

Inyo County Sheriff's Posse Bylaws

2017 Revision

Article I. Name

The name of this organization shall be "Inyo County Sheriff's Posse, Inc." ("Posse" or "Team"), and as such, this organization is duly constituted as a volunteer unit under the direction and control of the Inyo County Sheriff's Office (ICSO), in accordance with the Inyo County Volunteer Policy.

Article II. Objectives

The purpose of the Posse is to provide services in cooperation with the ICSO in cases of emergency, disaster, searches, or rescues, and to perform other duties as requested by the ICSO.

Article III. Membership

Section 1. The requirements for membership on this team will be those set forth in these Bylaws, the Inyo County Sheriff's Department Rules and Regulations, and the Inyo County Volunteer Policy.

Section 2. All applicants will be subject to background character checks by the ICSO and must be approved by the ICSO. All members have to be accepted by the SO as Inyo County volunteer disaster services workers.

Section 3. Only Members who have completed the probationary period, have been accepted by the Board of Directors (Board), and have been approved by a majority vote of the Membership at a General Meeting have voting privileges.

Section 4. Posse equipment may be furnished to Members for the purpose of Posse operations and training. Such equipment shall remain the property of the Posse. Any Member leaving the Posse for any reason shall return such equipment to the President. No unauthorized patches shall be worn on Posse uniforms. An identification card may be issued to each Member by the ICSO. No Member shall display his or her identification card for unofficial or unauthorized purposes.

Section 5. Any Member of the Posse who ceases activity may be designated Inactive by the Board. Inactive Status is determined as described in the Addendum "Membership Levels."

Section 6. Any Member may apply in writing for retirement status upon completion of five years or more of service to the Posse. A Retired Member may attend meetings, but shall not vote or hold office.

Section 7. The ICSO may refuse the services of any Member of the Posse, as provided for in the Inyo County Volunteer Policy. Such an action by the ICSO constitutes expulsion from the Posse. Any such expelled Member shall be given ten days' notice in writing, and shall, upon his or her request, be entitled to appear before and be heard by a quorum of the Board. Upon a majority affirmative vote of its members, the Board shall designate a representative to plead the affected Member's case before a representative of the ICSO.

Section 8. The Board, by vote of a majority of its members, all of whom must vote on the matter, may recommend the expulsion of a Member from the Posse. Before any such expulsion goes into effect, the affected Member may present his or her case to the Regular Membership at a General Meeting, prior to which the Member shall be given ten days' notice in writing. A representative of the Board shall present its case at the same meeting. The expulsion shall become final only upon a two-thirds vote of the Regular Membership present.

Article IV. Board of Directors

Section 1. Officers:

The Officers of the Posse shall be President, Vice President, Secretary, and Treasurer. Officers shall serve one-year terms. The President and Vice President shall be limited to two consecutive terms.

Section 2. The President shall be the Chief Executive Officer of the Posse and Chairperson of the Board, and shall preside at all General Meetings. In any committee appointed by the Board or the President, the President may serve as an ex-officio member.

Section 3. The Vice President shall assume all presidential duties in the absence of the President. Upon the permanent absence or resignation of the President, the Vice President shall preside until the next election.

Section 4. The Secretary shall keep a record of all General Meetings of the Posse. The Secretary shall maintain an accurate roster of the Membership and shall update the list every sixty days. The Secretary shall send out notices and other correspondence when required by the President. The Secretary shall furnish a copy of the minutes of the previous General Meeting to the President prior to the next Board Meeting.

Section 5. The Treasurer shall be responsible for the proper accounting of all Posse funds. The Treasurer shall regularly pay Posse debts and update the board on the financial status of the organization. The Treasurer shall submit financial reports to the board on a quarterly basis.

Section 6. Board of Directors

6a. The Board shall consist of up to nine members, consisting of the President, Vice President, Immediate Past President, Secretary and Treasurer and up to four other elected Members. The Board shall be responsible for overall policy matters of the Posse.

6b. The Board shall assume duties as a nomination committee and membership status review committee, and shall have authority to approve expenditures not exceeding two thousand dollars.

6c. Any action by the Board may be rescinded by a two-thirds vote of the Members in attendance at a General Meeting.

6d. During meetings of the Board, other Members may be recognized by the Board Chairperson at the Chairperson's option.

6e. No Member of the Board has authority in matters of policy apart from a scheduled Board Meeting.

