THOMPSONVILLE FIRE DISTRICT #2 CHARTER
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Affidavit—Determination of Property Ownership and Authority to Vote

Oath of Office Refer to Section 8.1

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Article I. Organization and Territory

Section 1.1 Creation

The Thompsonville Fire Department was established in 1839. The Thompsonville Fire District was incorporated by a Special Act of the Connecticut General Assembly in 1935—number 460 of the Special Acts of 1935. The District is subject to the provisions of the Act and its subsequent amendments: number 161 of the Special Acts of 1937; number 481 of the Special Acts of 1953; and number 09-5 of the Special Acts of 2009.

Section 1.2 Statutory Authority

On July 30, 2014, pursuant to CGS § 7-324, revision of 1958, as amended, (the "Statutes"), the District elected to be governed by the provisions of CGS § 7-324 to 7-329, inclusive of the Statutes, to exercise all powers and duties granted therein and otherwise provided by law, and to continue its existing form of organization. This Charter, Article I through Article XIII, provides for the administration of the local affairs of the District as approved by the District May 4, 2016**.** Amended as approved by the District _____.

Section 1.3 Territorial Limits

The geographical boundaries of the District are on file with the Enfield Town Clerk's office. Such territorial limits may be enlarged or reduced in accordance with CGS § 7-325(b). The District office is located at 35 North Main Street, Enfield, CT 06082.

Article II. Definitions

Administration: defined as any member of the Board, the Chief or non union administration approved by board.

Board: As described in CGS Chapter 105, Board of Directors means the Board of Fire Commissioners of the Thompsonville Fire District No. 2.

CGS: is the abbreviation for the Connecticut General Statutes.

Chair: As described in CGS Chapter 105, the President means Chair of the Board. See Section 7.2 for Duties of District Officers.

Chief: The chief operational officer of the District reporting to the Board.

District: means Thompsonville Fire District No. 2.

District Clerk: As described in CGS Chapter 105, the Clerk must be a member of the Board. See Section 7.2 for Duties of District Officers.

District office: means the office located at 35 North Main Street, Enfield, CT 06082.

Fire Department: means the Thompsonville Fire Department.

Motion: A proposal formally submitted to any meeting for discussion and possible adoption as

a resolution.

Pronouns: Unless the context otherwise requires, pronouns of any gender shall include both the masculine and feminine gender, and the singular pronouns shall be deemed to include both.

Statutes: refers to Connecticut General Statutes.

Treasurer: As described in CGS Chapter 105, the Treasurer must be a member of the Board. See Section 7.2 for Duties of District Officers.

Vice-Chair: As described in CGS Chapter 105, the Vice-President means Vice-Chair of the Board. See Section 7.2 for Duties of District Officers.

Article III. Purpose

Section 3.1 Thompsonville Fire District

The District, acting through the Board, has full power and authority to staff, fund, operate, and maintain the Fire Department. In furtherance of the District's purpose, the Board has the responsibility to purchase and maintain apparatus and equipment for fire protection, provide suitable buildings and places for keeping the same, and do any other act or thing reasonably necessary or associated with the purpose of the District.

Section 3.2 Thompsonville Fire Department

The purpose of the Fire Department is to extinguish fires, protect life and property, and provide all other related emergency services within the District, as authorized by the Board. Such services may be provided to other fire districts or municipalities as set forth in written agreements authorized by the Board.

Section 3.3 Personnel Policy and Procedures

The Board is responsible for the personnel policies of the Fire Department. The Board must ensure these policies are kept up-to-date, subject to the provisions of applicable state statutes and collective bargaining agreements to which the Fire Department is a party. Written policies and procedures must include:

(a) A statement of the duties and responsibilities of all employees of the Fire Department, including an organizational chart.

(b) A set of personnel rules that define the terms of employment in writing. These rules must include the following:

(i) Non-union managerial employees, including, but not limited to, Chief, assistant chief, or other non-union person of any rank, must establish their primary residence within the Town of Enfield within twelve (12) months of signing their contract All future contracts with managerial employees, including renewals, must include this residency requirement and a warning that failure to fulfill this requirement must result in contract termination one year from the date originally signed.

