

FILLING BOARD VACANCIES

Relative Information: When vacancies in Board positions occur midterm, state law charges the Board of Directors with the responsibility of filling the position. In the event there is less than a majority (quorum) of remaining Board Directors or if a majority of the remaining Board Directors cannot agree, the Jackson County Court (County Commissioners) will make the appointment(s).

The person appointed to fill the vacant position will serve through June 30 following the next regular District election (odd-numbered year). The appointee may run for the position at the next regular District election.

The law does not give specific direction on either the process or the criteria that the Board of Directors should use to fill a vacancy other than the appointee must meet the basic statutory requirements.

- A. **Selection Process:** The Board may select the process it determines is in the best interest of the District to identify and screen applicants, and make appointments. The following process is generally followed:
1. Make the vacancy known through advertisement or other method;
 2. Screen applications as may be necessary;
 3. Interview the most qualified applicants;
 4. Select the most qualified applicant. Selection may be by Board consent or by ballot. The Board of Directors may base the vote on simple majority or on a score based on a total of the applicant ranking by each sitting Director.
 5. Officially appoint the successful candidate. The newly appointed Director will take the Oath of Office. The appointment will take effect immediately.
- B. **Selection Considerations:** The Board should give consideration to, but not be limited to, the following qualifications:
1. Past local government experience.
 2. Understanding of Oregon open meeting and public records laws.
 3. Prior budget committee experience, especially with the District.
 4. Prior Board of Director experience with other districts.
 5. Background and understanding of Fire and Life Safety and Emergency Medical Services.
 6. Availability of time and willingness to participate.
 7. Decision making and group consensus skills.
 8. Length of residency in the Rogue Valley.
 9. Absence of known conflicts of interest.

Policy Statement: It is the policy of the Board of Directors to fill Board vacancies as specified in state law and in accordance with these guidelines.