



Cy-Fair Volunteer Fire Department
Board of Directors
2014 Election Procedures and Deadlines

Per the Bylaws of the Cy-Fair Volunteer Fire Department (CFVFD) effective April 14, 2014, seven seats on the CFVFD Board are up for election in March 2014. Candidates elected to one of these seats will serve either a one, two, or three year term starting on April 14, 2014, pursuant to the department policy. These Directors will be elected to the Board at the Annual Election. They will be installed at the first official Board meeting in April, pursuant to the CFVFD Bylaws (Article I, Section 2).

Candidates must express their interest by completing the nomination packet and submitting to the Nomination Committee by **5 pm CST, Wednesday, March 12, 2014**.

In an effort to set expectations for nominees, a summary of desired Board Director responsibilities and attributes that best match the challenges facing the Cy-Fair Volunteer Fire department is attached.

In addition, a few questions have been provided so that each nominee may provide his/her thinking on what Cy-Fair Volunteer Fire Department should be as it goes forward, and what skills and professional experience he/she offers to the CFVFD Board. Each nominee's responses will be made available prior to the election to assist the Department in making their selections.

In order to ensure that all participants understand the expectations and commitment level required in being part of the CFVFD Board of Directors, a commitment letter has been provided for each Nominee. The Nominee needs to sign this letter, as it is a requirement for consideration as a candidate.

Lastly, a Board of Directors Conflict of Interest Disclosure Statement is included for signature. This document provides assurances that no potential conflicts exist for this Nominee to hold a position on the CFVFD Board of Directors.

Nominations materials must be sent to the Nominations Committee by fax: (281) 550-7288 or email (transition.team@cyfairvfd.net). Nominees' responses to the questions should also be emailed (in Text or Microsoft Word document format) to the Nomination Committee with a subject line of "CFVFD Board Nomination".

All submissions will be reviewed to determine that each nominee is eligible and the submissions are complete. The list of candidates and their responses to the questions will be distributed to the membership by **March 15, 2014**. Nominees may be contacted by the Nomination Committee for clarifications on their applications.

A department wide election will be held on **Saturday, March 29, 2014** to determine the new Board Directors. Early voting options will be available starting Monday, March 24, 2014.

Please forward any questions about this process to David Wolf, Nominations Team Chair, at transition.team@cyfairvfd.net or (713) 364-4458.



Cy-Fair Volunteer Fire Department
Board of Directors
Declaration of Interest for Inclusion on the Ballot

I, _____, hereby express my request for inclusion on the ballot of the 2014 Cy-Fair Volunteer Fire Department Board of Directors election.

I would like to be considered for the role of (please check one):

Member Board Director* Community Board Director*

Nominee Name: _____

Title: _____

Employer: _____

Phone: _____

Email: _____

Nominee Signature

Nominations Committee Chair

* - Please see page 4 for requirements for each position.

Candidates for Member Board Director - Please complete the questions on page 5.

Candidates for Community Board Director - Please complete the questions on page 6.

SUBMISSION: This form must be completed and sent to the Nomination Committee Chair by fax (281) 550-7288 or by email (transition.team@cyfairvfd.net) by 5 pm CST on Wednesday, March 12, 2014 for the nominee to be included on the ballot.



Cy-Fair Volunteer Fire Department
Board of Directors
Board Director Attributes

Board Members should have the following **desired traits and behavioral expectations**:

- Decisive
- Mission Driven
- Goal Oriented
- Community Driven

All members/employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, members of the public, vendors, visitors and/or other members/employees. Members/employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and member/employee information, maintaining professional relationships while engaging in related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside the workplace.

Board Member **duties** include but are not limited to:

1. Provide governance to Cy-Fair Volunteer Fire Department.
2. Be responsible to provide leadership and discipline to members/employees of the Fire Department.
3. Approval and enforcement of the Policies of the Department, consistent with the by-laws along with Federal, State, and Local Laws.
4. Report to the Harris County Emergency Services District #9 Commissioners on the activities and direction of the Board of Directors and/or any other matters as requested.
5. Oversee requisitions and purchasing pursuant to department policy.
6. Determine and establish key performance indicators between the Cy-Fair Volunteer Fire Department and the Harris County ESD #9 Commissioners.
7. Oversee and work with the Fire Chief to ensure key performance indicators are being met



Cy-Fair Volunteer Fire Department
Board of Directors
Board Director Requirements

The two types of Board Directors have different requirements. The classifications of Board Directors are as either (1) Member Director or (2) Community Director. The Board will be composed of three Member Directors and four Community Directors as elected by the membership.

Member Director Requirements:

- Must be a current member who meets the active membership policy for the 12 months preceding the election
- Has a minimum of five cumulative years as a member of Cy-Fair Volunteer Fire Department.
- Shall meet at least one of the following:
 - Executive level experience at an organization with an operating budget of \$20 million or more.
 - Experience in various areas of business including but limited to: finance, strategic planning, logistics, and human resources.
 - Board level experience of community driven, non-profit organizations with personnel of 300 personnel or more.

