

GOVERNANCE/BASIC OPERATIONS REQUIREMENTS FOR SPECIAL DISTRICT MANAGERS AND GOVERNING BOARD OFFICIALS

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Commissioner

Cedar Hammock Fire Rescue

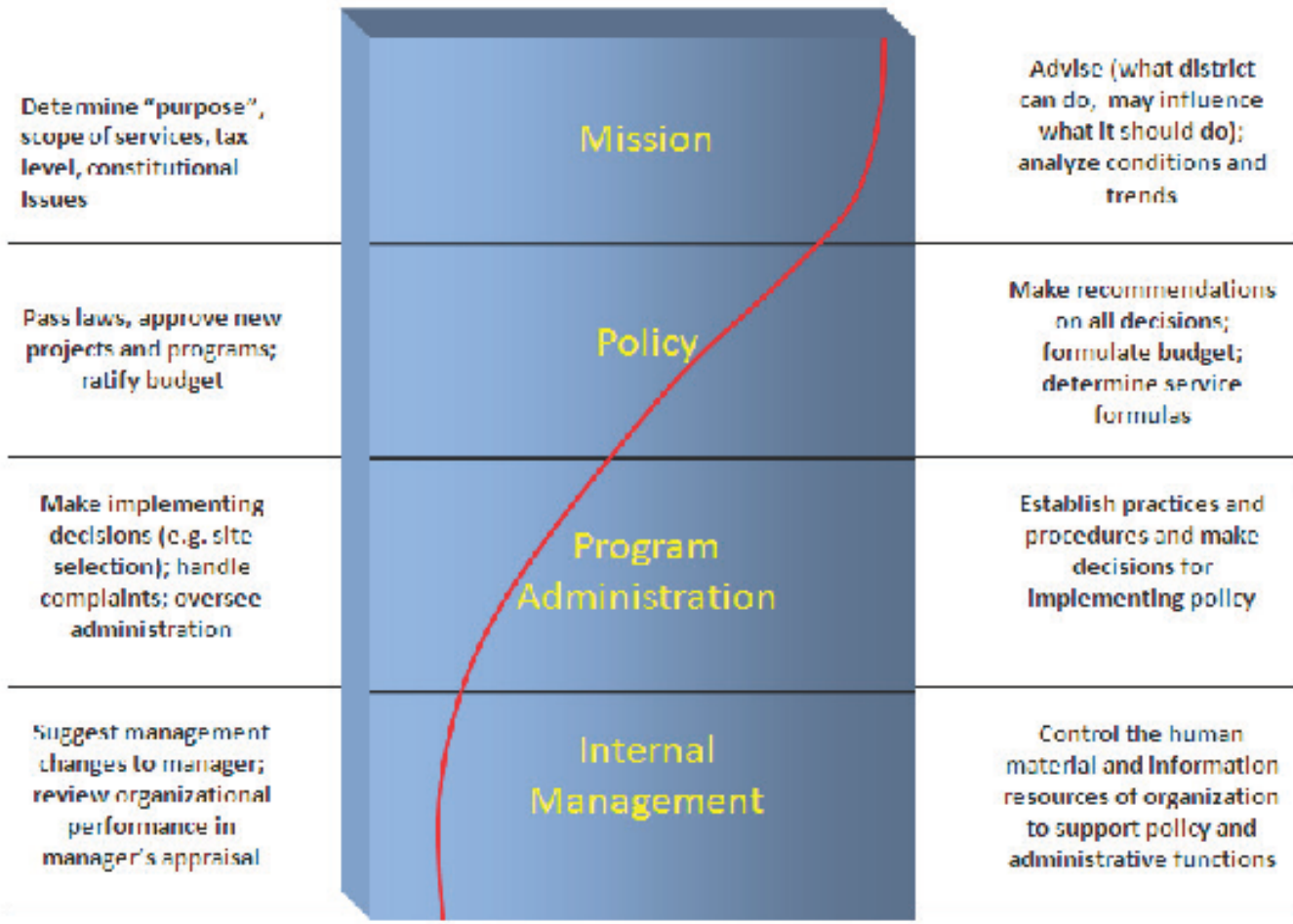
DUTIES AND RESPONSIBILITIES OF A COMMISSIONER

