

## OFDDA POLICIES

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**EXECUTIVE BOARD**   X

### CONSTITUTION AND BYLAWS COMMITTEE

#### 1.0 **PURPOSE**

The purpose of this Policy is to maintain a committee to review the Constitution and By-Laws and make recommendations to the Board of Directors and membership for any changes needed.

#### 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 and Membership

3.1.1 The committee and its chair shall be appointed by the President of the Association.

3.1.2 All committee members are entitled to vote.

3.1.3 The committee shall elect a Vice Chair.

##### 3.2 Duties and prerogatives of the Chair.

3.2.1 To call meetings and conduct business as necessary.

3.2.2 The Chair may appoint a Secretary.

3.2.3 To appoint subcommittees and additional members as deemed necessary. Chair of the subcommittee shall be a member of the Constitution and By-Laws Committee.

3.2.4 To submit copies of the minutes of the committee meetings to the President of the Association.

3.2.5 To attend Board meetings when it is deemed necessary by the Chair and/or the President of the Association.

3.2.6 To prepare a written report, and an oral report if requested by the President, for the annual conference.

- 3.2.7 To submit, if expenditures are anticipated, a proposed budget as prepared by the committee to the Association Budget Committee.
- 3.2.8 To notify the Board President, in writing, of all Committee meetings at least 15 days in advance.
- 3.3 Duties of the Vice Chairperson
  - 3.3.1 In the absence of the Chairperson, the Vice Chairperson shall assume responsibility for the position.
- 3.4 Duties of the Secretary
  - 3.4.1 Prepare minutes and agenda of the committee meetings.
  - 3.4.2 Prepare reports as directed by the Chairperson and maintain necessary records.
  - 3.4.3 Send out meeting notices, agendas, and minutes of previous meetings.
  - 3.4.4 Arrange facilities for committee meetings.
- 3.5 Duties of the Committee
  - 3.5.1 To review the current Constitution and By-Laws of the Association and make recommendations to the Board of Directors for improvements and/or changes.
  - 3.5.2 To review proposed changes in the Constitution and By-Laws of the Association and submit them to the Board of Directors of the OFDDA prior to general disbursement to the membership.
  - 3.5.3 To recommend approval or disapproval of proposed changes in the Constitution and By-Laws to the general membership.
  - 3.5.4 To mail to the general membership at least 30 days prior to a general meeting any proposed improvements and/or changes in the Constitution and By-Laws.
  - 3.5.5 To prepare and distribute to the general membership an up-to-date copy of the Constitution and By-Laws of the Association.
  - 3.5.6 To prepare and mail to the general membership any changes approved at a general meeting.