

The Corporation shall be guided by an independent Board of Directors comprised of registered resident property owners and/or Business Owners from District #9 (see Article VI), and who are not active employees or volunteers of OSFR. The purpose of the Board is to provide strategy, oversight and to ensure funding for OSFR in such a way that it is in the best interests of the community represented by taxpaying residents of District #9.

SECTION #1 - Voting Provisions

Voting. Vetting of any person can be by tax record, drivers license with a District #9 address or any other means to verify they are a resident of District #9. Voting can be In Person or using an Absentee Ballot. Each member (spouse/partner) is entitled to cast one (1) Vote at any annual election, regardless of number of real properties owned by a member. Eligibility to vote is the County Tax Record. In the event that only one spouse/partner is listed on the tax record, the other spouse/partner is eligible to vote if he/she provides a driver's license with a District 9 address. Additionally, a government issued photo I'D is acceptable if the individual does not drive.

Elections to The Board shall be held on the 1st Tuesday of October between 3 pm and 7 pm and again on the 1st Thursday of October between 1 pm and 4 pm of each year, commencing October of 2016

Votes. A majority of the total votes cast Shall decide any question, unless the By-Laws or Articles of Incorporation provide otherwise, in which event the voting percentages required in the By-Laws or Articles of Incorporation shall control. (The term "majority" of the Votes shall mean 50% of the total votes cast plus one.)

Absentee Ballot: Absentee ballots will be allowed in voting if the property owner or designee, cannot vote in-person at the annual election. Absentee Ballots will be accepted, reviewed, and responded to from August 1st to September 15 of the voting year. The absentee ballot request forms will ONLY be available via the Old Salem Fire & Rescue web site. The Secretary, within three business days of receipt of the form, will insure that the form is complete and send the requester a numbered and logged absentee voting ballot. If the form is incomplete, the Secretary will return the form to the requestor with the reason for rejection:

The Absentee Ballot Request form include the following:

1. Date of the annual election
2. Address of property
3. Name and address of the owners of the property
4. Name and address of the owners designee

5. Signature of the owners of the property and date
6. Signature of the owners designee and date
7. Email address and phone of both parties
8. Copy of owner's and designee's photo ID (e.g. drivers license)

The forms must mailed , **in a sealed envelope**, to 4270 Carey Station Road Greensboro, GA 30642, addressed to the "Attention of the Board Secretary". Delivery to any person at Old Salem Fire Department other than the mailed to the "Attention Board Secretary" will void the forms. The administrative clerk will notify the Board Secretary each Thursday of the voting period to pick up the envelopes and verify they are complete. If the form is incomplete, the Secretary will email or phone the parties with the reason for the rejection and ask that they submit another completed absentee form in the manner above. If the form is complete, the Secretary will email an acceptance notice to the owner and designee along with the approved voting ballot which will be numbered to correspond to their completed form. The approved voting ballot can be mailed to the above address or hand delivered during regular voting periods. Absentee forms will be available ONLY via the Old Salem Fire and Rescue web site.

Voting Procedures: Voting at a particular annual election will be conducted by a transparent and verifiable process. Votes shall be tabulated by a committee comprised of those Directors not up for reelection in a given year. These Directors will verify that all voters are members or a designee with a valid absentee ballot on file by verifying the property address in the Greene County tax record, valid photo ID, or Government issued picture ID. Once the voter has been qualified, then the voter will sign the voter log, receive a ballot which will have a number corresponding to voter log , vote and place the ballot in the ballot box in full view of the voting members.

After the close of voting on the first Tuesday, all absentee ballots will be verified using the Greene County tax record. Then each absentee ballot will be verified by comparing the number on the absentee ballot request form. Once the absentee ballot has been qualified, they will be ready for tabulation. Ballot tabulation may be conducted in public view. In-person ballots and qualified and absentee ballots will be tabulated using two separated tabulation teams.

The tabulation teams will tabulate the ballots, and exchange boxes for a verified second count. This tabulation process will continue until both teams agree on a count. When both teams have completed the proper tabulation, the results will be secured. On the first Thursday voting day, the above counting procedures will be repeated. Once completed, the two election day voting results will be tabulated, announced and posted at the Fire Department and the OSFD website. The Board secretary shall present the results of the election in writing at the next regularly scheduled Board meeting occurring after the annual election. In addition, the Board secretary will prepare a "Public Notice" for the approved newspaper to advise the public of the election results.

