

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 – 104

Board Membership

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Issued: January 11, 2005

Revised: January 14, 2014

Revised: May 10, 2016

A. POSITION AND TERMS

1. The Board of Directors shall consist of five (5) members serving four (4) year staggered terms. The district will assign a position number to identify each elected Board position. The position numbers will transfer to the successors of each Board member.
2. All Board members shall serve at large.

B. ELECTION OF BOARD MEMBERS

The election of Board members follows conduct as provided by the Yamhill Fire Protection District Policies and ORS Chapter 255.

C. QUALIFICATIONS

1. No person shall be eligible to be a Board member who is not at the time of election or appointment a registered voter or property owner with-in the district. Any person elected or appointed to the Board must meet the qualification for office set forth in the Board policy. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.
2. No person that is an active volunteer with the Yamhill Fire Protection District shall be allowed to serve as a Board member.

D. MAINTENANCE AND ELIGIBILITY

Board members must maintain their eligibility throughout their term of office. A Board member, who moves out of the district, or, if not a District resident, sells qualifying property within the district during their term in office, will lose his or her position.

E. 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. Elected members must receive a Certificate of Elections from the Yamhill County Clerk. In addition, they shall file a certificate of election with the District Chief Executive Officer.

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F. TERM OF OFFICE – STARTING DATE

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

G. FILLING VACANCIES

When a vacancy becomes available on the District Board between elections, the vacancy shall be filled by appointment by a majority of the remaining Board members. If most of the Board is vacant or if a majority cannot agree, the Yamhill County Court shall fill the position. (REF: OR Chapter 198.320)

The person appointed to fill a vacancy by the Board or Yamhill County Court will serve until June 30th following the next regular District election at which governing body members are elected (May in odd number years) The successor elected at the next regular election shall serve for the unexpired term.

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.

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B. Selection Considerations: The Board should consider, but not 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 Yamhill Fire Protection District.
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.