AMENDED BY-LAWS
OF
BEAVERHEAD AMBULANCE SERVICES SPECIAL DISTRICT

ARTICLE I
NAME AND LOCATION

Section 1. Name of Organization. The name of this organization shall be: BEAVERHEAD AMBULANCE SERVICES SPECIAL DISTRICT

Section 2. Legal Status and Authority. The BEAVERHEAD AMBULANCE SERVICES SPECIAL DISTRICT was formed by a vote of the residents of the special district on February 1, 2021. It is a political subdivision of the State of Montana and shall operate under the applicable authority as contained in Mont. Code Ann., including Sections *7-11-1003* through *7-11-1011*.

Section 3. Office. Its principal office shall be located at Beaverhead County Courthouse, 2 South Pacific Street, Dillon, Montana 59725. Other offices for the transaction of business shall be located at such places as the Board of Directors may, from time to time, determine.

ARTICLE II
BOARD OF DIRECTORS

Section 1. Board of Directors. The affairs of the District shall be governed by its Board of Directors as provided and authorized in Resolution No. 2021-06, Resolution Ordering a Referendum on the Creation of the Beaverhead Ambulance Services Special District and Providing for the Election of Board Members for the Purpose of Administering the Special District, passed February 1, 2021, by the Beaverhead County Commissioners.

Section 2. Number of Directors. There shall be five (5) elected members on the Board of Directors.

Section 3. Election of Directors. Elections will be held on the first Tuesday after the first Monday of May during the regular school election to fill the office of the Directors whose terms expire in that particular year. The Directors shall be elected by resident voters within the District. Candidates for the Board must file a Declaration of Candidacy with the Election Administrator within the time period specified in Mont. Code Ann. *§ 13-1-502*. The Election Administrator shall endorse on the Declaration the date on which it was presented.

Section 4. Director Qualifications. A candidate for the office of the District Board of Directors shall, at the time of filing, be a citizen of the United States, a resident within the District and a qualified voter.

Section 5. Director Disqualification. If at any point during his/her term of office, a Director moves his/her residence from the District, he/she shall be disqualified as a member of the Board and shall resign.

Section 6. Term of Office. Pursuant to Mont. Code Ann. *§ 7-11-1010(2)(c)(I)*, in a special district requiring the election of five directors, three of the initial directors shall serve for a term of two (2) years and two of the initial directors shall serve for a term of four (4) years, in order to allow for staggered terms in office. The initial term of offices for the Board was determined by lot at the June 7, 2021 meeting of the Beaverhead County Commissioners. Following the initial terms of office of the directors as determined at said meeting, the term of office for each director shall be four (4) years, pursuant to Mont. Code Ann. *§ 7-11-1010(2)(b)*. A Board member elected pursuant to this section shall hold office until the election and qualification or the appointment and qualification of the member's successor pursuant to Mont. Code Ann. *§ 7-11-1010(2)(a)*. New Directors shall be sworn in and take office at the quarterly meeting of the Board of Directors in July of each year. In the Order of Business at this July meeting, new Directors shall be sworn and be seated after Old Business and before New Business on the Agenda notice for the meeting. The term shall expire on June 30 of the designated year for each Board member.

Section 7. Resignation of Director. If a Director resigns prior to the end of the term of office for reasons of health, change in residence outside of the District, or any other compelling reason, the Board requests the earliest possible notification of intent to resign so that it may plan appropriately to fill the vacant seat.

Section 8. Vacancies. If one or two vacancies occur in the membership of the Board, then a majority of the remaining Directors shall appoint one or two qualified persons to fill the vacancies to serve the unexpired term of the preceding Director. In the event that the Board is unable to fill one or two vacancies within sixty days, or if more than two vacancies occur at any one time, the County Commissioners of Beaverhead County, upon notice from the Board of the failure to fill the vacancy or vacancies, shall appoint a qualified replacement to fill the vacancy within ten days. Said persons so appointed shall serve the unexpired term of the preceding Director.

Section 9. Filling Vacancies. When a vacancy occurs in the membership of the Board, a notice shall be posted on the Beaverhead County Commissioners website and published in a newspaper having a general circulation within Beaverhead County. The publication date shall occur within ten (10) days of the commencement of the vacancy. Interested applicants shall submit a letter of interest and resume to the Executive Assistant of the Beaverhead County Commissioners within ten (10) calendar days of the newspaper publication date. Applicants deemed qualified pursuant to applicable law and Article II, Section 4 of these By-Laws shall be interviewed by the Board during either or both of a special meeting called for the purpose, or a regular meeting as determined by the Board, within four (4) weeks after the deadline for

submitting applications. The Board shall place the appointment of the successful applicant on the agenda for the next regularly scheduled annual or quarterly meeting, as the case may be.

