

ELECTED OFFICES

Relative Information: All Directors are eligible for election and should view the election to office as a routine and expected responsibility of being a Director. Oregon Revised Statutes require each Board to elect a President, Vice President, and a Secretary-Treasurer. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve; however, rotation of officers is encouraged for fuller participation by Directors.

Board officers are elected annually in July at the first Board meeting of each fiscal year. Each elected officer takes office immediately and serves until the first Board meeting of the following fiscal year, or until a successor is elected.

The duties of the President include:

- A. Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
- B. Consulting with the Fire Chief regarding the preparation of each Board meeting agenda.
- C. Participating, along with other Board Directors, with all the rights to discuss issues, make motions, nominate candidates, and to vote.
- D. Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law.
- E. Signing official District documents on behalf of the Board when authorized by the Board.
- F. Making appointments as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:

- A. Serving as President in the absence of the President with all the powers and duties as described above. The Vice-President shall have such other powers and duties as a majority of the Board may determine.
- B. Assuming the position of President in the event of absence, resignation, incapacity, or inability to serve of the President.
- C. Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary-Treasurer include:

- A. Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained in chronological order. These duties may be delegated to District staff members under the supervision of the Secretary-Treasurer.
- B. Ensuring accurate accounting and financial records are maintained by the District. Reviewing the District's financial audit with the District auditor, Fire Chief, and Chief Finance Officer prior to submittal to the Board.
- C. Conducting a properly called Board Meeting in the absence of the President and Vice-President.
- D. Serving on such committees and/or as representative as appointed by the Board President.

Policy Statement: It is the policy of the Board of Directors that election to Board office is an accepted obligation of Board membership and that the Board will annually elect a President, Vice-President, and Secretary-Treasurer as required by State Law.