

# NEVADA COUNTY COALITION OF FIREWISE COMMUNITIES

## By-Laws

1. NAME: The name of this organization is the **Nevada County Coalition of Firewise Communities** (NCCFWC) 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 ~~wildfire safety~~ *preparedness* through advocacy, education, and community involvement with other stakeholders. ~~interested in working toward stronger fire safety practices.~~ [unnecessary]
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.~~ *To provide education and support to Firewise Community (FWC) leaders and county residents, and to represent and facilitate the “voice of the public” in advocating for stronger wildfire preparedness practices.*
6. MEMBERSHIP:
  - A. All Nevada County residential communities certified as a “Firewise Community” under the NFPA’s Firewise USA Program, plus those considered *either* “In Training” *or* “*Requesting to be Firewise Communities*” by the Fire Safe Council of Nevada County, are Members of the Coalition. *All mentions in these By-Laws to “Firewise Community” or “FWC” refer to all three of these groups.* 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 LEADERSHIP:**
  - A. The Coalition annually selects a Chair, Vice-Chair, Secretary, Tech Manager, and other officers as needed, at a Coalition meeting. All officers must be a resident of a Firewise Community (certified or in training), or otherwise be actively involved in, or have extensive experience in, local wildfire preparedness or emergency response programs.
  - B. The Chair presides at Coalition meetings and represents the Coalition at public and community events. The Chair prepares the agenda for upcoming Coalition meetings and ~~sends it~~ *ensures it is sent* to members and other interested parties

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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~~ *shall consider* 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. *Whenever possible, meetings shall be video-recorded in lieu of taking written meeting minutes, and the recordings shall be posted on the Coalition website. If the meeting cannot be recorded and/or if a recording cannot be posted on the website, the Secretary shall take brief meeting minutes. The Secretary will always keep written minutes of any* ~~The Secretary takes brief meeting minutes summarizing the Coalition's actions and decisions,~~ *such as votes. Any such minutes shall be posted on the Coalition website within 14 days.* The Secretary maintains copies of all Coalition minutes and correspondence; may help maintain the membership roster (including contact information) and makes Coalition records available, upon request, to members within a reasonable time.
- E. The Tech Manager helps maintain the website, mailing list, and the membership roster; helps answer inquiries to the Coalition website; and assists with other tasks as needed.
- F. The Coalition may, by a two-thirds majority of those voting at a Coalition meeting, remove an officer for cause.
- G. To fill an unanticipated vacancy, the Coalition may appoint or elect a temporary officer to serve until the next election.
- H. The Officers may create, and invite others to join, a Steering Committee to advise and help administer the activities of the Coalition.
- I. *Requests for Coalition statements or appearances from media or government representatives shall be handled by the Coalition Chair (or his/her designated Steering Committee member). When the Chair (or the designated substitute) responds to such requests:*
  - 1. *Advance approval by the membership to speak on behalf of the Coalition is **NOT** required when the topic is general advocacy for the Mission and Goals of the Coalition. Approval is also not needed when any Steering Committee member represents the Coalition on similar topics to general audiences.*
  - 2. *Advance approval by the membership **IS** required when the topic involves a state or local public ballot initiative. This advance approval requirement is waived if the Coalition has already voted to endorse the initiative.*

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### 8. MEETINGS AND DECISION-MAKING:

#### A. Regular Meetings are held monthly.

*1. Online Zoom meetings: FWC Representatives and additional residents from all Firewise communities, individual Coalition members, and the public are invited to attend.*

*2. For hybrid meetings (in-person attendance plus Zoom): FWC representatives, speakers and special guests are asked to attend in-person. Additional residents from all Firewise Communities, individual Coalition members, and the public are invited to participate via Zoom.*

*3. All attendees are invited to participate in the selection and discussion on topics/issues concerning wildfire safety preparedness and the Firewise Communities.*

#### B. Each Firewise Community has ~~only~~ one vote *only*. 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 *acting as residents representatives* of a Firewise Community, *and members of the public*, are not eligible to vote.

#### C. When a decision *on a position or course of action* 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.

Representatives may decide that ~~an initiative~~ *a position* or course of action is of such significance (for example, endorsing a local or state ballot initiative) 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 *proposed position or course of action*. ~~taken at the meeting~~. Two-thirds of responding Firewise Communities will need to agree for the ~~proposal to carry~~ *vote to pass*.

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, *or Requesting to be a FWC*) from which the vote is cast. The ~~Secretary~~ *Steering Committee* shall ensure that only one vote per Community is counted. *The identification of the FWC is not required for hand votes on minor issues when a vote is taken at in-person meetings of FWC representatives.*

#### D. 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.

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- E. Changes to the regular day, time or place of a monthly meeting, or cancelling a meeting, may be made by agreement of the Steering Committee 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. WORKING GROUPS: The Coalition may establish Working Groups, as needed, for the purpose of studying a particular issue and to develop positions and actions for the Coalition. Working Groups 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 Working Group. 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 *or in an email or an online (Zoom) vote*.

The undersigned Secretary of the NEVADA COUNTY COALITION OF FIREWISE COMMUNITIES, a California Non-Profit Association, hereby certifies that the foregoing amended Bylaws were approved and adopted by the Members present at the ~~March 2, 2021~~ *August 2, 2022* Coalition meeting.

[Signed]\_\_\_\_Virginia Gompertz\_\_\_\_

Secretary

By-Laws first adopted March 6, 2018

Revised June 5, 2018

Revised August 7, 2018

Revised March 2, 2021

Revised Oct. 5, 2021

*Revised August 2, 2022*