SECTION #2 - MEETINGS

NOTE: The Board of Directors recognizes and respects the rights of citizens to attend meetings and to address and provide input on actions and considerations of the Board at the proper time. As the elected governing authority of Fire District #9, the Board has a duty to all of the people of Fire District #9, including those who may not be present, to promote an orderly and business like atmosphere to conduct the Fire Departments business. The Board has adopted the following rules that shall serve as the manner in which meetings are conducted:

The Board of Directors will conduct one meeting each month. The Meeting will be held the second Tuesday week of every month , and will begin at 5:00 PM. Called meetings will be held in accordance with the provisions of Local Legislation and the Open Meetings Act. If a majority of the Board requests that a meeting be held on a specific date and time, the President shall direct the Secretary to schedule the meeting accordingly and notify all members of the Board, provided, however, that any such called meeting must be posted in accordance with the Open Meetings Act, and, either the President or Vice-President must be available to preside over the meeting. The Board will not generally convene a called meeting if any Board member is out of town, unless such Board member(s) consents to the meeting taking place in their absence, or if the President, exercising his/her own discretion, believes the meeting must take place given the nature of the purpose of the called meeting and a quorum is available. A quorum shall consist of at least a majority of Board members and actions taken will be by majority vote of the members present at any meeting in which a quorum exists. All members must cast a vote, including the President and any abstention shall be counted as a no vote.

A Board member shall be required to recuse himself when faced with an action that directly involves any member of his family with the relationship of cousin twice removed or closer, or where a personal and/or professional conflict exists. Any Board member faced with an action that requires him to recuse himself shall vacate his seat during any discussion and vote on such action. A recused member shall not be counted toward a quorum for that particular action. After action has been taken on the matter, the recused member will resume his seat for the remainder of the meeting. After the roll call of each meeting, the President shall provide general comments for the benefit of the fellow Board members, and the audience. The President's comments will not be used as an opportunity by the public to ask questions of the President, or other Board Members.

Agenda items for called meetings will be determined by the basis for the called meeting. In either case, regular monthly meetings or called meetings, if two Board Members request a particular item appear on the agenda, the President is required to include such item unless such item has already been acted upon by the current seated Board, in which case a majority of the Board must request the item in order for it to be included on the agenda. The tentative agenda will be posted at the Fire Departments Administrative at least five days prior to the meeting. Any request for distribution of agendas made pursuant to the Georgia Open Meetings Act shall also be accomplished as required by Law. The President may add an item to the agenda if in him/her discretion it is determined that delaying action on the item is not in the best interest of the District #9. If an item is added to the agenda, any supporting information should be provided to the Board as far in advance of the meeting as possible.

It shall be the responsibility of the individual Board Member, to review the information, ask questions, and take whatever other steps may be necessary to prepare for meetings in advance of the meetings.

Public Participation in Board Meetings:

Requests for items to be on the agenda, from the members of the public, for consideration during regularly scheduled monthly meetings must be submitted in writing to the Board Secretary at least two weeks before the meeting and must be relevant to the Fire Department and District #9. This request must clearly state the topic or issue to be addressed before it will be added to the agenda. The requests may be hand delivered to the Fire Departments Administrative Secretary for forwarding to the Board Secretary.

Each person whose name is placed on the agenda will be given five minutes to make their comments on the requested agenda item; the total time allocated to group participation will be limited to thirty minutes.

*All citizens desiring to address the Board of Directors concerning a published agenda item must "sign in" with the Secretary before the Session begins. Input will be received during the meeting **must be regarding the agenda item** under consideration at the time will be limited to three (3) minutes and will confine their comments to the agenda item. Questions or concerns of items not on the agenda may be submitted in writing to the Secretary after the meeting for action as the Board determines.*

No portion of a person's time may be given to another speaker.

All citizens addressing the Board shall state his/her name, and the group, if any, that he/she is representing when recognized by the President.

The Board may fully address questions and/or comments received from citizens as they deem necessary, or, may simply take those comments and questions under advisement. Questions and/or comments will be addressed to the Board President who shall recognize the citizen for a response. Direct conversations between Board Members and citizens is prohibited unless expressly approved by the President.

A person shall not speak more than once on the same matter unless that person is directly involved in the matter before the Board.

A group or association shall designate a spokesman.

Board will not hear complaints against fire department employees or volunteers or any person connected with the Old Salem Fire & Rescue.

Any person addressing the Board shall not be engaged in a debate of any kind.

The President can terminate discussion of any item or statement at any time it is deemed irrelevant or repetitious.

