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## Board of Directors

### 101.1 PURPOSE AND SCOPE

To describe the responsibilities of members of the board of Directors for Siuslaw Valley Fire & Rescue, Western Lane Ambulance District, and Western Lane Fire and EMS Authority

### 101.2 POLICY

#### 101.2.1 ORGANIZATION STRUCTURE

The Board of Directors oversees the Fire & EMS Chief, Civil Service Commission (SVFR), and their respective Budget Committees. The Board authorizes all positions in the organization and entrusts the Fire & EMS Chief to organize them as necessary to carry out the business of the Authority.

#### 101.2.2 DISTRICT MANAGEMENT

The Board is required by state law to appoint a Fire & EMS Chief. The Fire & EMS Chief operates under the direction of the Board of Directors. The Authority management structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions. The Fire & EMS Chief has the discretion to appoint a temporary acting in capacity officer in his/her absence. District policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire & EMS Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action. If the position of Fire & EMS Chief is vacant (retirement, resignation, death), the Board of Directors has sole authority and responsibility to determine how the duties of Fire & EMS Chief will be addressed on both the interim and permanent basis.

#### 101.2.3 DIRECTOR QUALIFICATIONS

Oregon Revised Statutes 478.050 states, "A director of a district shall be an elector or an owner within the district. A district may determine, by ordinance that takes effect at least one (1) year prior to the date of a regular district election, that firefighters or paramedics of the district, volunteer or otherwise, and other district employees shall not serve as directors." The Fire District Board of Directors adopted Ordinance No. 01-2014 on August 15, 2014 prohibiting volunteer members and employees of the District from serving as a District Director. A Director or interested person can seek election to any position. The term of office is four years. The Board of Directors must consist of five members. A district may, with voter approval, establish subdistricts (wards) for the purpose of nominating or electing two or more director positions. Siuslaw Valley Fire and Rescue elects all Directors at-large; sub-districts have not been established. Directors or interested persons should view the statutory requirements highlighted above as the minimum qualifications for service on the Board of Directors. Directors should also ensure they have sufficient time and commitment to

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perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

### 101.2.4 OATH OF OFFICE

An Oath of Office is an affirmation a person takes before undertaking the duties of an office. An Oath is not required by law but can be required by Policy.

- The Board President shall be responsible for administering the Oath of Office to the other Directors.
- The Board Vice President shall be responsible for administering the Oath of Office to the Board President.
- The Board President of Western Lane Fire and EMS Authority, or his/her designee, shall be responsible for administering the Oath of Position to the Fire & EMS Chief.

Oath of Office for a Director position:

“You have been elected (or appointed) to represent the communities served by (Siuslaw Valley Fire & Rescue) or (Western Lane Ambulance District).”

“Your behaviors, decisions and actions directly reflect the image of (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District), other Board Members, its personnel, and the level of service the District provides to the citizens we serve.”

“Please raise your right hand and repeat after me:”

“I, (STATE YOUR NAME), do solemnly affirm that I will uphold the vision, mission, values and policies adopted by (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District); I will act for the good of the communities of which I serve; I will endeavor for the preservation of life and property; I will strive for excellence while I faithfully, honestly, and ethically perform the duties of Director with (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).”

“You are now duly affirmed as a Director for (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).

### 101.2.5 DIRECTORS RESPONSIBILITIES

Oregon Revised Statutes, Chapter 478 addresses the duties, power, and authority of fire districts. ORS 478.210. WLAD statutes are Oregon Revised Statutes are 440, Health District and Oregon Revised Statute 198, Special Districts.

The key duty of a Board Director is to make decisions. The law requires that the Board of Directors make all decisions as a unit. Individual decisions are invalid. In order to function effectively as a member of a board, each Director should:

- Become familiar with the Oregon Revised Statutes, Oregon Administrative Rules and other regulations related to the routine and emergency activities of the District.
- Directors are elected to work for the good of the District. personal interest shall be subordinate to working for the good of the overall board, District, and public interest.

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- Support board decisions and actions.
- Suspend judgment until sufficient information is available to make informed and supportable decisions.
- Recognize the difference between policy issues that the Board of Directors should address and administrative and operational issues that the District Staff should address.
- Understand the need for teamwork with other Directors and District Staff.
- Accept responsibility for total board operation. While board officers are elected, all Directors should prepare to function in any elected board officer position.
- Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time necessary to develop an understanding of the issues to be considered.
- Be open to effectively deal with all forms of public input regardless of the form in which the public input is delivered.
- Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual Director becomes the focus of acrimony.
- Conduct all business with the highest moral and ethical standards and in accordance with the Oregon Government Ethics laws.
- If a Director possesses professional expertise that can be of benefit to the District the Fire & EMS Chief may ask for the assistance of the Director in the completion of special project work. Throughout the project work the Director will report to the Fire & EMS Chief and focus only on the task they have been assigned.

### 101.2.6 DIRECTOR CODE OF ETHICS

The term “Ethics”, used in its broadest form, refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience, personal values, and learned behavior. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This code of ethics is intended to serve as a guide for Board Directors. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers. It is the Board of Director’s intent to review this policy annually in the month of July.