Section 10. Powers of the Board. The Board is a representative body elected by the registered voters of the District. The Board is accountable to the electorate, and shall be responsive to the needs and the imposed financial constraints of the District. In conducting its various functions as the legislative and policy making authority for the District, the Board recognizes the following general responsibilities:

a. The Board is responsible for the enactment of policies, rules and regulations to serve as guidelines as may be necessary to ensure funding for personnel for ambulance medical services as pursuant to the Resolution establishing the District.
b. The Board is responsible for the adoption of the annual budget, which will provide a financial basis for employment of personnel, to enable the District to carry out its mission.
c. The Board is responsible for monitoring and ensuring that funds collected within the District for ambulance service personnel are paid and distributed appropriately, that all employer payroll taxes are paid, liability insurance coverage is in place and all employees are covered by workers compensation.
d. The Board shall request and receive quarterly and annual accountings from Beaverhead Emergency Medical Services for the use of district funds.
e. The Board shall request and receive annual proof of liability insurance and workers compensation coverage at the January annual meeting.
f. If accountings are not received as required, the Board may suspend distribution of funds until such time as an accounting and proof of coverage is provided.

ARTICLE III
MEETING OF DIRECTORS

Section 1. Annual Meetings. The annual meeting of the Board of the District shall be held at the Beaverhead County Courthouse on the third Friday of January, at 10:00 o'clock a.m. or at such other time as is noticed by the Directors.

Section 2. Quarterly Meetings. There shall be quarterly meetings held by the Board on the third Friday in the months of April, July and October at 10:00 a.m., or at such other time as is noticed by the Directors, to transact such business as deemed necessary for the operations of the District.

Section 3. Special Meetings. Special meetings of the Board may be called at any time by order of the chairman or by resolution of the Board of Directors, or upon written request of at least three (3) members of the Board.

Section 4. Location of Meetings. All meetings of the Board shall be held in the Beaverhead County Courthouse, unless otherwise specified in the publicized notice of the meetings.

Section 5. Public Notice. The Board shall give notice of each meeting in a manner reasonably calculated to advise the public of the matters to be considered. Public notice of the time, date, place and a tentative agenda advising the public of the matters to be considered for each meeting will be posted as provided in Sections 6 and 7. All meetings of the Board shall be open to the public and the press, except closed meeting as authorized by law.

Section 6. Posting Notice. Notice of the meetings of the Board shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board, or, if no such office exists, at the building where the meeting will be held.

Section 7. Publication of Notice. A copy of the notice and the tentative agenda shall be made available to area newspapers. All interested news media organizations will be notified concurrently with members of the Board, upon request, of all meetings of the Board. To be notified of these meetings, a news media organization should make a request to the secretary of the Board.

Section 8. Notice of Special Meeting. Notice of the Special Meeting shall provide the purpose of the meeting and the meeting shall be limited to that purpose. Each Director shall be notified of the time, place and purpose of the meeting a reasonable amount of time in advance. Public notices of the time, date, place and the tentative agenda for each special meeting of the Board shall be posted as provided in Section 6 and 7.

Section 9. Quorum. At all meetings of the Board, a majority of the Board members must be present and shall constitute a quorum. If a majority of the Board shall not be represented, the Directors present shall have the power to adjourn to a time certain and notice of said adjourned meeting shall be given at least three days before such meeting is to be held. Such adjournment and the reasons therefor, shall be recorded in the minutes of the meeting.

Section 10. Majority Rules. On any question not required by law or by these By-Laws to be unanimous or require some specific number of votes, the vote of a majority of the Directors present and voting, shall be decisive, and shall be sufficient for the adoption of any Motion, Resolution, Ordinance or other action of the Board.

ARTICLE IV
OFFICERS

Section 1. Designation of Officers. There shall be four (4) officers, chosen from and elected by the Board, consisting of chairman, vice-chairman), secretary and treasurer.

Section 2. Election of Officers. At the quarterly meeting in July of each odd numbered year, Board members shall elect officers to serve as chairman, vice-chairman, secretary and treasurer. The election of officers shall occur after the last item of Old Business and before the first item of New Business on the Agenda Notice of the meeting. Until such officers are elected, the Board cannot take action on any new business. All officers shall serve two-year terms and may be re-elected to the same position.

Section 3. Duties of the Chairman. The chairman of the Board shall perform or cause to be performed the following duties:

a. Preside over all meetings of the Board of Directors when present.
b. Except as otherwise authorized, the chairman shall sign all official documents authorized by the Board of Directors, perform other duties as authorized by the Board of Directors.
c. Authorize the monthly distribution of funds for payment of personnel expenses by the ambulance service.
d. Approve and set the agenda for annual, quarterly and special Board meetings as prepared by the secretary.
e. As necessary, may appoint any committee the chairman deems appropriate to ensure the obligations of the District are being met.

Section 4. Duties of the Vice-Chairman. The chairman of the Board shall perform or cause to be performed the following duties:

a. Assume the duties of the chairman in his/her absence.
b. In the absence of the secretary, the vice-chairman shall assume the duties of the secretary with regard to taking minutes.