Article IV. Rights and Qualifications of Voters

Notwithstanding any provision to the contrary, no individual can cast more than one vote, irrespective of residence within the District and ownership of other properties within the District.

Section 4.1 Definition of a Voter

(a) Voters of the District are qualified to vote at any Annual or Special Meeting of the District provided they are:

(i) Duly registered and eligible to vote in a general or special election in the Town of Enfield, with a registered address within the District; or

(ii) The owner of real or personal property within the District, subject to taxation by the District.

(b) All Voters of the District shall have the right to vote at District meetings in referenda such as approving the annual budget, special referenda, and election of commissioners.

Section 4.2 Determination of Property Ownership and Authority to Vote

(a) The ownership of real or personal property will be determined by reference to the tax records of the assessor. The records for real property will be based upon the land records of the Town of Enfield. If the ownership of any real or personal property is held by a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trustee under a Trust, or other such entity which is owned by more than one person, then only one vote can be cast on behalf of such ownership.

(b) The authority to cast a single vote on behalf of the ownership of any entity must be determined and evidenced by a sworn affidavit, that the person casting the vote is duly authorized to vote on behalf of the ownership. An Affidavit Form for such purpose is affixed to this Charter and copies must be made available at the District office.

(c) The affidavit must be notarized and delivered to the District Office prior to the published end of voting hours at or before an Annual or Special District Meeting. Once executed, the affidavit must evidence the voting authority of the person on behalf of the ownership of real or personal property held by a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trustee under a Trust, or other entity. The affidavit remains in full force and effect until ownership of the entity is dissolved, or until such time as the District receives a subsequent executed affidavit authorizing another person to vote on behalf of the ownership.

Article V. Meetings and Procedures

Section 5.1 Annual and Special District Meetings

a) The Annual Meeting must be held on the 1st Wednesday in May of each year at a time

and place determined by the Board. The election of the moderator must be noticed in the meeting agenda and chosen from the floor by a majority vote of the Voters present. The moderator shall be present throughout the length of the meeting and shall be a Voter of the District. No less than 15 Voters constitutes a quorum for the transaction of business at any Annual or Special District meeting.

The Annual Meeting is held for the following purposes and to be conducted by the moderator in the following order:

(i) To announce the results of the District vote on the budget;

(ii) To announce the results of the election of Commissioners or to hold a vote for an unopposed candidate as specified in Section 6.3 Electing Commissioners;

(iii) Oath and seating of Commissioner(s). Refer to Section 8.2 Oath of Office;

(iv) Nomination of Officers and appointment of Tax Collector;

(v) To transact any other business to come before the meeting.

(b) A Special Meeting of the Board must be called immediately following the Annual Meeting for the following purposes:

(i) To set the mill rate if budget is approved; reference Section 10.1 a);

(ii) Designate an Independent Certified Public Accountant;

(iii) To make a Motion that must release previous bank signatory(s) of Commissioners vacating their position and to add new signatory(s) as required under Section 7.2;

(iv) To transact any other business to come before the meeting.

(c) Special District Meetings will be held as called and noticed under the provisions of CGS § 7-327.

(d) Notice(s) must be made in a newspaper having a general circulation in the Town of Enfield at least 10 days prior to the meeting. The notice(s) must be posted in the District office and at other designated places.

Section 5.2 Board Meetings

(a) Regular Monthly meetings will be held on the 3rd Wednesday of the month, unless otherwise mutually agreed upon by a majority of the Board. In December of each year, the Board must provide the District Clerk with the meeting schedule for the following year. The schedule will include the date, time, and place of the meetings. It shall be the responsibility of each Board member and the Fire Chief to attend Board meetings. A majority of the total number of Commissioners constitutes a quorum for the transaction of business at a Board meeting.

(b) Agendas for all Board meetings must be posted at the District office and at other designated places at least 24 hours in advance.

