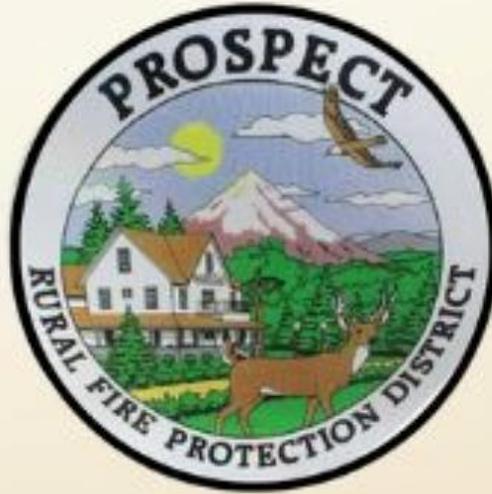


**PROSPECT RURAL FIRE PROTECTION DISTRICT
POLICY BOOK**



**PROSPECT
RURAL FIRE
PROTECTION
DISTRICT**

**POLICY BOOK
REVISED 2025**

PROSPECT RURAL FIRE PROTECTION DISTRICT POLICY BOOK

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A-1 Mission Statement



Our Mission is to preserve and protect life and property in our Upper Rogue community.

Our Vision is to advance public safety by providing emergency response, community education and prevention programs.

Our Values:

Professionalism

Respect

Objective

Service

Preparedness

Ethical

Community

Teamwork

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A-2 Code of Conduct

I. PURPOSE

To outline the basic standards of general conduct expected of PRFPD members.

II. POLICY

- A. All PRFPD members are expected to operate in a highly self-disciplined manner.
- B. Members shall abide by the standards of personal conduct outlined within the policy.

III. RESPONSIBILITY

Every member of the PRFPD is responsible for regulating his or her own conduct in a positive, productive, and mature way.

IV. ALL MEMBERS SHALL

- A. Follow Standard Operating Procedures and written directives of the PRFPD.
- B. Use their training and capabilities to protect the public at all times, both on and off duty.
- C. Work competently in their positions to cause all PRFPD programs to operate effectively.
- D. Always conduct themselves to reflect credit on the PRFPD.
- E. Be managed in an effective, considerate manner and follow instructions in a positive cooperative manner.
- F. Always conduct themselves in a manner that relates to good order inside the PRFPD.
- G. Keep themselves informed to do their jobs effectively.
- H. Be concerned and protective of each member's welfare.
- I. Operate safely and use good judgement.
- J. Keep themselves physically, mentally, and emotionally fit.
- K. Obey the law.
- L. Respect PRFPD equipment and property.
- M. Be civil and respectful to their officers, each other, and to the public.

V. MEMBERS SHALL NOT

- A. Engage in any activity that is detrimental to the PRFPD.
- B. Engage in a conflict of interest to the PRFPD or use their position with the PRFPD for personal gain.
- C. Use alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capabilities while on duty or in performance of any PRFPD business.

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- D. Engage in physical altercations.
- E. Engage in any sexual activity while on duty or in performance of any PRFPD business.
- F. Steal – take the property of another or others without permission or right, especially secretly or by force.
- G. Rough and boisterous behavior that could be seen as offensive.
- H. Use profanity, improper conduct, or indecent language while on duty or in performance of any PRFPD business.
- I. Be permitted to make derogatory remarks to anyone about any member or officer of the PRFPD which might subject them or the PRFPD to ridicule. Any such matter should be brought to the attention of the Fire Chief or President.
- J. Make a false official report or make a false statement or gossip about a member of the PRFPD or the business of the PRFPD to the discredit or the detriment of any such member of the PRFPD or the PRFPD as a whole.

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A-3 Code of Ethics

I. PURPOSE

- A. All members of the PRFPD are expected to follow the policy statements as stated below.
- B. To declare and define the moral obligations of all members of the PRFPD.

