

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 – 118

Conduct of Board Meetings

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CONDUCT OF BOARD MEETINGS

A. PRESIDING OFFICER

The President shall preside at all board meetings. In the Presidents' absence the Vice-President, shall preside for that meeting. If both the President and Vice-President are absent, any other member of the Board may preside.

B. AUTHORITY

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. A majority vote of the Board can override any decision of the President or other presiding officer.

C. PUBLIC PARTICIPATION

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct, or causing any disturbance, may be asked or required to leave and upon failure to do so, such persons become trespassers.

D. CONTROL OF MEETING

The authority to control the meeting extends to control of equipment, such as cameras, tape recorders, and microphones. The presiding officer shall inform persons attending any meeting of reasonable rules necessary to assure an orderly and safe meeting.

The Physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulation of such rules.

E. VOTING

All official actions by the Board is approved by public vote, and such vote, including how each member voted on each issue, must be covered in the minutes. The vote may record that all members voted unanimously for or against the issue. Any secret ballot is prohibited. Failure to record a vote is not grounds to reverse that decision without a showing of intentional manipulation of the voting. Any Board member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

F. VOTE EXPLANATIONS

Members of the Board may append on the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

G. QUORUM

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

H. CONFLICT OF INTEREST

In the event of a conflict of interest, a member shall declare such conflict, prior to discussion, and step down from their position on the Board until such vote is taken. (NOTE: A conflict of interest exists only when a member stands to gain or lose a monetary amount from any action of the Board.)

I. SMOKING

Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. To further clarify this policy, the Board has designated the station at 275 S. Olive Street as a non-smoking facility, except for those areas specifically designated as being smoking areas.

1. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is “rented, leased or owned” by the State or a political subdivision, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
2. Smoking Reminder: When ever members of the public are in attendance at a meeting, the presiding officer shall remind those

present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

J. ADJOURNMENT

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.