(c) Meeting minutes will be recorded by the District Clerk or his/her designee. The minutes must be available within seven (7) days of the meeting. A list of Motions made and the voting results that occurred during a Board or District meeting must be made available at the District office within 48 hours of the meeting.

(d) Except for a Special Meeting of the Board, all meetings must have at least one public communication item on the agenda.

(e) Executive sessions may be conducted for purposes consistent with the CGS.

Section 5.3 Meeting Procedures

(a) All meetings of the District and the Board must be conducted in accordance with Robert's Rules of Order with the following exception(s):

i) Public Communication: The Chair may choose to follow Robert's Rules of Order or engage public communication in a more conversational way.

ii) The Chair may allow Board member(s) to ask questions and solicit responses from attendees of the meeting if it furthers the progress of the agenda topic.

iii) In case of a tie vote the Chair or next ranking member may cast a 2nd vote in accordance with Chapter 105-Section 7-327-B.

(b) The District Clerk is required to write down all Motions of the Voters and/or of the Board. The District Clerk is then required to read back the motion prior to the vote on said motion. The vote of each Board member shall be recorded. All Motions must be available at the District office within 48 hours of the meeting.

(c) The District Clerk or their designee is required to record all meeting minutes of the Voters and/or of the Board. Documents submitted or read by Board members must be included in the minutes. The District Clerk is to oversee the meeting minutes. Meeting minutes must be available at the District office within 7 business days of the meeting.

Article VI. Board of Commissioners

Section 6.1 Board

(a) For the purpose of exercising all the powers and duties provided by the CGS, the Board shall be deemed the Board of Commissioners, and any Commissioner shall be deemed a member of the Board.

(b) All Board members must be residents of the District and registered Voters of the Town of Enfield.

(c) The Board must consist of the following Officers: Chair, Vice-Chair, Treasurer, and District Clerk. Commissioners must meet immediately after the Annual Meeting to nominate officers

whose terms will expire at the next Annual Meeting. Officers of the Board may hold multiple titles**;** however, the offices of Chair and Treasurer cannot be held by a single commissioner.

(d) No compensation shall be paid to a Board member unless approved by the Voters at an Annual or Special Meeting.

Section 6.2 Candidacy

(a) Minority representation must apply to all candidates, as described in CGS § 9-167(a).

(b) All candidates for Commissioner must live in the District and be registered Voters in the Town of Enfield.

(c) Not later than 30 days prior to the Annual Meeting, potential candidates for Commissioner must file a letter of intent at the District office. The Board will verify and certify all candidates for commissioner. Upon certification of the candidate, the Board will send a copy of the Charter and the Board's Ethics Policy by certified mail to each candidate within two business days.

(d) The letter of intent must be available for public review at the District office at least 14 days prior to the Annual Meeting. Names of the candidates must be published in a newspaper with a general circulation in the Town of Enfield no later than 10 days prior to the Annual Meeting.

(e) The term of a Commissioner begins as soon as they are elected and/or appointed.

Section 6.3 Electing Commissioners

(a) Ballots for election of Commissioners must be cast on the day of the District Annual Meeting. Balloting will be from 7:00am – 6:00pm, at a place determined by the Board and noticed in at least one newspaper with a general circulation in the Town of Enfield.

(b) Candidates will fill open Commission seats, expired terms first, then vacant positions, according to highest number of votes received.

(c) In the event that the election of candidates for Commissioner results in a tie vote, the election will stand adjourned for three (3) weeks and a run-off election will be held in accordance with the provisions of CGS § 9-332. If either candidate withdraws from such run-off election for any reason, the remaining candidate will be determined to be elected without the need for a run-off election.

Section 6.4 Terms of Office

(a) The Board consists of five (5) members, who will serve for terms of three (3) years.

(b) Under normal circumstances, a new Charter would require the election of a new Board at the first Annual Meeting following adoption. However, this Charter deems that all sitting Commissioners will be allowed to complete their terms according to previously established voting cycles.

(c) Any person ceasing to live in the District must automatically cease to be a Commissioner.