Section 5. Duties of the Secretary. The secretary of the Board shall perform or cause to be performed the following duties:

a. Keep and record an accurate record of the proceedings of all annual, quarterly or special meetings of the Board or Board committee meetings.
b. Present the minutes of the meetings for approval by the Directors at each meeting and maintain the minutes as per policy of the Beaverhead County Commissioners with the Executive Assistant.

c. Notify all Directors of the annual, quarterly or special meetings of the Board.
d. Cause to have all notices required by law or when duly ordered by the Board to be posted.
e. Issue and/or sign all reports, orders and official documents, when such are required by law or duly ordered by the Board.
f. Perform such additional functions as may be required by law or authorized by the Board.
g. Once approved by the Board, the minutes will be signed by the chairman and attested by the secretary of the Board.
h. The minutes shall be submitted to the Executive Secretary of the Beaverhead County Commissioners.

Section 6. Duties of the Treasurer. The treasurer of the Board shall perform or cause to be performed the following duties:

a. Request prior to each annual or quarterly meeting, an accounting of the receipt and distribution of the District funds from the ambulance service or its accountant, as authorized by the service.
b. Present to the Board the account of the receipts and disbursements required to ensure funds are being distributed appropriately.
c. Keep strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records.
d. Submit a quarterly report to the Board reflecting the current balance in District funds and receipts for the preceding quarter.
e. Keep financial records available for inspection by the Board at all times.
f. Deliver to successor in office all District books and papers with all District moneys or other property in the treasurer's possession.
g. Sign all legal documents as required by law.
h. Perform such additional functions as may be required by law or authorized by the Board.

Section 7. Filling Officer Vacancies. When a vacancy occurs in the office of the chairman, vice-chairman, secretary, or treasurer, the Board has the right granted to it to elect an interim officer to fill the vacant position from the Board. These positions will be filled until July of the following year at which time new officers will be elected.

ARTICLE V
ORDER OF BUSINESS

Section 1. Order of Business. Unless otherwise amended, the following constitutes the order in which business will be conducted at regular meetings of the Board:

a. Call to Order
b. Minutes/Approval of Minutes
c. Treasurer's Report
d. Agenda Approval
e. Public Comment
f. Announcements
g. Old Business
h. New Business
i. Adjournment

Section 2. Minutes. The Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Executive Assistant shall be responsible for their safekeeping. The minutes of meetings of the Board will include, but are not limited to the following:

a. The name of the District, the nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting, the names of the presiding officer and the Board members present and absent.
b. The disposition of the minutes of the previous meeting(s), either approved, amended or rejected.
c. A record of all principal motions passed or denied by the Board, together with the name of the member making the motion, and a numerical record of the members voting "yea" and "nay", unless each member vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.
d. A record of the disposition of all matters on which the Board considered but did not take action.
e. A summary of remarks by the public in attendance at the meeting. Only highlights of discussions will be recorded in the minutes.

Following approval by the Board, the minutes will be signed by the chairman and attested by the secretary of the Board.

Section 3. Manner of Conducting Votes. In all meetings, the chairman shall have a vote on all questions. When a Board member abstains from voting, such abstention shall not be counted as a vote, either for or against the matter presented, but shall be entered in the minutes as an abstention. A roll call vote may be taken on any matter in a public meeting. When an open meeting vote is not taken by roll call, any Board member may request that the Board be polled on any issue presented for vote. The number of "yea" and "nay" votes on any question shall be recorded in the minutes.

Section 4. Public Comments. To provide for full and open communication between the public and the Board, the Board authorizes several avenues for the exchange of information, ideas and opinions. All of the following operate within the framework of the Board's scheduled meetings.

a. Written correspondence may be directed to the Board, through the Executive Assistant of the Beaverhead County Commissioners, for consideration at a meeting. Statements of two pages or less are encouraged.
b. The period of time set aside for public participation shall not exceed one half hour.
c. A member of the public may speak only once during the public comments on an item not on the Agenda and for no more than five minutes.
d. From time to time, the Board will schedule a public hearing on matters of concern to the community, e.g., the setting of the tax rate.
e. The chairman will have the authority to regulate and limit public participation within the provisions of Board policies and accompanying regulations

ARTICLE VI
AMENDMENT OF BY-LAWS

These By-Laws will be reviewed annually at the January annual meeting and may be altered or amended, or new By-Laws may be adopted, at the next quarterly meeting of the Board, or at any special meeting called for that purpose by the Directors, provided however, that each Board member must have a minimum of thirty days written notice of amendment of the By-Laws and the draft of any such amendments. By-Laws must be adopted by no less than four (4) of the Board members voting in the affirmative.

We, the undersigned, a majority of the Directors of BEAVERHEAD EMERGENCY AMBULANCE SERVICE SPECIAL DISTRICT, and the secretary of said corporation, hereby certify that the foregoing Amended By-Laws, consisting of six articles, have been duly adopted as the Amended By-Laws of said District.

WITNESS our hands this _____ day of _____, 2026.

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John English, Director

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Sue Hansen, Director

_____
Kathy Hilton, Director

_____
Linda Marsh, Director

_____
Mike Mooney, Director

_____
SECRETARY