

**TO:** Board of Directors  
**FROM:** Michael Wargo, Executive Director  
**DATE:** November 12, 2025  
**SUBJECT:** **Revised** Proposed Policy Update – Appointment Process for Board Members & Budget Committee Members

## Background

Willamalane's current policy outlines how vacancies on the Board are filled by appointment, including advertising for applicants, conducting public interviews, and appointing replacements by motion at a public meeting. While this process ensures transparency, it does not provide a consistent or efficient method when multiple seats must be filled or when a large number of qualified applicants come forward.

## Proposal

Staff recommends adopting a revised appointment procedure that incorporates **Ranked Choice Voting (RCV)** to guide the selection of both Budget Committee members and Board of Director replacements in the event of early resignations. This method would allow the Board to identify appointees who have the broadest overall support, rather than relying solely on simple majority or plurality outcomes. Based on feedback from the Board during the October meeting, each round's scoring assigns points according to each voter's ranking, with the highest-ranked applicant receiving points equal to the total number of applicants and each subsequent rank receiving one point fewer.

Below are the changes made to appropriate sections of the policies and process. These changes also include edits provided by legal counsel.

## Key Features of Proposed Policy

- **Eligibility:** Only legally qualified applicants (ORS Ch. 266, ORS Ch. 247, ORS Ch. 198, and ORS 137) will be considered.
- **Voting Method:** Board members will rank candidates in order of preference with votes tallied in accordance with the ranked choice voting procedure. After one round of ranking candidates, the highest ranked candidate will be appointed. For multiple appointments, the Board will rank the remaining candidates in order of preference, with as many rounds of ranking candidates as are seats to be filled on the Budget Committee or Board.
- **Transparency:** All ballots will be cast, tallied, and announced in public session, with results documented in meeting minutes.

- **Tie-Breaking:** If RCV cannot resolve a tie, the Board may decide by simple majority vote.
- **Implementation:** This policy would take effect immediately upon approval, with periodic review to ensure effectiveness.

## Rationale

The proposed system enhances fairness, transparency, and efficiency by:

- Providing a structured method when multiple vacancies exist.
- Ensuring appointees reflect the consensus of the full Board.
- Aligning with Oregon public meeting and budget law requirements.
- Reinforcing public trust in Willamalane's governance process.

## Next Steps

Staff respectfully requests that the Board **adopt the proposed policy changes, along with the attached detailed procedures**, at the upcoming meeting. Upon adoption, staff will implement the new process for all future Board and Budget Committee appointments.

These would be separate documents:

## Appendix A: Current vs. Proposed Policy (Comparison Table)

Topic	Current Policy	Proposed Policy (RCV)
<b>Vacancy</b>	Board may wait until next scheduled election if vacancy occurs within 90 days.	Same provision remains in place.
<b>Timing</b>		
<b>Eligibility</b>	Must be a registered voter and reside within District boundaries.	Same requirements; explicitly cites ORS Ch. 266 and ORS Ch. 247 (elector residency requirements), ORS Ch. 198, and ORS Ch. 137 (felony restrictions).

---

<b>Application Process</b>	District advertises, applicants apply in writing with reasons/qualifications.	Same application process; eligibility list confirmed and posted publicly before voting.
<b>Selection Method</b>	Public interviews, then Board votes by motion in open meeting.	Board uses <b>Ranked Choice Voting (RCV)</b> : members rank candidates, until all seats are filled.
<b>Transparency</b>	Appointment made by Board motion in public meeting.	Ballots ranked, cast, tallied, and announced in public meeting; results fully documented in minutes.
<b>Multiple Seats</b>	No clear process; each seat voted separately.	Multi-Winner RCV ensures broadest consensus when filling multiple seats.
<b>Tie-Breaking</b>	Simple majority motion by Board.	RCV process resolves ties when possible; if unresolved, simple majority used.
<b>Policy Review</b>	Not specified.	Policy to take effect immediately and subject to periodic review by Board.