Section 6.5 Vacancies

(a) Upon the resignation or death of a Commissioner, the Board must fill the vacancy by appointment within 30 days. Unless otherwise provided by law, any elected or appointed Commissioner resigning from office must deliver a written notice of resignation to the District office. Resignations will become effective on the date specified in the notice or, if no date is specified, upon the date received and stamped at the District office.

(b) The vacant seat must be filled in accordance with the minority representation statutes.

(c) The person filling any position created by a vacancy will serve until the date of the next Annual Meeting, at which time an election must be held to complete the remainder of the term. All candidacy requirements must be adhered to as described under Section 6.3, Electing Commissioners.

Section 6.6 Committees

The Board may create one or more committees and may appoint members of the Board and/or Voters of the District to serve on them. Each committee must have at least three (3) members and serve at the pleasure of the Board. A member of the Board will be appointed, by vote of Board members, to serve as a liaison to the committee(s).

Article VII. Duties of District Fire Commissioners

Section 7.1 Duties of the Board

(a) The Board has the authority, power, and duties, as provided in CGS, and any other duties which may lawfully be designated by the Board for managing the affairs of the District.

(b) The Board must hold an Annual Meeting and is required to hold all-day voting prior to the Annual meeting for the Voters of the District to vote on the Annual Budget as described in Section 4.1 (b) and Section 5.1 (a) (ii).

(c) The Board is responsible for carrying out the acts, policies, and ordinances of the District. They must maintain an adequate set of books and records reflecting the affairs of the District, and open bank accounts in the name of the District, and designate signatories as required under Section 5.1 (b) (iii) and Section 7.2.

(d) The Board must review the Fire Department‘s written personnel policies as well as policies and procedures concerning property and equipment of the District. The Board must assure that complete and accurate records are maintained and available in a protected area on District property.

(e) Unless otherwise provided by contract, the Board will be responsible for all disciplinary matters and appeals.

Section 7.2 Duties of District Officers

The Chair:

- Shall be the chief executive officer.
- Shall be a member of the Board.
- Shall preside at all meetings of the Voters of the District and at all meetings of the Board.
- Shall be a signatory.

The Vice-Chair:

- Shall be a member of the Board.
- Shall have all the authority, power and duties of the Chair whenever the Chair vacates his office, is absent or from any cause is unable to perform his duties.
- Shall be a signatory.

The District Clerk:

- Shall be a member of the Board.
- Must keep a record of the motions of all meetings of the Voters and of the Board. (see Section 5.3 (b) for procedure)
- Shall keep a record of the minutes of all meetings of the Voters and of the Board, or delegate the task. (see Section 5.3 (c) for procedure)
- Shall keep at all times a list of the Voters of the District, or delegate the task.

The Treasurer:

- Shall be a member of the Board.
- Shall oversee the collection and payment of all moneys of the District.
- Shall oversee the financial assets and liabilities of the District
- Shall be responsible for communicating the approved mill rate(s) to the elected Tax Collector
- Shall validate appropriate bids taken.
- Shall be a signatory.

Signatories are limited only to the designated positions. If the position is vacated, a motion must be made to revoke the authorization and a new motion must be made to name a new signatory at an Annual or Special District meeting.

Article VIII. Commissioner Guidelines

Section 8.1 Oath Of Office

All new commissioners must take an Oath of Office and affirm that they have read, understand, and will obey the District's Charter and the Board's Ethics Policy prior to doing any District business. The Oath of Office is affixed to the end of this document.

Section 8.2 Code of Ethics

Commissioners at the beginning of each term must review and acknowledge in writing that they have read and understand the Districts Ethics Policy.

Article IX Fiscal Policies

Section 9.1 Fiscal Year

The District fiscal year begins on July 1st and ends the following June 30th.