- (a) The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
- (b) The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
- (c) The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire & EMS Chief) to administer District business at the direction of the Board.

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- (d) The Board recognizes that operational matters of the District should be directed to the Fire & EMS Chief and Staff.
- (e) The Board commits to conducting all meetings in accordance with the Oregon Public Meetings laws. It recognizes that District business is to be conducted in public with the exception of specific topics that meet the criteria for Executive sessions.
- (f) The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests.
- (g) The Board, both as a body and as a group of individuals will support decisions made by the Board. Individual Directors may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
- (h) The Board will work directly with the Fire & EMS Chief and Staff to obtain information and/or an enhanced understanding to improve effective decision making. The Board should direct any complaint and/or issue directly to the Fire & EMS Chief. It is the responsibility of the Fire & EMS Chief to resolve the issue as may be necessary.
- (i) Board Directors, to the greatest extent possible, will forward business items to either the Board President or the Fire & EMS Chief for inclusion in a Board of Directors meeting agenda. The goal is to provide public notification of the issue and to allow time for the Staff and other Board Directors to research/consider the topic.
- (j) The Board recognizes it operates as a unit and that individual Board Director authority exists only as a member of the whole.
- (k) The Board acknowledges that policy decisions require Board action. When an individual Board Director receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board President and/or Fire & EMS Chief for inclusion in a Board of Directors meeting agenda.
- (l) The Board recognizes effective operations require a team approach. The Board, Fire & EMS Chief, and Staff members are expected to work together in a collaborative process assisting each other in the conduct of District business.
- (m) The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
- (n) The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire & EMS Chief as appropriate.
- (o) The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
- (p) The Board acknowledges that conflict or differences of view could arise between members and will seek effective remedies that are in the best interest of the Board and the District.

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- (q) The Board will seek legal counsel when indicated and will be guided by the legal advice provided.
- (r) The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in Oregon Revised Statutes and/or Oregon Administrative Rule.

### 101.2.7 DIRECTOR CONFLICT OF INTEREST

The state laws related to conflicts of interest were established in 1974. The laws are now known as "Government Ethics." They are included in Oregon Revised Statutes (ORS) Chapter 244. Directors, Board Appointees (Budget Committee & Civil Service), District employees, and District volunteers are Public Officials as defined by the law. The laws require public officials to disclose any situation that could be either a potential or actual conflict of interest. An actual conflict of interest may arise when a public official takes official action that would financially impact the official, a relative or an associated business. A potential conflict of interest may arise when a public official takes official action that could financially impact the public official, the official's relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict. The Board, in its desire to ensure all business decisions are made in full disclosure and compliance with the law, has implemented the practice of requiring Directors to annually submit an individual Statement of Acknowledgment concerning conflicts of interest. This process is designed to refresh Board member's knowledge of the State of Oregon Government Ethics laws and does not relieve the Board member from declaring an actual/potential conflict before participating in any official action throughout the year.

### 101.2.8 ELECTED BOARD OFFICES

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:

- Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
- Consulting with the Fire & EMS Chief regarding the preparation of each Board meeting agenda.
- Participating, along with other Board Directors, with all the rights to discuss issues, make motions, nominate candidates, and to vote.

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- Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law and in compliance with the Special Meeting Policy.
- Signing official District documents on behalf of the Board when authorized by the Board.
- Making appointments with the consensus of the Board as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:

- 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.
- Assuming the position of President in the event of absence, resignation, incapacity, or inability to serve of the President.
- Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary-Treasurer include:

- 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.
- 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.
- Conducting a properly called Board Meeting in the absence of the President and Vice-President.
- Serving on such committees and/or as representative as appointed by the Board President

### 101.2.9 BOARD APPOINTMENTS

The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position. Appointments are made in response to statutory requirements (Civil Service Commission, Budget Committee), to study specific issues, or to represent the District in associations or other interagency activities (Florence Urban Renewal Agency Committee). The particular authority and duties of appointees whether a Director, District staff member, or citizen are either specified by statutory requirements or will be set by the Board President with a consensus of the Board at the time of appointment. Board appointments may be ad hoc or ongoing.

Current ongoing appointments include the following:

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- Civil Service Commission (SVFR only) – three (3) citizen members with four-year terms.
- Budget Committee – five (5) citizen members with three-year terms. While the committees required by state law may have specific selection criteria, the Board generally has broad discretionary authority in the process.

The following process is used when making citizen appointments to the Civil Service Commission and the Budget Committee:

- Advertise the vacancy to identify qualified applicants.
- Review applicants for qualifications.
- Interview qualified applicants as may be necessary.
- Make selection and appointment in a manner selected by the Board.
- Conduct orientation and/or training as may be necessary.

Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:

1. Prior budget committee experience, especially with the District.
2. Background and understanding of financial management or other professional experience that could benefit the District.
3. Availability of time and willingness to participate.
4. Decision making and group consensus skills.
5. Absence of known conflicts of interest.
6. A desire to help the District.

Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed. An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting.

The Board should give consideration to, but not be limited to, the following qualifications:

- Prior budget committee experience, especially with the District.
- Background and understanding of financial management or other professional experience that could benefit the District.