Community Director Requirements:

- Preferably would live and/or work within Cy-Fair Volunteer Fire Department primary response area.
- Shall meet at least one of the following:
 - Executive level experience at an organization with an operating budget of \$20 million or more.
 - Experience in various areas of business including but not limited to: finance, strategic planning, logistics, and human resources.
 - Board level experience of community driven, non-profit organizations with personnel of 300 or more.
- Per the CFVFD Bylaws, Article I Section 2: *Employees and members of the Cy-Fair Volunteer Fire Department are not eligible to be Community Directors, and remain ineligible for a period of three (3) years after they have left the Department in good standing, pursuant to department policy. Likewise, the spouses, parents and children of employees and former members of the Department are also ineligible and are subject to the same time restrictions.*



**Cy-Fair Volunteer Fire Department
Board of Directors**

Nominee Application Questions – MEMBER DIRECTOR

Nominee Name: _____

Please limit your aggregate response to a total of 1,000 words. Responses which exceed 1,000 words will be truncated. Please do not embed images or HTML links as responses will be reformatted in ASCII text for distribution.

1. Why are you making yourself available to serve on the Cy-Fair Volunteer Fire Department Board of Directors?
2. What specific skills or professional capabilities will you bring to the CFVFD Board of Directors?
3. What particular opportunity do you see as most important to the success of the Cy-Fair Volunteer Fire Department, and what impact can you have on that opportunity?
4. What is the most important challenge facing the Cy-Fair Volunteer Fire Department? Facing the CFVFD Board of Directors? How would you address these challenges?

SUBMISSION: This form must be completed and sent to the Nomination Committee Chair by fax (281) 550-7288 or by email (transition.team@cyfairfd.net) by 5 pm CST on Wednesday, March 12, 2014 for the nominee to be included on the ballot.



**Cy-Fair Volunteer Fire Department
Board of Directors**

Nominee Name: _____

Please limit your aggregate response to a total of 1,000 words. Responses which exceed 1,000 words will be truncated. Please do not embed images or HTML links as responses will be reformatted in ASCII text for distribution.

1. Why are you making yourself available to serve on the Cy-Fair Volunteer Fire Department Board of Directors?
2. What specific skills or professional capabilities will you bring to the CFVFD Board of Directors?
3. What particular opportunity do you see as most important to the success of the Cy-Fair Volunteer Fire Department, and what impact can you have on that opportunity?
4. Please describe your familiarity with the fire/public service, and your thoughts on integration between these organizations and the community.

SUBMISSION: This form must be completed and sent to the Nomination Committee Chair by fax (281) 550-7288 or by email (transition.team@cyfairfd.net) by 5 pm CST on Wednesday, March 12, 2014 for the nominee to be included on the ballot.



Cy-Fair Volunteer Fire Department
Board of Directors
Commitment Agreement

Nominee Name: _____

Title: _____

Employer: _____

Phone: _____

Email: _____

Please initial by each statement.

_____ I understand that being a member of the Cy-Fair Volunteer Fire Department Board of Directors can be a commitment of time.

_____ I understand that I am running for a term starting on Monday, April 14, 2014, lasting up to three years pursuant to the CFVFD Bylaws.

_____ I understand that I am required to attend Board Meetings on the second Monday of each month, and any special meetings that may be required for Board business.

_____ I further understand that the Cy-Fair Volunteer Fire Department is a not-for-profit partnership and that I cannot use CFVFD, affiliation with CFVFD, or a potential position on the CFVFD Board of Directors for corporate gains or advertising.

My signature hereunder indicates only that I acknowledge receipt of this document and at the time of signing believe that the information contained herein is true and accurate to the best of my knowledge. My signature does NOT constitute nor imply any further agreement to which I or my company is party.

Nominee Signature

Date

SUBMISSION: This form must be completed and sent to the Nomination Committee Chair by fax (281) 550-7288 or by email (transition.team@cyfairvfd.net) by 5 pm CST on Wednesday, March 12, 2014 for the nominee to be included on the ballot.



Cy-Fair Volunteer Fire Department
Board of Directors
Conflict of Interest Disclosure

All Directors and Nominees must complete this form as required by Article I, Section 2 of the Cy-Fair Volunteer Fire Department Bylaws. In particular, this section requires:

- A. That the candidate must meet the requirements of either (1) Member Director or (2) Community Director as outlined on page 4 of this packet, and must declare which type of candidate they are on page 2 of this packet.
- B. That neither type of Board Director may serve in an active role in the Fire Department, pursuant to Cy-Fair Volunteer Fire Department Bylaws.
- C. That the Board may not include more than one person from any single corporation or family.
- D. Board Members and Nominees to the Board will disclose any and all professional, corporate or personal, contacts or relationships that may present a conflict of interest or otherwise might impede the member's ability to serve on the Board in an objective manner.¹

Please initial by each statement to indicate an affirmative answer.

I am in compliance with criteria A-D as stated above.

I am not presently employed by an entity that does significant business¹ with Cy-Fair Volunteer Fire Department.

I am neither employed by, nor have any economic interest in, an entity that might compete with the goals and objectives of the Cy-Fair Volunteer Fire Department

I do not have any further conflicts to disclose in order to meet my obligation stated in criteria D that were not already covered in a previous question.

If you are unable to truthfully initial by an item, please explain.

I affirm, to the best of my ability, that the answers I have given are truthful and complete. Further, I understand that it is my responsibility to update this Disclosure Form if any of the information contained herein changes during my service on the Cy-Fair Volunteer Fire Department Board of Directors.

Name: _____

Signed: _____

Dated: _____

¹ "Significant Business" will be defined as: a business relationship where more than 10% of either entities revenue is directly dependent on the other. Any professional, corporate or personal, contacts where the relationships result in a significant economic interest existing between the parties should be disclosed.