Section 9.2 Budget

(a) The Chief will prepare a preliminary annual budget reflecting expenses for the District and must deliver it to the Board by March 1st. The Chief's preliminary annual expense budget will be formatted, at a minimum, in the following manner.

i. In columnar format, with three columns, by expense account (General Ledger Code) listed down the left side of the document and grouped by Budget Departments as explained under 9.3(a).

ii. The three columns will be displayed as follows:

Column One: The current fiscal year budgeted amount.
Column Two: Actual expenditures to date with projected expenses through the end of the current fiscal year.
Column Three: Preliminary expense budget prepared by the Chief.

iii. Sub Totals by Budget Department (see 9.3 (a)) and grand totals are to be displayed.

(b)Not later than (2) weeks prior to the public hearing, the Board must hold an Informational Meeting and ,

i. Present/distribute copies of the proposed budgeted expenses in the prescribed format indicated under Section 9.2 (a) above;

ii. Present all projected bank balances at end of June;

iii. Present the proposed required tax revenue for the upcoming year. The proposed required tax revenue must take into account the excess funds as described in Section 9.5, Excess Funds; The proposed mill rate(s) and the grand list totals by description that were used to calculate the proposed tax revenue must be disclosed at the Informational Meeting. The final mill rate(s) will be determined as described under Section 10.1 Tax Bills (a).

(b) Three (3) weeks prior to the Annual Meeting the Board must hold a public hearing to receive public input on the proposed budget. Immediately following the Public Hearing the Board shall hold a Special District Meeting to set the date of the annual vote on the budget and at which time the Voters shall have their rights as specified under CGS 7-344.

(c) Voters of the District must vote on the annual budget on the day of the Annual Meeting. Balloting must be from 7:00am–,6:00pm at a place designated by the Board.

(d) If the Voters fail to approve the budget by a majority of the votes cast, the Board must hold a Special District Meeting within two (2) weeks after the Annual Meeting to present another budget for a new vote at which time the Voters shall have their rights as specified under CGS 7-344. Voting on the second budget will take place at the Special Meeting; all-day balloting will not be available.

(e) If the second budget proposal is not approved, then the Board will adopt a budget that does not exceed the prior year's budgeted expenditures, except for any increases due to contractual obligations. The Board has the authority to increase and decrease individual line item expenditures as they deem necessary, but total expenditures are not to exceed the prior year's expenditures, except for contractual obligations noted above. The Board will publicly explain all changes at the next Board Meeting.

(f) Unbudgeted/windfall revenue received by the District must be disclosed no later than the next scheduled Board meeting and when received put into a reserve account for the following fiscal year.

Section 9.3 Budgeting Process

(a) The budgeted line item expenditures must be organized into like "types" of expenditures such as Payroll, Equipment Maintenance, etc. The like "types" will be referred to as "Budget Departments."

(b) Line items within a Budget Department must not be moved from one department to another within the fiscal year.

(c) Appropriations within each department may be transferred between line items within that department by majority vote of the Board.

(d) By majority vote, the Board may make interdepartmental transfers between Budget Departments, including the Contingency Fund, up to a maximum of 2% of the total appropriations for the current fiscal year. Once interdepartmental transfers reach a maximum of 2% of the current year's fiscal budget, whether individually or in the aggregate, no transfers can be made without approval by the Voters at a Special District meeting called for that purpose.

Section 9.4 Contingency Funds

An established appropriation is recognized annually within the budget, to be used at the discretionary approval of the Board under the guidelines of 9.9 Contracts (d). This fund is not to exceed 1% of the annual budget. This fund will be put in a separate bank account and must not be accessed without majority vote of the Board.

Section 9.5 Excess Funds

Excess funds remaining from a prior fiscal year, with the exception of Non-Reoccurring Capital funds must be put in a General Fund account. The District's undesignated fund balance must not exceed 50% of the year's actual tax revenue. Excess funds in excess of this amount must be used to offset any increases in the next fiscal year. The funds must be fully disclosed to the Voters at the time the budget is

presented for the next fiscal year. This policy does not apply to Non-Reoccurring Capital funds established to exist for more than one fiscal year.

Section 9.6 Non-Reoccurring Capital Expenses

An established appropriation may be recognized annually within the budget, to be used for specific purposes as designated by the Board. These funds are only to be accessed for the stated purpose. These funds will be put in separate bank accounts and must not be accessed without majority vote of the Board.