- ESSENTIAL TO THE GOVERNANCE OF THE DISTRICT
- DECISIONS SHALL BE MADE FOR THE DISTRICT
- IN THE BEST INTEREST OF THE DISTRICT'S BUSINESS
- HAVE ACCESS TO CONFIDENTIAL AND SENSITIVE INFORMATION

- INFORMATION WILL NOT BE DISCLOSED (EXCEPT AS REQUIRED OR ALLOWED BY LAW)
- SHALL BE QUALIFIED ELECTORS IN THE DISTRICT
- BE ELECTED PURSUANT TO APPLICABLE LAWS
- SHALL TAKE AN OATH FOR THE FAITHFUL PERFORMANCE OF THEIR DUTIES.

Commission
Tasks

Manager
Tasks



Adapted From Source: "Working Together: A Guide for Elected and Appointed Officials", International City/County Management Association. Reprinted with minor editing from James Swara, "Dichotomy and Duality: (Re)conceptualizing the Relationship between Policy and Administration in Council Manager Cities", Public Administration Review 45 (1985).

Compensation of Elected Commissioners

- Shall be established and adopted in the annual budget
- In accordance with law
- .Special notice of any meeting to consider a salary change

Board Duties and Responsibilities.

- Governing body of the district
- Accordance with law exercise the following powers
 1. Adopt an annual budget by resolution of the board.
 2. Organize the board
 - Chairman
 - Vice Chairman
 - Secretary
 - Treasurer

3. Appoint members to other Associations and District's Pension Plan
- 4 . Order an audit annually, in accordance with law.
- 5 . Hold a public hearing and adopt by resolution on assessment rates
6. Hold a public hearing to hear appeals to the method of calculation and/or the amount of tax levied
7. Adopt a reasonable schedule of charges
8. Promulgate ordinances relating other related issues

9. Develop and review policies on personnel pay and benefits
10. Review administrative policies and procedures
11. Propose legislative changes to the district's enabling act.
12. Hire, supervise, and evaluate the performance of the fire chief.
13. Appoint officers of the district which may include, registered agent, and records custodian.
14. Make other appointments which may include, but not be limited to, attorney, auditor, and physician.

Duties and Responsibilities

Chairman

1. Execute the duties of chairman as prescribed in *Robert's Rules of Order Newly Revised*
2. Be thoroughly familiar with the bylaws and other rules of the organization.
3. Higher authority than any other commissioner except that granted by the board.
4. Sign contracts on behalf of the f district as authorized or approved by the board.
5. Annually, appoint board members to committees, boards, and associations to represent the district.

Duties and Responsibilities

Vice Chairman

1. Perform the duties and have the power of the chairman during the absence of the chairman.

Secretary

1. Review drafts of meeting minutes for content and correctness.
2. Sign loan instruments as approved by the board.

Treasurer

1. Review financial statements for content and correctness.
2. Sign appropriate instruments to engage the annual audit and review the draft audit report with auditors and administrative staff.

Individual Commissioners' Duties and Responsibilities

1. Ensure that all laws, legislative acts, and policies governing the district are faithfully executed.
2. Allow district personnel to administer the day-to-day operations of the district **without commissioner interference.**
3. Attend meetings except when excused.
4. Vote on motions before the board.
5. Research broad policy issues for board consideration. This is not to be construed as authority to promulgate any policies or procedures individually.

Meetings

1. The regular meetings of the board shall be filed annually, upon proper notice, cancel or reschedule meetings.
2. The presence of three (3) board members constitutes a quorum.
3. May call a special meeting.
4. Emergency meetings may be called by the chairman if a bona fide emergency situation exists.

Minutes, Ordinances, and Resolutions

The board shall keep a record of its proceedings, which shall be recorded in its minutes. All minutes, ordinances, and resolutions passed by the board shall be recorded in a book(s) provided for that purpose

Appointed District Officers

1. Fire Chief/Manager
2. Registered Agent
3. Records Custodian
4. Attorney
5. Auditor
6. Physician

Questions?