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POLICY 2.1: MEMBERSHIP ON THE BOARD OF DIRECTORS

A. POSITIONS AND TERMS

1. The Board of Directors of the District shall consist of five members serving four year staggered terms. No person shall be eligible to be a Board member who is not at the time of election or appointment an elector or property owner within the District.
2. Oregon Revised Statutes Chapter 478 provides for each Board member to be identified by a position number. Position numbers shall be transferred to the successors of each Board member. *Policy Adopted 12/77*
3. All Board members shall serve at large.

B. ELECTION OF BOARD MEMBERS

The election of Board members shall be conducted as provided by ORS Chapter 478.

C. QUALIFICATIONS

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in ORS Chapter 478. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

No person shall be eligible to serve as a Director of the District if that person is a firefighter of the District, paid or otherwise, or otherwise employed by the District. *Ordinance 2 2/90*

D. OATH OF OFFICE

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position.

E. TERM OF OFFICE -- STARTING DATE

Except where the Board or the County Commission is filling a vacancy on the Board, terms of office shall start on July 1.

F. VACANCIES

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the County Commission of Marion/Linn County. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following his or her election.

POLICY 2.2: POWERS AND DUTIES OF THE DISTRICT'S BOARD OF DIRECTORS

A. MEETING THE NEEDS OF THE DISTRICT

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

B. FORMULATION AND INTERPRETATION OF DISTRICT POLICY

Board members only have the right and responsibility to participate in board meetings and vote on district matters as part of the board. The most important activity of the board in performing this responsibility is the formulation and interpretation of district policies. To this end, the board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other district officers and personnel.

C. BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

Board members have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise, no individual board member may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines or policies of the District.

D. ETHICAL STANDARDS

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business. As public officials they are required to comply with Oregon ethics laws. Each board member shall be provided with a copy of the Oregon Government Ethics Commissions Guide for Public Officials.

E. BOARD MEMBER EDUCATION

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

F. DISCIPLINE

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

G. MANAGEMENT AND COMMUNICATION BETWEEN BOARD AND STAFF

The primary responsibility of the Board is to make policy level decision for the district. Management of the daily operations and staff is the responsibility of the Fire Chief. Unless

otherwise authorized by a quorum of the board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the board, no individual board member may order, direct, or conduct any review of personnel records or any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the board president, who will then communicate the question, request or concern to the Fire Chief.

POLICY 2.3: BOARD MEMBER ORIENTATION

A. COOPERATION WITH BOARD CANDIDATES

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations and other aspects of the operation of the District.

B. ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
2. The Chief Executive Officer shall provide material pertinent to District meetings and respond to questions regarding such material.
3. New members shall be invited to meet with the Chief Executive Officer and other District personnel to discuss the services each performs for the District.
4. The Chief Executive Officer shall give each new Board Member:
 - a. An updated copy of the District's Policy and Procedure Manual.
 - b. Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months.
 - c. A copy of the fiscal year budget in effect at the time the Board member takes office.
 - d. Copies of all such documents as the attorney for the District may recommend with respect to any pending claims or lawsuits.
 - e. A list of all District personnel by position.
 - f. Such other materials as the Board may direct or the Chief Executive Officer deems appropriate.

POLICY 2.4: REIMBURSEMENTS OF BOARD MEMBER EXPENSES

A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT

Pursuant to ORS 198.190, Board Members may receive daily compensation not to exceed \$50.00 for their services on the Board. Such compensation shall be set by majority vote of the Board, presently set at \$15.00. Board Members shall also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties. *Policy Adopted 7/81*

B. REIMBURSEMENT DOCUMENTATION

Board Members incurring reimbursable expenses shall submit proper documentation of such expenses to the Chief Executive Officer or such officer's designee for reimbursement by the District.