When the President has called for the vote on an agenda item, no further discussion from the audience will be permitted.

Section #3 - Directors

To the maximum degree possible, the Board shall consist of representatives from different areas of the district. The Board has no legal responsibility to ensure representatives from different districts are prospective candidates. No currently employed fire fighter, volunteer or employee may hold a position as Director.

Eligible candidates must submit;

1. Letter stating their intention to run for a position as Board Member
2. Copy of their Drivers License or Government Issued Picture ID
3. Candidates Email address and phone number.

The letters must mailed, **in a sealed envelope**, to 4720 Carey Station Road Greensboro, GA 30642, addressed to the "Attention of the Board Secretary". Hand delivery to any person at Old Salem Fire Department or mailed to any person other than "Attention Board Secretary" will make the candidate ineligible. The Board Secretary will verify that all candidates are members of the District #9 by verifying the property address in the Greene Tax Record, Valid photo ID or Government Issued Picture ID. Once the candidate has been qualified, then the Board Secretary will Email the candidate that they are eligible and the candidate's name will be placed on the election ballot. The candidate will be notified if they have failed to properly complete the required paperwork. In addition, the Board secretary will prepare a "Public Notice" for the approved newspaper to advise the public of the eligible candidates. If no candidate submits for the Board and the Incumbent is the only person running, then no election shall take place and the incumbent shall be considered duly elected to another term.

The candidates registration period shall run from July 1st through July 31st of each year as outlined above, after which period no prospective candidates may register as a candidate for election to the Board. If no one registers as a candidate, then at or prior to the annual election the existing Board of Directors, by majority vote of the full Board, shall appoint someone to fill the vacancy, provided said individual is willing to serve and otherwise qualifies as a candidate to represent the District.

Votes shall be tabulated as outlined in Section 1, Voting procedures.

Whatever notices are required to be given to members, such notices shall be published in the official legal organ of Greene County, Georgia, as timely as possible, excluding timelines established in the By-Laws.

Section #4 - Board Grievance Process

The Fire Chief is responsible for all management, hiring, firing, discipline and training of Old Salem Firemen (Paid and Volunteer). If there is a personnel grievance issue, it is the responsibility of the Chief to ensure it proceeds thru the "progressive discipline process" outlined in the Standard Operating Guidelines (SOGs).

The Board shall not normally be involved in any ongoing operational management or personnel issues. If there is an issue that cannot be resolved through the execution of the SOG outlined progressive processes, then and then as a last resort, should the Board become involved in any such Firefighter issues.

If such escalation is required, The Board President will appoint a 3 person committee made of other Board members to hear the case. In addition, the President will appoint a Hearing Officer, from the Board of Directors, to facilitate the hearing and will act solely as the facilitator and will have no vote or say in the outcome of the hearing. Only the Committee and Facilitator will be allowed in the hearing room, all remaining Board Members will be excused. The employee involved, the Chief, along with witnesses and any documentation, will both present their cases in a specially called Executive Board Meeting. The committee may ask questions and will decide the merits of the grievance. Their decision will be final. The Committee may issue a decision immediately or establish a future date for their decision, normally within 30 days..

Section #5 - Forms/Samples

1. Voting Ballot
2. Sample Agenda
3. Board of Directors Sign-in Sheet
4. Absentee Ballot Form and Procedures
5. Open Requests Request Format
6. Sample - Public Notice - Candidate Registration Period
7. Sample - Public Notice - Annual Budget Meeting
8. Sample - Public Notice - Annual Election
9. Guest Sign-in Sheet
10. Voting Sign-in Sheet
11. Forms/Document Retention Schedule
12. Executive Session Affidavit

Old Salem Fire Department

October _____ Election Ballot

Please choose from the following list of eligible candidates. To vote for a candidate, place an "X" in the box next to their name. Once completed, fold your ballot and place it in the ballot box.

Old Salem Fire Department

October _____ Election Ballot

Please choose from the following list of eligible candidates. To vote for a candidate, place an "X" in the box next to their name. Once completed, fold your ballot and place it in the ballot box.