II. POLICY

- A. Members will, at all times, conduct themselves in such a manner as to create respect for themselves as public servants and the jurisdiction they represent.
- B. Members will place public interest above individual, group, or special interests, and will consider their membership an opportunity to serve the citizens of Prospect Oregon and Jackson County.
- C. Members will not discriminate because of race, color, religion, age, sex, handicap, political affiliation or national ancestry. Each member will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
- D. Members will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence discharge of duties.
- E. Members will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
- F. Members will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that are required by virtue of their position in the PRFPD.
- G. The same shall apply to interdepartmental information not available to all members of the PRFPD.
- H. Use of PRFPD telephones will be allowed for local calls as long as members are reasonable in their use. Use of PRFPD telephones for unofficial long-distance calls will not be permitted without prior approval.
- I. Members will not drink any alcoholic beverage, use any debilitating drugs or use any illegal substance while on duty or in performance of any PRFPD business.
- J. Members will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the PRFPD.
- K. Members will respond to a request from another department not directly connected with the PRFPD (i.e. Commissioners Court, County Judge, etc.) and handle these requests as quickly and accurately as practical. All requests made shall be brought to the attention of the Fire Chief or President.

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B Duties of the Board

All District personnel and Board of Directors shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for discipline or termination.

I. GOVERNANCE

The primary duty and function of the Board of Directors is to provide policy guidance and direction for the governance of the District.

II. COMPLIANCE WITH LAW

Policies shall comply with all applicable federal, state and local laws and regulations.

III. DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE BOARD

- A. The Board shall adhere to Policies and regulations in accordance with the District Policy Book.
- B. The Board shall be responsible for liaising directly with the Chief regarding any issues with the operations of the fire department or with the volunteers.
- C. The Board shall complete any mandatory training as specified by the State and comply with suggested training when appropriate in order to perform its duties for the community.
- D. Board Members are expected to be prepared for meetings, conduct themselves with decorum, refrain from personal comments that are not pertinent to the issues before the Board, and be unimpaired during public meetings.
- E. Board Members are to support the result of any majority vote even if their vote was against the issue before the Board.
- F. No Board Member may direct the actions of staff or volunteers at any time or involve themselves in active operations.
- G. No Board Member may threaten personal lawsuit against a fellow Board Member, Chief, staff or volunteers.

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C Duties of the Fire Chief

I. DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE FIRE CHIEF

- A. The Chief shall be the Chief Administrative Officer of Prospect Rural Fire District and agrees to faithfully perform all duties for the operations of the fire department.
- B. The Chief may assume duties according to law, regulations, National Fire Protection Association (NFPA) standards within the framework of Incident Command System (ICS) and the National Incident Management System (NIMS) for the protection of the public.
- C. The Chief reports to and is answerable to the Board of Directors. As such the Board of Directors may request that the Chief provide reports and advice as the Board requires, including but not limited to regular status reports, proposals for new hires, appointments, and promotions, the structure of the District, budgets, proposed changes to the District, needs for the District, explanations or reports of events.
- D. As the leader of the District and as a community leader, the Chief is expected to conduct appropriately when performing official duties and not engage in activities that would reflect negatively on our community.
- E. The Chief shall be responsible for any interactions with the staff and volunteers including issues brought to the Chief's attention by the Board.
- F. The Chief is responsible for the distribution of reports.

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D Duties of Additional Staff

I. ADMINISTRATIVE ASSISTANT

The duties of the Administrative Assistant are to coordinate office operations and aid the Fire Chief in the administration of the PRFPD.

- A. Attend meetings as directed by the Fire Chief and draft and distribute minutes to include any action items or priorities.
- B. Responsible for formatting, maintaining and storing office policies and procedures.
- C. Process incoming and outgoing mail.
- D. Other general administrative and clerical duties.
- E. Updating of PRFPD website as needed.

II. FINANCE OFFICER

The Finance officer is responsible for the financial management of the PRFPD in conjunction with the Fire Chief.

- A. Prepare fiscal reports and manage bank accounts.
- B. Assist the Fire Chief and Board with budgeting.
- C. Attend Board meetings and present monthly financial reports.
- D. Advise the Board in matters of financial compliance.

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E General Maintenance, Repairs and Replacement Policy

I. RESPONSIBILITIES

The Fire Chief has the responsibility for oversight of general maintenance and repairs. The Board and Finance Officer should be notified of needed major repairs or equipment replacement which may involve significant cost to receive approval for such expenditures.

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F Political Activities

Generally, ORS 260.432 states that a public employee (including any public official, paid or unpaid, who is not elected) may not, while on the job during working hours, promote or oppose election petitions, candidates or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so. ORS statutes do not forbid an elected official from endorsing, nor opposing a candidate, referendum, or ballot measure.

