

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 22 <i>Motions &amp; Resolutions</i>

**Relevant Information:** The general form by which the Board takes action on business items is passing of motions by voice vote in public meetings. In certain situations, the Board may find the need to adopt a resolution. A resolution is a formal motion that expresses the formal opinion and direction of the Board. The Board will adopt resolutions in the same manner as all main motions. In general, the Board will utilize resolutions when required by state law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with recitals that state the reasons for the resolution. Resolutions will be specifically numbered based upon the date of the meeting at which they are adopted and will remain in force until rescinded or for the length of time specified in the resolution.

**Policy Statement:** It is the policy of the Board to use motions and resolutions to conduct the business of the UFA in accordance with their intended purpose and to review, amend, and/or delete as may be required.