

OFDDA POLICIES

APPROVED: October 19, 1991
REVISION: November 6, 1996
REVISION: _____
REVISION: _____

POLICY NUMBER: 134
NUMBER OF PAGES: 2
ADOPTED: X **DRAFT:** _____
EXECUTIVE BOARD X

RESOLUTIONS COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to maintain a standing committee which will receive, review, and make recommendations on all resolutions to be presented to the OFDDA at regular committee meetings in accordance with the Constitution and Bylaws.

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 and its Chair shall be appointed by the President of the OFDDA and shall consist of a minimum of three members.

3.2 Duties of the Chair

3.2.1 Call meetings to conduct business.

3.2.2 Select a Vice Chair if not previously appointed by the President.

3.2.3 Present resolutions to the body of the OFDDA when called on by the President.

3.2.4 In the absence of the Chair, the Vice Chair shall assume responsibilities.

3.3 Duties of the Committee

3.3.1 Review and study all resolutions received by the committee.

3.3.2 Decide if resolutions should be handled as OFDDA matter or jointly with other organizations.

- 3.3.3 Follow the guidelines of OFDDA Policy 102, "Resolutions."
 - 3.3.4 Be prepared to recommend a "do pass" or "no pass" or "without comment" and give reason why.
 - 3.3.5 To notify the Board President, in writing, of all committee meetings at least 15 days in advance.
- 3.4 Duties of Members
- 3.4.1 To attend meetings called by the Chair.
 - 3.4.2 To carry out activities as designated by the Chair.