

TOWNSHIP AMBULANCE AUTHORITY
Rules of Procedure

1. **PURPOSE.** These Rules of Procedure are adopted pursuant to Article VII of the Articles of Incorporation to provide for the efficient and uniform administration of the Township Ambulance Authority.
1. **OFFICERS AND COMMITTEES**
 - 2.1 **Officers.** The officers of the Authority Board shall be a President, Vice President, Secretary and Treasurer.
 - 2.2 **Election of Officers.** The officers of the Authority Board shall be chosen by the Board at its annual meeting held in January of each year. The term of office for each officer shall be one (1) year, or until his or her successor is appointed and assumes office.
 - 2.3 **President.** The President shall be the chief executive officer of the Authority, shall preside over all meetings of the Authority Board, and shall have general and active management of the business of the Authority.
 - 2.4 **Vice President.** The Vice President shall perform the duties of the President during the absence or disability of the President.
 - 2.5 **Secretary.** The Secretary shall assure that the minutes of all meetings of the Authority Board are properly recorded and that notices for all meetings are duly given. He or she shall also perform such other duties as may be assigned by the President or the Authority Board.
 - 2.6 **Treasurer.** The Treasurer shall oversee the accounting records of the Authority and the deposit of funds in such accounts and depositories and subject to such controls as may from time to time be designated by the Authority Board. The Treasurer may be required by the Authority Board to give a bond for the faithful execution of his or her duties as Treasurer in an amount and manner as the Board may direct.
 - 2.7 **Multiple Offices.** Except as provided in this subsection, two (2) or more offices may be held by the same person, but an officer shall not execute, acknowledge, or verify an instrument in more than one (1) capacity, if the instrument is required by law or the Articles of Incorporation to be executed, acknowledged or verified by two (2) or more officers. One person, however, may not occupy the offices of President and Vice President.
 - 2.8 **Administrative Services.** The Authority Board may engage the services of a third party to provide administrative support to the Board.
 - 2.9 **Committees.** The President, with the approval of the Authority Board, may from time to time, for the purpose of carrying out the objectives of the Authority, establish, alter, or dissolve committees and appoint or remove members thereof. The Chairperson of each committee shall be selected by the President of the Authority Board. The President shall be a member of all committees. All committees shall be responsible to the Authority Board. A committee meeting may be called by the Authority Board, the President of the Authority Board, or the Chairperson of the committee. A notice of the committee meeting,

Township Halls of each incorporating township so that they are visible from outside a public notice stating the dates, times, and places of the new regular meeting.

- 4.4 **Special Meetings.** No less than eighteen (18) hours before any scheduled special meeting, the Secretary, administrative staff, or his/her designee shall post on the front window of the Forest Home Township Hall and other locations designated by the Authority Board so that it is visible from outside a notice of the special meeting, including the purpose for which the special meeting is called.
- 4.5 **Emergency Meetings.** Notice is not required for emergency meetings of the Authority Board if two-thirds (2/3) of all sitting Authority Board members decide that any delay resulting from notice requirements would be detrimental to efforts to lessen or respond to a severe and imminent threat to the health, safety, or welfare of the public.

1. **QUORUM AND VOTING.**

- 5.1 **Quorum.** Five (5) members of the Authority Board shall constitute a quorum for the transaction of business at all meetings of the Authority Board.
- 5.2 **Voting.** Unless otherwise provided in these Rules of Procedure, all decisions of the Authority Board shall be made by the vote of at least a majority of the entire Authority Board members.

1. **REGULAR MEETING AGENDA.**

- 6.1 **Regular Meeting Agenda.** The agenda for a regular meeting of the Authority Board shall be as follows:

- 1. Call to order.
- 2. Roll call.
- 3. Pledge of Allegiance
- 4. Public comments.
- 5. Approval of minutes.
- 6. Reports from ambulance director, if any.
- 7. Treasurer's report.
- 8. Payment of bills.
- 9. Correspondence.
- 10. New business.
- 11. Old business.
- 12. Member comments.
- 13. Adjournment.

The Authority Board reserves the right to alter the agenda.

- 6.2 **Special Meeting Agenda.** Whenever the Authority Board meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Authority Board are present and concur.

1. **CONDUCT OF MEETINGS.**

By:

Its: Secretary

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**Township Ambulance Authority
Account Balances**

Account	Description	Balance
Alden State Bank	Bill Pay Account	180,934.01
Huntington	Billing Revenue	1,358,657.87
NOW Acct - Alden State Bank	Governmental Interest Bearing Account	587,969.88
		<u>2,127,561.76</u>

1/11/2024