

**Colusa County Fire Safe Council Bylaws**  
**Approved \_\_\_\_\_, 2025**

**ARTICLE I: NAME**

*The name of the organization shall be Colusa County Fire Safe Council, hereinafter referred to as the CCFSC or the Council.*

**ARTICLE II: OBJECTIVES AND PURPOSE**

*The objectives and purpose of the CCFSC includes, but is not limited to:*

- a. Raise public awareness of wildland fire prevention through community education, including public forums, information fairs, media releases and distribution of brochures on topics such as defensible space, demonstration projects, volunteer events, and social workshops.*
- b. To reduce the threat of wildfire in Colusa County through fuel reduction projects (such as roadside fuel breaks)*
- c. Promoting community fire-safe planning and coordination*
- d. Develop and support emergency planning (such as identifying barriers to access by fire suppression equipment and identifying escape routes).*
- e. Supporting fire services and first responders.*
- f. Seeking available funding for proposed and approved projects to make Colusa County safer from wildfires.*

**ARTICLE III: MISSION STATEMENT**

*Mission Statement: To reduce the risk of wildfire and to protect the people, property, and economical, ecological, and cultural resources in all communities throughout Colusa County from catastrophic wildfire through education, innovation, collaboration, and action.*

**ARTICLE IV: MEMBERSHIP AND VOTING RIGHTS:**

*Members both voting and nonvoting are organizations, entities, or groups, hereinafter referred to as OEGs, and not individuals.*

*To be eligible to be a voting member of the Council, an OEG must meet the following criteria:*

- a. The OEG must have at least 10 members or have been in existence and active in Colusa County for at least one year, or must be a local Firewise Community, Prescribed Burn Association, Fire Safe Council, or other similar fire-related community group.*
- b. The OEG must have a mailing address, and/or own or manage property in Colusa County, or have a clearly demonstrable vested interest in Colusa County.*
- c. The OEG must be supportive of the Council's Purpose and Mission as stated in these bylaws.*

*OEGs that are not eligible for voting membership, or that do not wish to be voting members, may apply to nonvoting members of the Council.*

*While representatives of voting members, representatives of nonvoting members, individuals, and other members of the public may participate in discussions at Council meetings, only members in good standing can vote. In order to cast votes at any given meeting, members must:*

- a. Satisfy the requirements for voting membership.*
- b. Have submitted an application for voting membership and have been accepted as a voting member.*
- c. Be in good standing by continuing to satisfy the criteria for voting membership and not missing more than three consecutive meetings.*

*If a voting member loses voting rights by failing to send at least one representative to three consecutive Council meetings, OEG can regain voting rights by sending at least one representative to two consecutive meetings.*

*Members may designate individuals as their OEG's primary and secondary representative. Voting members will cast only one vote per item, even if more than one representative from the OEG is present.*

*Phone or virtual attendance is acceptable, however, the Council must follow virtual meeting procedures in accordance with the Brown Act.*

*Topics on which the Council may vote on include but are not limited to support of projects and proposals, change of bylaws, approval of new voting members, election of Council officers, and sponsorship of events. Items for voting consideration will be emailed to Council members a week prior to scheduled meetings.*

*Action on an item of regular business will require a favorable vote of two-thirds (2/3) of at least 5 voting members present. An action to elect officers (chair and vice chair) or change the bylaws will require a supermajority of two-thirds (2/3) of the council's entire voting members.*

*Members of the public who hold a stake in fire and fire management of the county or are interested in these issues, but do not satisfy member requirements, are welcome to attend meetings and are encouraged to participate in discussions.*

## ARTICLE V: GOVERNANCE

*Meetings shall be coordinated by the Colusa County Resource Conservation District (CCRCD) in its role as Council Coordinator. CCRCD staff will coordinate the activities of the Council including but not limited to organizing meetings, doing outreach, and seeking and administering grant funds.*

*The Council will have a chair and vice chair. Each position will have a two-year term, and the expectation is that the vice chair will serve as chair at the end of the term. Both the chair and vice chair positions are limited to voting members of the Council. The chair will conduct Council meetings, including calling meetings to order, moderating discussions, and calling for*

*votes on action items. The vice chair will assume the duties of the chair when the chair is absent. If the chair and vice chair are both absent, Colusa County Resource Conservation District staff will conduct the meeting.*

#### ARTICLE VI: COMMITTEES

*The Council will only form ad-hoc committees made up of voting members (i.e., committees devoted to studying and advising on a specific issue within a defined timeframe) on an "as-needed" basis and will have no standing committees. Ad-hoc committees will not have representatives from more than half of the Council's voting members.*

#### ARTICLE VII: MEETINGS

*Meetings of the Council shall be held, typically 3 times per year at dates and locations agreed upon by Council members. The Council is subjected to the Ralph M. Brown Act (California's open meeting law). Meetings may be conducted in person, virtually, or as a hybrid of the two only as authorized under the Brown Act.*

*At least one week before meetings, Colusa County Resource Conservation District staff will email agendas to all voting and non-voting members and interested individuals. Agendas will also be posted in compliance with the Brown Act.*

#### ARTICLE VIII: AMENDMENTS

*These bylaws may be amended at any regular or special meeting of the Council by a vote of two-thirds (2/3) of the Council's entire voting members, provided that notice of the proposed amendments has been given in advance at the previous meeting or sent to each member by email at least one week prior to the meeting at which the vote will occur.*

#### ARTICLE IX: RULES OF ORDER

*Simple parliamentary procedure prepared by Judge David Rosenberg shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws:*

*[77d4ee2b-c0bc-4ec2-881b-42ccdbbe73c9.pdf \(cacities.org\)](https://www.cacities.org/77d4ee2b-c0bc-4ec2-881b-42ccdbbe73c9.pdf)*

*I, the undersigned, concur with these bylaws and will participate in the Colusa County Fire Safe Council and represent my organization to the best of my ability.*

1. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

2. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

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