

RULES OF PROCEDURE

FOR THE WEST LANE EMERGENCY OPERATIONS GROUP

1. Authority

- 1.1. Intergovernmental Agreement: The Intergovernmental Agreement to Establish the West Lane Emergency Operations Group (“Group”) provides that the Group shall adopt rules of procedure.

2. General Rules

- 2.1. Meetings to be Public: All meetings of the Group shall be open to the public except for executive sessions as allowed by state law. All meetings of the Group shall be subject to the State of Oregon Public Meeting statutes (ORS 192.620).
- 2.2. Quorum: A quorum for any meeting shall consist of a majority of the Full Members having delegated representatives and shall be necessary for the transaction of business.
 - 2.2.1. Only one representative from each Full Member shall be designated to vote at Group meetings.
 - 2.2.2. Attendance at meetings may be by telephone, and telephone attendance by Full Members shall count towards a quorum.
- 2.3. Minutes: An account of all proceedings (minutes) of the Group shall be kept by the Secretary. The minutes, upon approval, shall constitute the official record of the Group. Minutes are approved by motion of the Group, signature of the Chair and attested by the Secretary. Tape recordings are not the official record; however shall be kept and stored until the Group authorizes disposal. The approved minutes shall be kept in accordance with the provisions of ORS 192.650 and subject to the State of Oregon Public Records statutes and Administrative policy.

3. Time and Place of Meetings

- 3.1. Regular Meetings: Regular meetings of the Group shall be held at least once per year at 2:00 PM on the third Monday of July. Additional regular meetings may be held as needed at 2:00 PM on the third Monday of each month. A change of the annual meeting or other regular meeting dates may be made by motion duly passed at a regular meeting. All regular meetings shall be held at the Florence City Hall, 250 Highway 101, Florence OR 97439 unless another facility is needed to accommodate an anticipated increase in attendance.
- 3.2. Special Meetings: Special meetings may be called by the Chair or by announcement at any regular meeting. The call for a special meeting shall specify the time and place, and shall list the subjects to be considered. No special meeting shall be held until at least twenty-four (24) hours after the call is issued except in the case of an actual emergency.

3.3. Executive Sessions: Executive sessions may be held in accordance with the provisions of state law.

4. Office for the Group

4.1. The office for the Group shall be at the Florence City Hall located at 250 Highway 101 in Florence, Oregon. All records of the Group shall be kept at the office.

4.1.1. The office is provided by the City of Florence and loaned to the Group for use.

4.2. The mailing address for the Group shall be West Lane Emergency Operations Group, c/o City of Florence, 250 Highway 101, Florence OR 97439. The telephone number for the office shall be 541-997-3436.

5. Officers of the Group

5.1. At the annual meeting in July of each year, there shall be elected a Chair, Secretary and Treasurer. Each officer so elected shall take office immediately and serve until the annual meeting of the following year.

5.1.1. Officers shall be elected by a majority of members present at the first meeting of the Group.

5.1.2. Officers shall be elected by a simple majority of all members of the Group at annual meetings after the first meeting.

6. Budget Law and Fiduciary Agent

6.1. The Group shall prepare and adopt a basic annual budget in accordance with local government budget law as appropriate.

6.2. The Siuslaw Valley Fire and Rescue District (SVFD) shall serve as the fiduciary agent of the Group.

6.2.1. SVFD shall establish and maintain a fund for the administration of Group revenues and expenses in accordance with Oregon's Local Budget Law (ORS 294).

6.2.1.1. Members' dues and other revenues shall be paid into the fund.

6.2.1.2. Group expenses shall be paid out of the fund.

7. Amendment and Adoption of these Rules

7.1. Adoption and Amendment: These rules shall be adopted, amended, or repealed only upon the affirmative vote of at least half of the members of the Group, provided that new rules or proposed amendments have been introduced into the record at a prior meeting.

7.2. Suspension of Rules: Any provision of these rules not governed by State Law may be temporarily suspended by a vote of the majority of the Group.