

OFDDA POLICIES

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EXECUTIVE BOARD X

SERGEANT-AT-ARMS CREDENTIALS COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to establish and develop rules for the Sergeant-At-Arms Credentials Committee.

2.0 **SCOPE**

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

3.0 **GENERAL PROVISIONS**

To maintain a standing committee which shall be responsible for maintaining order at OFDDA conferences; supervise elections; and assist with voting procedures.

3.1 The Committee

3.1.1 Shall consist of the Chair and one or two members.

3.2 Duties of the Chair

3.2.1 Serve as Sergeant-At-Arms and chair.

3.2.2 Appoint temporary members, if necessary.

3.2.3 Designate an Acting Chair to serve in absence of Chair.

3.3 Duties of Committee

3.3.1 Assist President in maintaining order at the annual.

3.3.2 See that those persons in attendance at conference sessions are notified of the start of meetings.

3.3.3 Check credentials prior to voting.

3.3.4 Assist in distributing and collecting ballots.

- 3.3.5 At the direction of the Chair, to count show of hands at "hand count" votes.
- 3.3.6 To monitor all campaigns to see that OFDDA policy is followed; that all campaign material is appropriate, is displayed in a proper manner, and is removed from the facility once the elections are over.
- 3.3.7 To notify the Board President, in writing, of all Committee meetings at least 15 days in advance.