OLD SALEM FIRE AND RESCUE TEMPORARYAGENDA
Tuesday DATE
Board of Directors Meeting @ 5:00 pm

1. Presidents Remarks
2. Roll Call
3. Minutes
4. Treasurers Report
5. Chief's Report
7. Discussion item
8. Discussion Item
9. Public Comments
10. Adjournment

Board of Directors Sign In Sheet

DATE

Buddy Watts -----

JoAnn McDade -----

Jack Horn -----

William Kelly -----

Jeff Harden -----

Jack Elder -----

Dave Vickery -----

Absentee # _____

Absentee ballots will be allowed in voting if the property owner cannot vote in-person at a annual election
Absentee Ballots will be accepted, reviewed, and responded to from August 1st to September 15 of the
voting year. **The absentee ballot request forms will ONLY be available via the Old Salem Fire
& Rescue web site.**

The Absentee Ballot Request form include the following:

1. Date of the annual election: _____

2. Address of property: _____

3. Name and address of the owner of the property:

4. Signature of the owner of the property and date:

5. Email address and phone number

6. Copy of owner's and designee's photo ID (e.g. drivers license)

The forms must mailed , **in a sealed envelope**, to 4270 Carey Station Road Greensboro, GA 30642,
addressed to the "Attention of the Board Secretary". Delivery to any person at Old Salem Fire Department
other than the mailed to the "Attention Board Secretary" will void the forms. The administrative clerk
will notify the Board Secretary each Thursday of the voting period to pick up the envelopes and verify it is
complete. If the form is incomplete, the Secretary will email or phone the parties with the reason for the
rejection and ask that they submit another completed absentee ballot in the manner above. If the form is
complete, the Secretary will email an acceptance notice to the owner and designee along with the
approved ballot which will be numbered to correspond to their completed form. The approved ballot can
be mailed to the above address or hand delivered during regular voting periods. **Absentee forms will
be available ONLY via the Old Salem Fire and Rescue wet site.**

OPEN RECORDS REQUEST FROM _____

DATE

REQUESTED ITEMS OR ISSUES

Provided to _____

Made available _____ DATE _____ at the Administrative
Office of OSFR

DESTROY AFTER TWO YEARS (TWO YEAR DATE IS)

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PUBLIC NOTICE - Candidate Registration Period

Old Salem Fire and Rescue announces its Candidates Registration Period for the Board of Directors annual election. Of the seven Board Members, (number of vacancies') are eligible for election in "Year" for a two year term. The candidates registration period shall run from July 1, Year, through July 31, Year, after which period no prospective candidates may register for election. Eligible candidates must submit the following to be eligible for a Board Position;

1. Letter stating their intention to run for a position as Board Member
2. Copy of their Drivers License or Government Issued Photo ID
3. Candidates Email address and phone number.

The letters must mailed, **in a sealed envelope**, to 4720 Carey Station Road Greensboro, GA 30642, addressed to the "**Attention of the Board Secretary**". Hand delivery to any person at Old Salem Fire Department or mailed to any person other than "**Attention of the Board Secretary**" will make the candidate ineligible.

For additional information, please refer to the OSFR By-Laws posted on the Old Salem Fire & Rescue Web Site.

PUBLIC NOTICE - Annual Budget Meeting

The Old Salem Fire & Rescue Department will hold two public meetings to present the proposed FY"year" Budget for fire protection services for District #9. Said District includes, but not limited to, such developments as Reynolds Lake Oconee, Reynolds Landing, Cherokee Point, Vintage Club, Del Webb, Oconee Heights, Sunset Bluff, North Shore Resort, Parks Mill Crossing, Port Armor North, and Eagle View, among others. The meetings will be held at the Old Salem Fire Station located at 4720 Carey Station Road, Greensboro, Ga., on Tuesday, June (Date) at 5:00PM and again Thursday June (Date) at 5:00PM. Additionally, the Old Salem Fire & Rescue Department Board of Directors, will hold its regularly scheduled meeting on the June (Date), presentation of the proposed budget. The agenda for this meeting will be posted at the OSFD the week of June 5th.

PUBLIC NOTICE - ANNUAL ELECTION

Old Salem Fire and Rescue announces its annual election for Board of Directors. Of the seven Board Members, (number of vacancies) are up for election in October "year" for a two year term. Old Salem Fire District #9 residents may cast their ballot to elect the Board on Tuesday of October, DATE, between 3 pm and 7 pm and again on Thursday, October DATE between 1 pm and 4 pm. Voting Location will be at 4720 Carey Station Road, Greensboro, Georgia. Voters must own property in the Old Salem Fire District which will be verified prior to receiving a ballot at the voting location. Absentee Ballots will be accepted, reviewed, and responded to from August 1st to September 15. Absentee Ballots may ONLY be obtained from the OSFR web site. For additional information on voting or to obtain an Absentee Ballot, please refer to the OSFR By-Laws and/or OSFR Forms, located on the Old Salem Fire & Rescue Web Site.

