

OFDDA POLICIES

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REVISION: _____

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ADOPTED: X **DRAFT:** 2-23-15

EXECUTIVE BOARD: X

SUBMITTING RESOLUTIONS

1.0 PURPOSE

The purpose of this policy is to have a standard method of developing, submitting and processing Resolutions for consideration at the OFDDA Annual Meeting.

2.0 SCOPE

This policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 GENERAL PROVISIONS

3.1 Resolutions to be considered must:

3.1.1 Be submitted to the OFDDA Executive Director at least thirty (30) days prior to the annual meeting via US Postal Service or electronic mail.

3.1.2 Include cover letter, or email message in case of electronic submission, stating purpose of resolution.

3.1.3 Cover letters to Be typewritten on 8 1/2" paper.

3.1.4 Include name of person or organizations submitting resolution.

3.1.5 Give addresses of person or organizations identified as recipients of resolution.

3.2 Unless resolution is self-explanatory, the submitter or a representative is expected to be in attendance when the resolution is presented At the annual meeting.

3.3 Resolutions submitted to the Executive Director will be forwarded to Chair of the Bylaws, Policies and Resolutions Committee at least twenty five (25) days prior to the annual meeting.

- 3.4 Emergency Resolutions:
- 3.4.1 Resolutions dealing with subjects whereby information pertaining to the subject matter was unavailable prior to the 30 day deadline. Appeals to this deadline may be made to the OFDDA Executive Board. The Bylaws, Policies and Resolutions Committee may accept those emergency resolutions meeting this criteria if it is in the best interest of the Association.
- 3.5 Resolutions will be reviewed by the Committee before noon of the first day of the annual meeting. The chair will report them to the members assembled in the annual meeting and post them for review.
- 3.6 On the final day of the annual meeting, resolutions shall be acted upon by the members assembled.
- 3.7 The Bylaws, Policies and Resolutions Committee is empowered to consolidate resolutions that address the same subject, and sponsors of the resolutions involved will be notified of Committee action prior to presentation to the members assembled in the annual meeting.
- 3.8 Amendments to resolutions are always made in order by resolution number.
- 3.9 The Chair of the Committee will submit a report to the President on the disposition of all resolutions acted upon at the annual meeting and action to be taken, if any. The report will be given, in writing, no later than 30 days after the close of the annual meeting.