I. POLICY

Elected officials may:

- A. Advocate a political position – they are not considered a “public employee” for the purposes of ORS 260.432 or ORS 260.432(4)(a).
- B. Vote with the other elected officials of a governing body to support or oppose a ballot measure and publicly discuss such a vote – but must not use the public employee staff time to assist in this.
- C. Perform campaign activity at any time but must take caution not to involve any public employee’s work time to do so.

Elected officials may not:

- A. In the role of a supervisor, request a public employee – whether the public employee is on or off duty – to perform any political activity. A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- B. Have an opinion piece or letter advocating a political position published in a jurisdiction’s newsletter or other publication produced or distributed by public employees.

II. PROCEDURE AT POLITICAL EVENTS

- A. In a public or press event, elected officials should publicly state that they are in attendance solely as a citizen, and not representing their current office or affiliation with their elected entity.
- B. The Open Meeting Law is in effect, and if a quorum of elected officials would be in attendance, then the necessary legal steps would need to be taken prior to their attendance.

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G Board Meetings and Executive Sessions

Board meetings and Executive sessions will be scheduled in advance and notification of the public shall be made. Conduct of meetings is outlined below. Additional information regarding Board meetings is included in Appendix 3.

I. DUTIES OF THE PRESIDENT

- A. The President of the Board shall preside over meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
- B. The President shall consult with the Fire Chief regarding the preparation of each Board meeting agenda.
- C. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
- D. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law.
- E. The President of the Board or designee shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
- F. The Agenda, Fire Chief's Report, Treasurer's Report and Check Register shall be submitted to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting. Submission may include electronically via email, or other approved methods.
- G. At the same time, the President shall provide members detailed information relative to the agenda, including existing Board policy pertinent to agenda items.
- H. The proposed agenda will simultaneously be distributed at designated locations within Prospect and on the District's website.

II. DUTIES OF THE VICE PRESIDENT

- A. In the President's absence, or when requested by the President or a majority of the Board, the Vice President shall have the powers and duties of the President of the Board as described in Section I above.
- B. The Vice President shall have such other powers and duties as a majority of the Board may from time to time determine.

III. DUTIES OF THE SECRETARY/TREASURER

- A. The Secretary/Treasurer of the Board shall ensure accurate minutes of each Board meeting are taken and distributed to each Board member at least two days in advance of the Board meeting at which they will be considered for approval. The Secretary/Treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary/Treasurer.

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- B. The Secretary/Treasurer of the Board shall ensure that accurate accounting and financial records are maintained by the District.
- C. The Secretary/Treasurer shall review the District's annual financial audit with district personnel prior to submitting the audit to the Board. The Secretary/Treasurer shall ensure copies of the audit are sent to state or local agencies requiring its submission.

IV. ELECTION OF OFFICERS OF THE BOARD

Annually at the July Board meeting, the Board shall hold an election of Board officers. Positions elected shall include President, Vice President, and Secretary/Treasurer and other positions as desired. The current President (or Vice President if the President is unavailable) shall call for nominations from the Board for each position. A majority vote of the Board is required for electing Board officers. Board officers will be seated immediately after they are elected.

In order to be considered for an officer position, a Board member must submit to and complete a satisfactory background check.

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Appendix 1 Membership in Board of Directors

I. POSITIONS AND TERMS

- A. The Board of Directors of the PRFPD shall consist of five (5) members serving four (4) year, staggered terms. No person shall be eligible to be a Board member who is not a resident or property owner in the District, pursuant to ORS 478.050.
“No individual who is employed by the District in any capacity, or who serves as a volunteer with the District shall be eligible to serve on the District’s Board of Directors.”
- B. Each Board member shall be identified by a position number. Position numbers shall be transferred to the successors of each Board member.
- C. All Board members shall serve at large.

II. ELECTION OF BOARD MEMBERS

The election of Board members shall be conducted as provided by ORS 478.221 and ORS Chapter 255.

III. QUALIFICATIONS

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in ORS 478.050. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person that the person does in fact meet the eligibility requirements.

IV. OATH OF OFFICE

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position and after background check has been completed. An elected Board member cannot take office until the certificate of election is issued from the County.

V. TERM OF OFFICE – STARTING DATE

Except where the Board or the County Commission is filling a vacancy on the Board, terms of office shall start on July 1.

VI. VACANCIES

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the County Commission of Jackson County. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for

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which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following his or her election.