Eligible candidates are as follows:

Note: Voting dates are the first Tuesday and Thursday of October.

OLD SALEM FIRE AND RESCUE

Guest Sign In

Meetings of the OSFR Board of Directors are held to conduct the affairs and business of the Fire Department. Although these meetings are not meetings of the public, the Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the Fire Department and that the Board may have the opportunity to hear the wishes and ideas of the public. Members of the public are invited to address the Board at appropriate times in accordance with procedures established by the President, OSFR. In order to assure that persons who wish to appear before the board may be heard, and at the same time conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings. The following rules shall be adhered to:

- 1. Requests for items to be on the agenda, from the members of the public, for consideration during regularly scheduled monthly meetings must be submitted in writing to the Board Secretary at least two weeks before the meeting and must be relevant to the Fire Department and District #9. This request must clearly state the topic or issue to be addressed before it will be added to the agenda. Each person whose name is placed on the agenda will be given five minutes to make their comments; the total time allocated to group participation will be limited to thirty minutes.*
- 2. All citizens desiring to address the Board of Directors concerning a published agenda item must sign up with the Secretary before the Session begins. Input will be received during the meeting must be regarding the agenda item under consideration at the time will be limited to three (3) minutes and will confine their comments to the agenda item. Questions or concerns of items not on the agenda may be submitted in writing to the Secretary after the meeting for action as the Board determines.*
- 3. No portion of a person's time may be given to another speaker.*
- 4. All citizens addressing the Board shall state his/her name, and the group, if any, that he/she is representing when recognized by the President. A group or association shall designate a spokesman.*
- 5. The Board may fully address questions and/or comments received from citizens as they deem necessary, or, may simply take those comments and questions under advisement. Questions and/or comments will be addressed to the Board President who shall recognize the citizen for a response. **Direct conversations between Board Members and citizens is prohibited unless expressly approved by the President.***
- 6. A person shall not speak more than once on the same matter unless that person is directly involved in the matter before the Board.*
- 7. Board will not hear complaints against fire department employees or volunteers or any person connected with the Old Salem Fire & Rescue.*
- 8. Any person addressing the Board shall not be engaged in a debate of any kind.*
- 9. The Board will not respond to comments or questions posed by citizens in their presentations, but will take those comments and questions under advisement.*
- 10. The President can terminate discussion of any item or statement at any time it is deemed irrelevant or repetitious.*
- 11. When the President has called for the vote, no further discussion from the audience will be permitted.*

<u>Name (Please Print)</u>	<u>Agenda</u>
<u>Item Number for discussion</u>	

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EXECUTIVE SESSION AFFIDAVIT
OLD SALEM FIRE RESCUE BOARD OF DIRECTORS
AFFIDAVIT OF PRESIDING OFFICER

Buddy Watts, Chair, President of the Old Salem Board of Directors states under oath that the following is true and accurate to the best of his knowledge and belief:

1. The Old Salem Fire Rescue Board of Directors met in a duly advertised meeting on _____,
2. During such meeting, the Board voted to go into executive session.
3. The executive session was called to order at _____ a.m./p.m.
4. The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meeting law:
_____ Consultation with the Board or Old Salem Fire Rescue's attorney to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the board, OSFR, any board officer/OSFR employee or in which OSFR, or any board officer/OSFR employee may be directly involved as provided in O.C.G.A. 50-14-2(1);
_____ Voting on settlement of pending or potential litigation. O.C.G.A. 50-14-1(b)(1)(A);
_____ Discussion or voting on authorizing negotiations to purchase, dispose of, or lease property as provided in O.C.G.A. 50-14-3(b)(1)(B);
_____ Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an Old Salem Fire Rescue employee as provided by O.C.G.A. 50-14-3(b)(2);
_____ Interviewing candidates for the Fire Chief position as provided in O.C.G.A. 50-14-3(b)(2);
5. _____ During the course of the closed session devoted to exempt topics, an incidental remark regarding a non-exempt topic or an attempt to discuss a non-exempt topic was made.
_____ The attempt was immediately ruled out of order and the attempt to discuss same ceased immediately.
_____ The attempt was immediately ruled out of order. However, the comments did not cease, so the closed/executive session was immediately adjourned without discussion or action being taken regarding any non-exempt topic.
6. Minutes were taken of this meeting and will be filed and held for in camera inspection only.

This _____ day of _____, 20____.

_____, Chair/President Old Salem Fire Rescue.

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public

My Commission Expires _____