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- Availability of time and willingness to participate.
- Decision making and group consensus skills.
- Absence of known conflicts of interest.
- A desire to help the District. Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting.

### 101.2.10 FILLING BOARD VACANCIES

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 Lane 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.

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4. Prior Board of Director experience with other districts.
5. Background and understanding of financial management or other professional experience that could benefit the District.
6. Availability of time and willingness to participate.
7. Decision making and group consensus skills.
8. Absence of known conflicts of interest.
9. A desire to help the District. Candidates seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

### 101.2.11 DISTRICT ELECTIONS

The County Clerk is responsible for the conduct and administration of all District elections. The Oregon Revised Statutes establish election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these statutes. There are a variety of reasons the District may require an election:

- Local option tax levy
- Board of Director election
- Board of Director recall
- Annexation proposal
- Changes in service fee structure
- Consolidation, merger, or dissolution
- Sub-districts.

The Oregon Revised Statutes specify procedural requirements for each different type of election. An Elections manual is available from the County Clerk which outlines the procedural requirements in detail. The County Clerk will issue a Certificate of Election finalizing the results after the election. The Board of Directors designates the Fire & EMS Chief as the contact person for Western Lane Fire and EMS Authority.

### 101.2.12 ORDINANCES AND RESOLUTIONS

The general form for taking action on business items involves the passing of motions. In certain situations, the Board may find the need to adopt an ordinance or a resolution.

An ordinance is an authoritative rule or law adopted by the Board in conjunction with State Law. The District adopts ordinances that include the adoption of a fire code, collection of fees, formation of a contract review board, prohibition of volunteers and employees from being Directors, requirements for insurance of public firework displays, and medical and fire stand-bys at certain events. Oregon Law provides specific procedures that must be followed in the advertisement and adoption of ordinances. Ordinances are effective until repealed.

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A resolution is a formal motion that expresses formal opinion. The District adopts resolutions in the same manner as all main motions. In general, the District utilizes resolutions when required by law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with whereas statements, that state the reasons for the resolution.

Resolutions remain in force until rescinded or for the length of time specified in the resolution.

### 101.2.13 MEETING AGENDAS

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible, and items may be added, omitted, or changed at the discretion of the presiding officer. It is important to note that while all meetings are open to the public, the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion or the addition of new topics. The Chief / Director, in consultation with the Board President, normally prepares the Board meeting agendas. Regular monthly agendas are prepared and sent to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings depends on the scope and order of the business.

The format for regular meetings includes the following major divisions:

1. Call to order
2. Pledge of allegiance
3. Roll call of Directors
4. Approval of minutes of previous meetings
5. Public comment, (not to exceed three minutes per speaker with a maximum of thirty minutes for all public comment)
6. Approval of Consent Agenda typically consisting of:
  1. Meeting minutes
  2. Staff Reports
  3. Correspondence
7. Financial review
8. Old business
9. New business
10. Individual Board member comments
11. Future business
12. Executive session as needed
13. Adjournment.

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### 101.2.14 MEETING MINUTES

Oregon Public Meetings Law requires that minutes be taken for all Board meetings. Minutes for regular and special sessions must be written. Executive session minutes may be recorded. Minutes for public meetings must include a listing of:

- Members present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Executive session minutes are stored separately from other minutes. If minutes of an executive session are kept by recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.

### 101.2.15 MEETING NOTICES

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of meetings. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive, but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

### 101.2.16 EXECUTIVE SESSIONS

"Executive session" is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is closed to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session

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must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session, and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

### 101.2.17 PARLIAMENTARY PROCEDURES

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way Directors interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The Robert's Rules of Order shall be utilized to ensure a smooth and effective meeting takes place.

The basic principles of parliamentary procedure that apply include:

- All Directors have equal rights, privileges, and obligations
- The majority vote decides all issues.
- The rights of the minority are protected.
- Each Director has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.

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- The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of Directors or the laws.
- Directors will be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
- All meetings shall be characterized by fairness and good faith.

A copy of Robert's Rules of Order is available for reference through the District Administrative Office.

### 101.2.18 PUBLIC PARTICIPATION

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.

### 101.2.19 PUBLIC MEETINGS

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings, but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. In situations when a Board Member elects to communicate with other Board Members electronically, it is recommended that the message be sent using a blind copy method to avoid unintended group discussions that should be conducted during a public meeting. Notice for such meetings is required and the public must be given at least one location where the meeting may be heard.

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The Law also requires that the District recognize and provide special accommodations as may be necessary to provide access for persons with disabilities.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations, but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

### 101.2.20 SPECIAL AND ADDITIONAL BOARD MEETINGS

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

Occasionally, the need arises for the Board to meet and discuss a particular topic. These situations are rare but do occur. In these situations, any time a majority of the Board (three Board Members) wants to request an additional Board Meeting it shall be scheduled by the Board President.

Polling of Board Members to determine the need for an additional meeting will occur by a Staff Member. If the polling is done by email, the Staff member shall send it to each Board Member as a Blind Carbon Copy. Board Members who respond should send their reply directly to the Staff Member and not forward their response, questions, or discussion, to any other Board Member.