reports pertaining to the business of the Secretary’s Office, attend the Board of Director’s meeting and perform such other duties as may be imposed upon the Secretary by the provisions of RSMO 190.335 to 190.342 and the rules of the Board of Directors (RSMO 190.340.2). The Secretary shall preside over the meeting in the absence of the Chairperson and the Vice Chairperson.
- D. Treasurer - The Treasurer shall be the head custodian of the funds of the Board of Directors and pay money out of the treasury only upon valid checks or drafts drawn from the treasury (RSMO 190.340.3). Prior to taking office, the Treasurer shall furnish a surety, bonding the amount to be determined and in a form approved by the Board of Directors for the faithful performance of the Treasurer’s duties and faithful accounting of all moneys that may come into the Treasurer’s hands.

The Treasurer shall enter into the surety bond with a surety company authorized to do business in Missouri, and the cost of such bond shall be paid by the Board of Directors (RSMO 190.339.4).

All members of the Board of Directors shall be covered by the surety bond, and all members shall be authorized to pay money out of the treasury, only upon valid checks or drafts drawn from the treasury. Checks or drafts require two (2) signatures of the Board of Directors

Article IV Meetings

- A. The Board of Directors shall hold regular meeting on the 4th Wednesday of each month. These meetings will be held at the Cass County Sheriff’s Office Located at 2501 W. Wall St. in Harrisonville, Missouri.
- B. Special Meeting may be called by the Chairperson.

- C. A regular meeting or special meeting may meet in a different location when so started by the Chairperson.
- D. It is the policy of the CCESB to comply with the provisions of the Missouri Sunshine Law, Chapter 610, RSMo. In furtherance of this policy, the CCESB adopts the Sunshine Law Policy, attached hereto and incorporated herein by reference.

Article V Committees

- A. Committees may be appointed by the Chair person when deemed necessary by the Board of Directors.
- B. Cass County Emergency Services Advisory Committee – This is a standing committee that has been empowered to address the Board of Directors and advise them on issues related to Emergency Services of Cass County. This committee shall be as follows:
 - a. Two (2) Emergency Medical Services Representatives
 - b. Two (2) County Fire Department Representatives
 - c. Two (2) Police Department Representatives
 - d. Two (2) Dispatch Representatives
 - e. Five (5) PSAP Manages – one from each PSAP

Article VI Election of Members

- A. The members of the Board of Directors shall be elected pursuant to RSMO 190.335.10. Three (3) members shall be elected from each district that coincides with the Cass County Commission Districts and 1 member shall be elected at large. The member elected at-large shall serve as the Chairperson of the Board of Directors. Of those first elected, four members from the districts shall be elected for a term of two (2) years and two members and the member at-large shall be elected for a term of four (4) years, thereafter, all terms shall be for four (4) years.

Article VII Quorum and Action

- A. A quorum will consist of four (4) members of the Board of Directors. The concurrence of four (4) members of the Board of Directors is required to be valid as the act of the Board of Directors.

Article VIII Amendments

- A. An amendment to these bylaws may be proposed by majority vote at any meeting and then be approved by majority vote at the next meeting.

Article IV Parliamentary Authority

- A. The Cass County Emergency Services Board will follow the Revised Roberts Rule of Order, as maybe waived or modified at any time by the Board of Directors.

Article X Employees

- A. The Cass County Emergency Services Board shall reserve the right to hire employees to serve the Board of Directors as needed.

ARTICLE XI Fiscal Year and Audit

- A. The fiscal year shall end each year on the 31st day of December. The Board of Directors shall direct that an annual audit of the books of account and financial records of this political subdivision be performed by an independent accounting firm.

These official bylaws adopted the _____ day of _____, 2012

Signed:

Chief James Person, Chairman

Date

Attest:

Larry Francis, Secretary

Date

CASS COUNTY EMERGENCY SERVICES BOARD

SUNSHINE LAW POLICY

SECTION 1. POLICY

It is the public policy of the Cass County Emergency Services Board (“Board”) that meetings, records, votes, actions and deliberations of the body shall be open to public unless otherwise prohibited by law or this policy and that the Board shall comply with the Missouri Sunshine Law, Chapter 610, RSMo.

SECTION 2. CUSTODIAN OF RECORDS DESIGNATED

The Board Secretary is hereby designated as the "custodian of records." Such designation does not mean that the Secretary will necessarily have all the records in his or her possession, but simply is an indication to whom requests for copies of records and information regarding the Board government shall be directed. Requests for records made to persons other than the Secretary shall not be considered to be requests that are made pursuant to the Missouri Sunshine Law, Chapter 610, RSMo. Nonetheless, any official or employee of the Board who receives a request is directed to inform the Secretary of the request in a timely fashion, so that a response may be made to the request.

SECTION 3. HOW RECORDS ARE REQUESTED

- A. *In writing.* All requests for records, notices, or information shall be in writing, and shall be accompanied by a deposit of the estimated cost of reproducing the requested information. Any request received by the Secretary shall be initialed by him/her, with the date and time of receipt noted.
- B. *Response to be noted on request.* The requesting party shall indicate on the request the manner in which a response is desired. In absence of instructions to the contrary, it will be assumed that the requesting party wants to receive a response in the same form and manner as the original request.
- C. *Documentation of response.* The custodian of records should document the response provided either by (1) making an extra copy of the response and attaching it to the original request; (2) noting on the request what documents were provided; or (3) keeping a copy of any letter or note requesting additional information in order to process the request.

SECTION 4. REQUEST FOR SEARCHES

- A. *Generally.* Any search request that will require more than fifteen (15) minutes of the Custodian’s time may be refused without a substantial advance deposit for the estimated time required to search for the records.

B. *Fees.*

1. Fees for search, retrieval, accompanying, and returning to their proper storage all Board documents shall be:
 - a. For a search of fifteen (15) minutes or less – no retrieval fee.
 - b. For a search, retrieval, accompanying, and return of documents requiring more than fifteen (15) minutes – as may be provided in Section 610.026.1(1), RSMo.
 2. Fees for copies of documents shall be:
 - a. Ten cents (\$.10) per side of a page.
 - b. For copies that must be made elsewhere – the actual charges imposed for making the copies as well as the fee provided above for search, retrieval, accompanying and returning to proper storage, in accordance with Section 610.026.1(2), RSMo.
- C. *Inspection of Records.* To reduce the cost to both the requesting party and the Board, the Custodian of Records may permit a physical inspection of the records by the requesting party to help specify what documents are needed. The Custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the Board files.
- D. *Waiver of Fees.* The Custodian of Records is authorized to waive the collection of any of the fees totaling less than Five Dollars (\$5.00) to any citizen of Cass County, or to any representative of news media that frequently sends a reporter to cover meetings of the Board.

SECTION 5. CLOSED RECORDS AND NOTICES

- A. *Records closed.* All records of the Board which are permitted to be closed records by reason of the Sunshine Law, or any other law, are and shall be maintained as closed records.
- B. *Public Notices.* The Custodian of Records shall establish a fixed place where all public notices and agenda will be posted. This notice board should be in a place that is accessible to members of the public.