Section 9.7 Payment Procedures

(a) There must be no signature stamps used for signatures on invoices and/or checks. All signatures must be hand written in ink.

(b) All invoices for District expenditures must be reviewed and approved by the Chief or his/her direct subordinate, prior to submission to the Board for approval. The signature of at least two (2) Commissioners is required for any invoice in excess of $1,000. One signature must be the Chair or Treasurer. The signature must be dated on the invoice before it is authorized for payment. Invoices less than $1,000 require the signature of either the Chair or Treasurer and the signature must be date signed.

(c) All checks written on behalf of the District in excess of $500 require the signatures of two (2) Board members, one signature being either the Chair or Treasurer. Checks written on behalf of the District less than $500 require the signature of either the Chair or Treasurer.

(d) Credit card purchases are governed by Districts Credit Card Use Policy.{ Attachments

Section 9.8 Emergency Powers

The Chief, or his/her direct subordinate, must have the emergency powers necessary to purchase or repair any equipment necessary to maintain an efficient operating level of the Department. A report must be submitted to the Board in writing, justifying all emergency purchases.

Section 9.9 Contracts

(a) There must be no signature stamps used for signatures on contracts. All signatures must be handwritten in ink.

(b) The Board is authorized to negotiate and approve labor contracts. All labor contracts must be voted on and approved in public by the Board.

(c) All other contracts and agreements on behalf of the District must be counter-signed by the Chair or his or her designee and at least one other Board member.

(d) Any contracts, asset sales, purchases and/or agreements that exceed $20,000 or where the term exceeds one (1) year, must be fully disclosed to the Voters at the presentation of the budget. Any contracts, asset sales, purchases and/or agreements that exceed $20,000 and

are not part of the budget process must be approved by the Voters at a Special Meeting.

(e) No Board member or employee of the District shall expend funds or enter into any contract which would oblige the District to expend in excess of any approved appropriation. Anyone without authority from this Charter who expends or causes to expend any money of the District, except in payment of final judgments rendered against the District, will be liable in a civil action in the name of the District, as provided in the CGS.

(f) The District will not be liable for any indebtedness incurred by any member or employee of the District, unless an authorized order has been issued by the Board or specifically appropriated at a District meeting.

Section 9.10 Competitive Bids

(a) Three (3) competitive bids are required and available on any contract, agreement, and/or expenditure that exceeds $5,000 except in the case of an emergency as described in Section 9.8 Emergency Powers, or in situations where three (3) vendors are not available.

(b) The creation and utilization of Request for Quotes(RFQ's) is required for any purchase of $20,000 or more and is strongly encouraged for other purchases when appropriate.

(c) The Treasurer shall validate that a competitive biding prosses has been applied in accordance with this section .

Section 9.11 Annual Audit

The Board must designate an independent certified public accountant to audit the books and accounts of the District annually as provided under CGS.

Article X. Taxation and Bonds

Section 10.1 Tax Bills

a) The Board must fix the mill rate(s) for the required tax revenue approved by the Voters by the last Thursday of May. The total mill rate(s) cannot generate revenue that exceeds the required tax revenue as approved by the Voters. The mill rate(s) fixed must be distributed across all District taxable grand lists as equally as state law allows.

b) The collection of taxes for the District is to be overseen and authorized by the Treasurer. The Treasurer is to notify the appropriate tax issuer and collection agency of the mill rate(s). The Treasurer must have the same powers as collectors of taxes and enforce the payment of taxes, as provided in CGS § 7-328.

c) The Board may designate any appropriate entity to issue the actual tax bills to the District taxpayers and the collection of such taxes at an appropriate fee.

Section 10.2 Receipts

(a) All monies received by the District from any source, such as tax receipts, receipts from ordinances, etc. must be received by the Treasurer or his/her designee and deposited into an appropriate banking institution. These accounts are to be monitored appropriately by the Board.

(b) At each monthly Board meeting, the Treasurer's designee shall produce or assist in producing basic financial reporting to be available for comments at the monthly meeting. This reporting must include:

(i) An income statement showing activity by month and year to date and comparisons to budget accordingly.

