



## **West Plainfield Fire Protection District**

24901 County Road 95 Davis, CA 95616 (530) 756 - 0212

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### **West Plainfield Fire Protection District Board of Directors**

#### **Policy 16-005 – Procedures for Elections of Board Officers and their Titles**

##### **Procedures for Elections of Board Officers and their Titles**

###### **Background:**

The intent of this Policy is to clearly identify the procedures this District will follow for conducting elections for Board Officers and their Titles. Pursuant to the California Health and Safety Code 1380 – 1387 The West Plainfield Fire Protection District adopts the following titles and procedures for electing Board Officers.

Within 60 days after initial appointment and after each general election the district board shall meet and elect officers. The officers of the District Board are a President, Vice President and a Secretary or Clerk. The Secretary or Clerk may be a member of the District Board. He or she may receive compensation set by the district. The District Board may choose to employ a Clerk to perform the duties of the Secretary.

###### **Procedure:**

The President of the Board shall appoint an Election officer and Assistant Election Officer neither of whom are eligible to hold office.

1. The election Officer will open the nominations for the office of President. Only sitting members of the Board of Fire Commissioners are eligible to serve as officers and only sitting board members may put forth nominations.
2. The Election Officer will make three calls for nominations, a first call, second call and a final call.
3. The Election Officer will record the nominations and the Assistant Election Officer will verify the names.
4. The Election Officer will announce that nominations are closed and announce the nominees in the order they were nominated.
5. The Election Officer will ask each nominee if they accept or decline the nomination and if they would like to make a statement. After acceptance and statements are concluded the Election Officer will call for a vote.
6. The Election Officer will call the names in the order they were nominated asking for a show of hands. "All those in favor of Commissioner X please raise their hand." Members may only vote once for each office.
7. The Election Officer and Assistant will count the votes.
8. The Election Officer will announce the results.
9. The Secretary or Clerk will record the results.



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This process will be repeated for Vice President and Secretary if the Board chooses to elect a Secretary. If the Board elects to employ a Clerk no nominations or vote are necessary for Secretary.

Policy 16-002 adopted this 15<sup>th</sup> Day of November, 2016

A handwritten signature in black ink that reads 'Ed Beoshanz'. The signature is written in a cursive style and extends to the right with a long, sweeping underline.

Ed Beoshanz  
President, West Plainfield Fire Protection District

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