

Foreign Fire Tax Board By-laws

ARTICLE 1 NAME

The name of this organization shall be known as *Foreign Fire Tax Revenue Administrative Board*. Throughout the rest of this document, it shall be referred to as the Board for purposes of brevity. Any other board referred to shall be specifically named in full.

ARTICLE 2 PURPOSE

The purpose of the Board is to manage a fund made up of the revenues received from the Foreign Fire Tax for the City of Moline. The general purpose of the fund is to allocate monies for the use, maintenance and benefit of the Moline Fire Department within the guidelines established by city ordinance and these rules.

ARTICLE 3 MEMBERSHIP OF BOARD AND ELECTION OF OFFICERS

Members shall be elected and/or appointed as specified by the adopted city ordinance.

The Board shall elect a chairman, a secretary and a treasurer whose terms shall be concurrent with the Board that elected them. The treasurer may be selected from other than Board members, but all other officers shall be selected from Board members.

If the treasurer is selected from other than Board members, the compensation for that office shall be set by Board action.

The secretary shall record the minutes of all Board meetings when the Fire Department secretary is not present to do so. The secretary shall also notify all Fire Department members of meeting dates and times and make sure that such meetings are properly posted at City Hall to meet with the Open Meetings Act requirements.

The chairman shall call for special meetings and shall be responsible for notifying the secretary of all meetings. The chairman shall preside over all meetings. In the event of his absence, the Board members present shall elect a chairman from those present to serve in his absence for that meeting. The chairman shall vote on all issues to come before the Board the same as any other member.

A quorum of the Board shall be three members present; however, at least one of those members must be the chief or the elected battalion chief.

ARTICLE 4 POWERS AND DUTIES

The Board shall have the duty to submit to the City Council, on or before April 30th each year, a report detailing meetings, actions, funds received and funds dispersed for the previous year ending March 31st.

The Board shall also have the duty to follow the rules and regulations as stipulated by the city ordinance that established the Board and the fund it administers.

The Board shall have the power to allocate expenditure of funds for the good and welfare of the Moline Fire Department, provided that those expenditures are within the rules of the adopting ordinance and the rules of the Board.

The Board shall have the power to invest funds in tax-free bonds and other secure investments to provide maximum growth of unexpended funds. Selection of funds and investments shall be by vote of the board and with due consideration given to safety of funds invested.

ARTICLE 5 MEETINGS

Following organization, the Board shall meet on the second Tuesday of the even months beginning at 8:15 A.M. 1.

The chairman shall have the power to call special meetings of the Board, provided that all members of the Board are notified and the meetings are posted in compliance with the Open Meetings Act of the State of Illinois.

The chairman shall have the duty to call a special meeting of the Board when it is requested by a majority of the Board members or a majority of the members of the Fire Department.

Meetings shall be conducted according to *Roberts Rules of Order*.

ARTICLE 6 AMENDMENTS

These articles may be amended by a 2/3 vote of the Board, provided that the proposed changes have been posted 30 days prior to the vote and provided that the changes do not conflict with the adopting ordinance of the City of Moline.