

OFDDA POLICIES

POLICY NUMBER: 132
NUMBER OF PAGES: 2
ADOPTED: X **DRAFT:**
EXECUTIVE BOARD X

APPROVED: October 19, 1991
REVISION: November 6, 1996
REVISION: September 20, 1997
REVISION: September 21, 2002
REVISION: April 16, 2011

NOMINATING COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to establish a Nominating Committee to prepare a slate of eligible candidates for presentation for membership.

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 The Committee

3.1.1 The committee shall be comprised of three (3) current members of the association. The President shall appoint a Past President as Chair along with two other members.

3.1.2 No member of the Nominating Committee may be nominated by the Committee for any position.

3.1.3 All decisions must be by the affirmative vote of at least two (2) members of the Committee.

3.2 Duties of the Committee

3.2.1 Call meetings to conduct business of the committee.

3.2.2 Prepare and distribute applications for nominations at least sixty (60) days prior to the annual meeting to be returned to the Committee not less than thirty (30) days prior to the annual meeting. Review with all prospective candidates the obligations of the offices they seek and time requirements (including travel) necessary to perform the duties of such offices.

3.2.3 Compile a list of all nominees for OFDDA offices and, from that list select a slate of candidates in accordance with ARTICLE V, Section B of the Bylaws.

3.2.4 Inform all selected candidates of their nomination.

- 3.2.5 Inform all other applicants for nomination that they were not nominated by the committee, and of the procedure for nomination from the floor .
- 3.2.6 To the extent nominations are not received, recruit nominations for the various positions.
- 3.2.7 Perform such other services as required by policy or at the direction of the president.