(ii) A balance sheet showing the beginning balances, the ending balances, and the net activity for all accounts not reflected in the income statements.

(iii) All District bank accounts and District financial activity must be reflected in the financial statements produced.

Section 10.3 Bonds and Notes

(a) The District shall have the power to incur indebtedness by issuing bonds or notes, subject to the limitations defined in the CGS and the provisions of this Charter. The issuance of bonds and notes, where the terms are in excess of one (1) year, must be authorized by resolution of the Board and passed by a majority vote of District Voters at a Special or Annual Meeting.

(b) The Board is authorized and empowered to borrow money in anticipation of the disbursement of taxes, in an amount up to twenty-five percent of the total budget, for a term not to exceed 120 days.

Article XI. Ordinances and Procedures

This Charter authorizes the adoption of Ordinances and Procedures for the preservation of good order, health, welfare, and safety of the District.

(a) The Board, shall have the power to adopt amend or cancel ordinances and procedures.

(b) Ordinances may be proposed by the Board, or by Voters who present a petition to the Board signed by at least 25 Voters in the District.

(a) Notice of proposed ordinances, proposed amendments and or voter petitions shall be published in a newspaper with a general circulation in the town of Enfield . Copies will also be available at the District Office and posted at other designated places.

(b) Published notices will include the date ofa public hearing to be held at least 10 days after publication. The public hearing may coincide with a regularly scheduled Board meeting, or may be held at a special meeting of the Borad.

(c) After hearing public comments, the Board will vote to approve, amend or cancel proposed ordinances become effective immediately upon Board approval, provided that 15 days have

transpired since publication of the notice.

(d) The Board has the power to collect all fees and fines associated with the ordinance(s).

Article XII. Severability

If any provision, or portion thereof, of this Charter is, or becomes, invalid under any applicable statute or rule of law, it is to be deemed stricken and the rest of this Charter must remain in full force and effect.

ATTACHMENTS:

- Affidavit—Determination of Property Ownership and Authority to Vote (Reference Section 4.2)
- Oath of Office (Reference Section 8.1)
- Code of Ethics Reference Section 8.2
- Credit card use policy Section 9.7

END OF DOCUMENT

AFFIDAVIT

I,_____being first duly sworn on my oath, state and affirm:

(print full name)

1. I am authorized to vote (please check the type of ownership [A, B or C] that applies):

A. As a real property owner holding interest in real estate in the District.
B. As a personal property owner holding interest in anything besides land subject to District taxes.
C. On behalf of a Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trust, or other such entity owning real or personal property in the District: (please print the name of the entity holding title or the individuals you are authorized to vote for)

_____

2. District property which qualifies the entity or property owner to vote is located at: (please print the physical street address) _____

3. Names of all owners of the property described above: (please print)

_____

4. If you are voting on behalf of a Type C property owner (Sole Proprietorship, Corporation, Partnership, Limited Liability Company, Trust, or other such entity), please state how authority for you to vote was granted:

_____

5. The authority to vote on behalf of the entity is general authority to vote on all matters pertaining to the District, unless this authority is otherwise revoked in writing or the entity is dissolved.

6. I am the only person having authority to act on behalf of the entity.

7. The voter authorization information contained herein is true and accurate to the best of my knowledge and belief.

_____
Authorized Voter Signature

STATE OF_____)

COUNTY OF_____)

The forgoing instrument was acknowledged before me this_____day of_____, 20____

by_____.

Witness my hand and official seal this_____day of_____, 20_____.

_____

Notary Public
My Commission Expires:

_____

Thompsonville Fire Commissioner

Oath of Office

_____, you do solemnly swear, or affirm
(Nominated/Elected Commissioner)
as the case may be, that you will faithfully perform your duties as a member of the Board of Fire Commissioners for the Thompsonville Fire District. You also swear, or affirm, that you have read, understand, and will comply with the principles under the Thompsonville Fire District #2 Charter and the Board's Ethics Policy.