

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN – 115

Preparation for Board Meetings

Issued: January 11, 2005

Revised: January 14, 2014

PREPARATION FOR BOARD MEETINGS

A. NOTICE

For regular meetings, the notice shall be in the form of an agenda and made available to all Board members, local media, all persons, or other media representatives.

Notice does not require a detailed description of proposed item of business. A reasonable effort to inform the public of more important issues considered is all that is necessary. The Board may consider additional subjects even though not in the notice.

B. DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

The Agenda, Chief Executive Officer's Report shall be emailed to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Chief Executive Officer shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

C. DISTRIBUTION OF AGENDA TO THE PUBLIC

The proposed Agenda will simultaneously be distributed to the District Office, the local Post Office or Community Notice Board, and on the District Website. It should be sufficiently descriptive so that interested persons will have an accurate picture of the anticipated agenda topics.