



# ***CENTRAL COVENTRY***

## ***FIRE DISTRICT***

240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7803

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**FIRE – RESCUE – EMS – PREVENTION**

### ***Board Of Directors Candidate Procedures***

#### **SECTION I. ELECTION PROCEDURE**

- A. The election of District officers shall take place at each Annual Meeting, or whenever vacancies occur, as provided, and specified by the By-Laws and Charter of the District.
- B. Any resident of the District, and qualified to vote in the town of Coventry, may be a candidate for District Office provided that candidate:
  - a. Meets qualifications of office sought, as listed in the District By-Laws and District Charter.
  - b. Submits to the District Clerk his or her intentions:
    - i. Title of elective office sought.
    - ii. A signed petition by twenty (20) residents of the District and who are qualified to vote in the town of Coventry.
      - 1. This petition shall be left with the District Clerk by 4PM no later than sixty (60) days (07/11/2024) prior to an Annual Meeting held on the second Monday of September (09/09/2024) or Special Meeting of the District.
      - 2. The signatures on this list are to be certified no later than thirty (30) days (08/10/2024) prior to an Annual held on the second Monday of September or Special meeting of the District.
- C. The District Clerk shall post in a conspicuous place a list of all persons certified to stand for election and the office to which each person seeks election in at least eight (8) public locations within the District, including all actively used District stations at least twenty (20) days (08/20/2024) prior to the Annual or Special meeting called for the election of officers.
- D. Any Special Meeting called for the purpose of filling a vacancy among District offices must be advertised at least sixty (60) days prior to the date of such Special Meeting.

#### **SECTION II. TERM OF OFFICE**

- A. The District Board shall consist of seven (7) Directors, none of whom shall be then serving as a Treasurer or Tax Collector of any individual Fire District and shall be elected for a term of three (3) years
- B. The business and affairs of the District shall be managed by the Board of Directors as outlined in Article II of the District By-Laws and Section 6 of the District Charter.

#### **SECTION III. VACANCY**

- A. The Board of Directors shall have the power to declare an office vacant if the person filling that office fails to attend three (3) consecutive monthly meetings of the Board
- B. In the event that a vacancy in any elective office of the District occurs, the president or clerk shall call a meeting of the District Board of Directors within ten (10) working days after such vacancy occurs. The Board of Directors shall select a qualified elector of the District to fill the vacancy for a period of up to sixty (60) days.

Candidate Procedures

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C. Upon the occurrence of any vacancy in any elective office of the District, the president of the Board shall call a Special Meeting of the District for the purpose of electing a qualified elector to fill the vacated office for the remainder of the original term of office. Said Special Meeting shall be held within sixty-five (65) days from the date such original vacancy occurs.

YOU MUST COMPLETE AND SIGN THE CANDIDATE INFORMATION SECTION BELOW AND SUBMIT THIS PROCEDURE FORM, ALONG WITH YOUR APPLICATION FOR CANDIDACY, TO THE CENTRAL COVENTRY FIRE DISTRICT CLERK BY 4:00 P.M. 60 DAYS (07/11/2024) PRIOR TO ANNUAL MEETING.

THE ANNUAL MEETING IS HELD ON THE SECOND MONDAY IN SEPTEMBER (09/09/2024).

Candidate's Information

Candidate's Name (please print): \_\_\_\_\_

Candidate's Address: \_\_\_\_\_

Candidate's Phone Number: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

I hereby acknowledge that I have read and understand all information presented on this form and that I was given an opportunity to review the District's Charter and By-Laws.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date