6f. If a Board Member is absent three consecutive Board meetings without notifying the Board Chairperson, the Board may replace that Board Member. A person filling the seat of a replaced Board Member shall be elected by a majority of the remaining board members and shall serve out the remainder of the term of the person they are replacing.

Section 7. Board Elections: The Officers and Board shall be nominated and elected annually as follows:

7a. Any Voting Member in good standing may be nominated for any office.

7b. Candidates for the Board shall be nominated at the December General Meetings. Each Board Member will serve a two-year term and officer terms are one year.

7c. Election of non-officer Board Members: The Board shall not exceed nine members in total including four officers and five regular Board Members. Not all nine Board seats need to be filled on any given year.

7d. Election of Officers and Board Members shall be by plurality vote of the Membership at the December General Meeting.

7e. Officers and Board Members shall be installed at the January General Meeting.

7f. In the event of a vacancy in any office except President, the Board, by majority vote, shall appoint a qualified Team Member to fill the vacancy, subject to approval by the Membership at the next General Meeting. In the event of a vacancy in the office of President, the Vice President shall assume the duties of the President. If

the Vice President replaces the President the new Vice President is elected by the Board.

7g. Absentee voting shall be permitted only for the annual election. Absentee ballots must be delivered to the December General Meeting at least fifteen minutes prior to the start of the voting. The voter must sign the ballot in a place and manner so that the signature can be removed. The Member(s) appointed to count the ballots shall also open and count the absentee ballots. In the event of a runoff, absentee ballots shall be counted for each successive vote as long as the candidate is still in the runoff. If the candidate is no longer in the runoff, the absentee voter shall have no vote.

Section 8. Any Officer or Board Member may be recalled by a two-thirds vote of the Members present at a General Meeting. Notice shall be given to all Members at least thirty days in advance of any recall election.

Article V. Meetings and Quorums

Section 1. There shall be a General Meeting held on the first Thursday of each month, except when the first Thursday of the month falls on a national holiday, in which case the General Meeting shall be held on the second Thursday of that month.

Section 2. Special General Meetings may be called by the President, the Sheriff's Search and Rescue Coordinator, the Assistant Coordinator, or any ten Members. The Membership shall have at least ten days' written advance notice of the date, time, and place of any such meeting.

Section 3. The Board shall meet monthly or as necessary.

Section 4. The presence of a majority of the Board Members including officers shall constitute a quorum.

Section 5. - Special Board Meetings and Board Votes by email or other electronic means.

5a. A board meeting via electronic means can be called either by the Board President or a quorum of the Board. These special meetings may take place via electronic means using the process outlined in these procedures. The President and Board shall be judicious in exercising the ability to meet via electronic means and such meetings shall be rare and reserved only for situations where time is of the essence. The special meeting shall be chaired by the president or, if the president is unavailable, the Chair shall be determined in accordance with these bylaws. The meeting secretary (MS) shall be designated by the Chair if other than the usual Secretary.

5b. Email Meeting Procedures:

a. The Chair shall send an email to all the members stating the reason for calling the meeting and providing an outline of the issue to be discussed. These Email Meeting procedures shall be attached to this initial email.

b. Motions shall be presented, seconded and opened for discussion by following the same rules and procedures followed in regular meetings.

c. Once a motion has been seconded, the Chair shall then start a discussion period which shall be open for specific time period (e.g. 2 days or 2 business days). In order to keep everybody informed and to monitor progress of the meeting, emails pertaining to the issue being resolved shall be addressed to the chair and secretary and contain the original subject in the subject line.

d. At the end of the discussion period, the Chair shall then start the voting period by submitting the motion to a vote by the board. The voting period shall be designated by the meeting chair or shall last until the number of returned votes is sufficient to determine the outcome of the vote. For a motion to pass, it shall have received the necessary number of favorable votes as defined in these bylaws, but not less than a majority of all of the voting board members.

e. Each voting board member shall send his/her email vote to the Chair and to the MS. The MS shall tally the votes and announce the results at the end of the voting period along with a list showing the vote of each member.

f. Once the voting results are announced the Chair shall declare the special meeting closed.

g. A written record of the vote shall be recorded in the minutes of the next in-person board meeting.

5c. Procedures for meeting by telephone or other electronic means other than e-mail:

a. Motions shall be presented, seconded and opened for discussion by following the same rules and procedures followed in regular meetings.

b. At the end of the discussion period, the Chair shall then start the voting period by submitting the motion to a vote by the Board.

c. Once the voting results are announced the Chair shall declare the special meeting closed.

d. A written record of the vote shall be recorded in the minutes of the next in-person board meeting.”