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Appendix 2 Board Member Orientation

I. COOPERATION WITH BOARD CANDIDATES

The Board through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations and other aspects of the operation of the District.

II. ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- A. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- B. The Fire Chief shall provide material pertinent to the District meetings and be responsive to questions regarding said material.
- C. Copies of the District's current year's budget.
- D. A list of all District personnel by position.
- E. A list of all apparatus and stations with designated numbers.
- F. A tour of each station.
- G. Such other materials as the Board may direct or the Fire Chief may deem appropriate.

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Appendix 3 Meetings

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups supported by the Board if such subcommittees make recommendations to the Board of Directors.

I. COMPLIANCE WITH LAW

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the public meetings law] that decisions of governing bodies be arrived at openly.” ORS 192.620 [1973]

All such meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192-710, and 192.990, as presently drafted or as it may be amended from time to time.

II. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in a manner or location that illegally discriminates against a protected class of people. All meetings shall be held in places accessible to persons with disabilities.

III. MEETINGS HELD ELECTRONICALLY OR BY TELEPHONE

Meetings held by telephone or other electronic communications such as Zoom or other electronic meeting programs are subject to the Public Meetings Law if they otherwise qualify as a public meeting under the law. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided members of the public may listen to where meetings held by telephone or other electronic means. ORS 192.627(2).

IV. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the third Monday of each month. Such meetings shall be held at the Prospect School at 7 pm or at other such places as the Board may designate from time to time.

V. MEETING AGENDA

The following general order shall be observed:

- A. Call to order
- B. Roll call
- C. Approval of minutes of prior Board meeting
- D. Emergency additions to Agenda

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- E. Financial report
- F. Chief's report
- G. Other business
- H. Public comment (3-minute limit unless otherwise noted by the Board)
- I. Adjourn meeting.

VI. SPECIAL MEETINGS

The Board may hold special meetings at the request of the President or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

VII. EMERGENCY MEETINGS

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances, which, in the judgement of the person or persons calling the meeting, create a real and substantial risk of harm to the District, which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

VIII. NOTICE OF MEETINGS

Notice of the time, place, and principal subjects to be considered shall be for all meetings. For regular, special, or emergency meetings, the notice shall be in the form of an agenda, which shall be sent to all Board Members, local media as appropriate, and to any persons who have requested advanced notice, preferably 7 days prior to the meeting if possible. The agenda shall also be posted at the following locations within the District:

- a) Prospect Post Office
- b) Prospect Facebook page
- c) Prospect Store
- d) District website
- e) URRAT Office
- f) Fire Station #1
- g) Laundromat
- h) Gorge Store.

IX. EXECUTIVE SESSIONS

"Executive session" means any meeting or part of meeting of a governing body which is closed to certain persons for deliberation on certain matters." ORS 192.610(2).

"No executive session may be held for the purpose of taking any final action or making any final decision." ORS 192.660(6).

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Notice for executive sessions shall be given in the same manner as above except that the notice need only indicate the general subject matter considered at the executive session and the statutory basis for calling the executive session. Attendees may include Board members and anyone authorized by the Board.

X. INTERPRETERS FOR THE HEARING IMPAIRED

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting a person has requested an interpreter and has given the District at least 48 hours' notice of the request.

XI. PRESIDING OFFICER

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

XII. AUTHORITY TO CONDUCT MEETINGS

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

XIII. PUBLIC PARTICIPATION

"All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690." ORS 192.630.

Although not legally required, PRFPD Board meetings often include time for public comment prior to meeting adjournment with a 3-minute limit unless such time limit is overridden by the Board.

XIV. ELECTRONIC EQUIPMENT

The authority to control the meetings of the District Board extends to control over equipment such as cameras, recorders, and microphones. Generally, attendees may film or record Board meetings, but if such filming is disruptive, the Board President may require filming or recording to cease.

Regular Board meetings are most often available in real time via Zoom and the subsequent recording posted on the PRFPD website for public review.

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XV. QUORUM REQUISITES

In a five-member Board, three (3) members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

XVI. VOTE EXPLANATIONS

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

XVII. CONFLICT OF INTEREST

Members must declare the nature of all conflicts of interest as defined under Oregon law. If the conflict is an “actual conflict” under Oregon law, the member must also abstain from voting.

XVIII. ADJOURNMENT

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.