

Orland Fire Protection District

BY-LAWS OF THE SENIOR ADVISORY COUNCIL (SAC)

ARTICLE I – MISSION STATEMENT/PURPOSE

Mission Statement

This organization shall be called the Orland Fire Protection District Senior Advisory Council or SAC. SAC serves as a bridge between OFPD officials and the large senior population in the district in communicating health and safety concerns. SAC both communicates “to” seniors and brings information “from” seniors to the leadership of the district. The goal is to preserve life and property for seniors within the district.

Purpose of Senior Advisory Council

The Orland Fire Protection District (OFPD) established the Senior Advisory Council (SAC) in 2009. SAC’s main purpose is to “identify and address specific needs of the senior residents of our district” with respect to health and safety. In general, advisory councils may perform the following tasks:

- Studying of issues
- Performing independent research
- Participate in district activities
- Educate seniors about health and safety issues recommended by staff and district analyzing the impact of policies on the senior population within the district
- Make recommendations to the Board of Trustees based on thoughtful and unbiased discussions from a senior perspective

ARTICLE II – JURISDICTIONAL BOUNDARIES

District

The members of SAC will operate within the jurisdictional boundaries of the Orland Fire Protection District, namely; Orland Park, Orland Hills, and unincorporated Orland

Township. The Fire District is 33 square miles and resides within Cook County Illinois, serving a population of nearly 80,000. Orland Fire Protection District is located about 20 miles southwest of Chicago.

The Fire District is a special taxing district which is governed by an elected board of five trustees. While the Fire District works closely with the elected officials of Orland Park, Orland Hills, and Orland Township, we are a separate governing body.

ARTICLE III – ROLE AND RESPONSIBILITIES

Authority

Advisory councils traditionally bring the voices of citizens forward that might not otherwise have been heard to help shape public policy. They tend to include people with diverse life experiences, interests and expertise who want to participate in public service but may not wish to hold public office. The SAC will include this criterion in choosing members 55 and older.

SAC can offer counsel to guide, shape and implement public policy as an arm of the OFPD’s administration and Board of Trustees, providing suggestions based on research and data on potential public policy affecting seniors in the district.

ARTICLE IV – MEMBERS

Conduct

SECTION 1. CLASS OF MEMBERS. The organization shall have one class of membership.

A successful candidate for membership must meet and/or maintain the following criteria:

- A. Members must be at least 55 years of age.
- B. Members must hold U.S. citizenship
- C. Members must have resided within the boundaries of the OFPD for at least one year and must remain a resident of the OFPD for the duration of their term.
- D. Members must be of good moral Character.

SECTION 2. APPOINTMENT OF MEMBERS. Membership shall be conferred by the Fire Chief of the OFPD for the completion of a term or for a new two year term.

SECTION 3. VOTING RIGHTS. Each member shall be entitled to one vote when present at the meeting on each matter submitted to SAC members for determination.

SECTION 4. TERMINATION OF MEMBERSHIP. Membership termination shall be at the discretion of the Fire Chief.

SECTION 5. RESIGNATION. A member may resign by filing a written resignation with the Secretary of SAC by either electronic or conventional mail.

SECTION 6. TRANSFER OF MEMBERSHIP. In addition to the provisions of Section 4 for suspension or termination of membership in SAC, the Fire Chief may terminate membership of any SAC member and may assign that membership position to another person qualified to serve on the SAC.

SECTION 7. COMPENSATION. Members of SAC shall not receive any compensation for their services.

SECTION 8. HONORARY MEMBERSHIP. The SAC may, by majority vote of those present at any regularly constituted meeting of the organization, designate a person to participate as an Honorary Member of the SAC, subject to the approval of the Fire Chief. An Honorary Member shall be entitled to participate in discussions of SAC but shall not be entitled to vote on any issues. Honorary Membership may be withdrawn on the same basis as conferral.

ARTICLE V – TERM OF MEMBERSHIP

Length

The term of office for a SAC member shall be for two-years. Members may be reappointed at the December meeting by the Fire Chief.

ARTICLE VI – COMPOSITION OF THE COUNCIL

Members

Membership in SAC is determined by geographical boundaries and membership requirements. SAC members will be chosen from regions/zones based on the number of fire stations in the district. Two eligible residents will be selected to serve from an area that comprises the boundaries of the fire station in that area. Currently there are six fire stations, therefore SAC would consist of 12 members in addition to the Chief (or

his/her designee), the Fire Prevention Supervisor or Public Education Coordinator, and the District's public relations consultant. The Fire Chief may appoint six members-at-large for a total of 18 members. All voting ties would be decided by the Presiding Officer.

ARTICLE VII – MEETING OF MEMBERS

Time and Notice

SECTION 1. ANNUAL MEETING. An annual meeting of the members shall be held during the month of November in each year to plan for the following year. Said meeting will also be used to finalize any actions or financial matters by the end of the calendar year.

SECTION 2. SPECIAL MEETING. Special meetings of the members may be called either by the Presiding Officer or the Fire Chief.

SECTION 3. PLACE OF MEETING. The members of SAC may designate any place, either within district facilities or outside as long as said meeting is within the jurisdictional boundaries as described herein as the place of meeting for any meeting including special meetings or the annual meeting.

SECTION 4. NOTICE OF MEETINGS. Written, printed or electronic notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, email or fax, to each member not less than five (5) days prior to said meeting date by or at the direction of the Presiding Officer, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by the Fire Chief to meet, the purpose for which the meeting is called shall be stated in the notice.

SECTION 5. ABSENCES. Attendance at all scheduled meetings is required and the absence of three unexcused meetings in a row would constitute a voluntary resignation from SAC.

ARTICLE VIII – RECRUITMENT OF MEMBERS

Guidelines

SAC will recruit and appoint members to the council as established in the By-Laws by jurisdictional boundaries in order for the council to have a “balance of viewpoints” so no one group can dominate the Council.

Qualifications for selection and participation are outlined in the Policies and Procedures. This may include participation in the districts Citizen’s Fire Academy or other education or in-service program. SAC is encouraged to consider applicants with special skills, backgrounds or credentials to bring more expertise to the Council.

ARTICLE IX – RECORDKEEPING

Minutes

The organization shall keep accurate and complete books and records of account and shall also keep minutes of the proceedings of its members, and shall keep at the registered or principal office a record giving the names and addresses of the members.

ARTICLE X – CALENDAR YEAR

Duration

The calendar year of the organization shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XI – AMENDMENT TO BY-LAWS

Process

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a two-thirds majority of the council present at any regular meeting or at any special meeting, provided that at least five (5) days prior to said meeting date written, email or FAX notice is given of intention to alter, amend, repeal or to adopt new By-Laws at such meeting with final approval by the Fire Chief.

Effective January-2019