Section 6. There may be other meetings for the purposes of training or work details or for other purposes deemed necessary by the President or Training Officer. These

meetings can be held on any Thursday not reserved for a General Meeting. Other meetings may be scheduled at the discretion of the President or Training Officer.

Section 7. One-half of the Voting Membership present shall constitute a quorum for any General Meeting.

Article VI. Authority

Robert's Rules of Order, Revised shall govern the proceedings of the Posse, except when they are inconsistent with the Posse Bylaws, in which case the Bylaws shall prevail.

Article VII. Changes to Bylaws

Section 1. The Board and Membership shall be given at least one month's notice at a General Meeting of any meeting where changes in the Bylaws will be considered.

Section 2. These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a majority vote of the Board, subject to approval by two-thirds vote of the Members present at the next General Meeting.

Article VIII.

Anything not addressed in these Bylaws shall be referred to the Board. The Board will create policies from time to time as needed.

Article IX Membership Levels

Section 1. Membership Conditions

1.1 Each member shall meet minimum standards and qualifications.

1.2 SAR team members are unpaid at-will volunteer employees of the Sheriff's Department, and serve at the discretion of the Sheriff.

Section 2. Membership Levels:

The following membership levels are recognized: Candidate, Full (Voting) Member, Inactive Member, Specialist, and Emeritus.

Candidate Candidates must have completed the application process and have been sworn in by a designated member of the Sheriff's Office. A Candidate is defined as a trainee in the process of working towards becoming a Voting Member. After being

sworn in, Candidates may go on missions and trainings at the discretion of the President or Team Leader or Coordinator. Candidate members do not vote in elections.

Voting Member After a Candidate has attended at least 6 general meetings and 12 trainings and has obtained at least a current CPR certification or basic Red Cross first aid certification or equivalent, the Candidate may be voted onto the team as a full Voting Member. Candidate Members may move up to a full Voting Member position by filling out an MRA type-sheet and submitting qualifications to the Board, who, if in majority agreement, will submit the proposal to the voting membership for a vote.

To maintain Voting Member status, members must make a consistent effort to maintain skills and must participate in a combined minimum of 3 missions or trainings each year, as well as attending at least 3 general meetings a year. Voting Members will be eligible to have trainings outside of the Team (such as Wilderness Medicine Courses) paid for by the team, and will be eligible to attend MRA or national SAR meetings and conferences. Voting members will be eligible for Team pro-deals and other rewards only as long as their qualifications are maintained.

Voting members not meeting these minimum participation standards may request a waiver from the board.

Inactive Status – Voluntary

Members at any level who for one reason or another cannot participate in Team events or missions for some period of time may choose to go on Voluntary Inactive Status. The member shall inform the President or an officer of the status and reason, and will be removed from the callout list for the time of inactivity. Members on Inactive Status will not be eligible for pro-deals or other rewards. These members will maintain their Voting Member level upon returning to the team.

Inactive Status – Involuntary

Failure to maintain Active Status or give notice of Inactive Status will result in being made Involuntarily Inactive at the discretion of SAR Board Members. Members returning to the team after being Involuntarily Inactive will start again at Candidate level and will have to be voted-up to other levels after fulfilling qualifications. Involuntarily Inactive Members will have no pro-deals or rewards and must return all SAR gear including jackets to a team officer or Board Member.

Specialist Member

The team recognizes that some persons will bring a specialized skill to the team but are not necessarily involved in the greater workings of the team. These members will hold the Specialist Status. These members must have passed a background check with the Sheriff's Office and possess a valid skill-set for their area of specialty, and are

encouraged to lead one training a year in the specialized skill. The Board must approve all members with a Specialist Status. Pro-deals will be awarded to these members on a case-by-case basis. Specialist members do not participate in elections or votes.

Emeritus Member

There are some members whose long-term commitment to Inyo SAR we would like to recognize with a special designation: SAR Member Emeritus. Emeritus Members might no longer be actively involved in the day-to-day functioning of the team, but due to their years of service Inactive Status does not apply to them. Emeritus Members are welcome to determine their own level of involvement in Inyo SAR, but we request that these members attend at least one meeting a year and consider drawing from their expertise to lead or plan a training. Emeritus members do not participate in elections or votes.

Members may qualify for Emeritus Status by any of the following achievements:

President/Captain, 10 years or more of service, 100 or more missions, or by Board vote.