## Appendix B: Draft Procedures – Ranked Choice Voting (RCV) for Appointments

### Eligibility and Candidate List

- A final list of eligible and willing applicants will be confirmed and publicly posted before the vote.
- All candidates must meet legal qualifications to serve on the Budget Committee/Board per Oregon Local Budget Law (ORS Ch. 294) and ORS requirements.

### Ballot Instructions

- Each board member shall receive a ballot listing the candidates.

- Board members may rank as many candidates as there are open seats, or more at their discretion (e.g., if there are 3 open seats, members may rank their top 3–5 choices).

## **Voting Process**

### **Instructions:**

#### **Voting Instructions (Simplified)**

1. **Each Board member ranks candidates in order of preference (1 = top choice, 2 = second choice, 3 = third choice).**
2. **The top-ranked candidate earns points equal to the total number of candidates, with each lower-ranked candidate receiving one point less.**
3. **Unranked candidates receive 0 points.**
4. **Total points are summed across all voters.**
5. **Candidate with the highest total points fills the available seat.**
6. **For multiple seats, the lowest-scoring candidate) is eliminated and votes are retaken based on available positions remaining until all seats are filled.**
7. **If there is a tie after candidate ranking and tallying of votes, follow Board's tie-breaking procedure (simple majority vote).**

#### **Multi-Winner RCV Method**

- For multi-seat appointments, continue RCV rounds for remaining candidates until all seats are filled.

#### **Transparency and Documentation**

- The vote count and tallying process will be conducted publicly, either by the Board President or designee..
- Results shall be recorded in the official meeting minutes, noting the number of rounds and votes received in each round.

## **Tie-Breaking**

- If RCV cannot resolve a tie, the Board may resolve it by simple majority vote.

## **Adoption and Review**

- Once the voting process has concluded and results have been tallied, the Board will engage in a discussion to share observations and feedback regarding the selection process and outcomes. Following this discussion, the Board President will call for a motion to adopt the results and proceed with a formal vote.
- 
- 
- The Board may review and revise this procedure as needed.

## **Appendix C: New Policy**

### **Willamalane Park and Recreation District**

#### **Board Procedure: Appointment of Budget Committee Members/Board of Director Replacements Using Ranked Choice Voting Due to Early Resignation**

##### **Purpose:**

To ensure a fair, efficient, and transparent process for appointing multiple Budget Committee members or to appoint Board of Director replacements due to early resignations, when the number of qualified applicants exceeds the number of available seats.

##### **Policy Statement:**

**When filling multiple open seats on the Budget Committee or Board of Directors, or when the number of qualified applicants exceeds the number of available seats, the Willamalane Board of Directors shall use a Ranked Choice Voting (RCV) process to identify and appoint applicants who receive the broadest support from the full board..**

##### **Draft Policy Summary – Ranked Choice Voting for Appointments**

Willamalane proposes adopting a **Ranked Choice Voting (RCV) process** when appointing multiple Budget Committee members or filling Board vacancies, or when the number of qualified applicants exceeds the number of available seats.

##### **Key Points:**

- **Eligibility:** Only legally qualified, willing applicants will be listed.
- **Voting:** Board members rank candidates in order of preference.
- **Process:** Votes are tallied in rounds. The highest-ranked candidate is appointed. For multi-seat appointments, continue RCV rounds for remaining candidates until all seats are filled.
- **Transparency:** Voting occurs in public session; results are read aloud and documented in meeting minutes.
- **Tie-Breaking:** If RCV cannot resolve a tie, a simple majority vote is used.
- **Review:** Policy takes effect immediately upon approval and may be revised as needed.

This system ensures **fairer outcomes, broader support for appointees, and compliance with public meeting laws.**

#### **Eligibility Requirements for Prospective Elected Officials / Board Members (Oregon)**

<b>Qualified Elector</b>	<b>ORS 266.310 – Every elector of a district is qualified to be a member of the board.</b>  <b>ORS 247.002 – Defines "elector" (must be a registered voter meeting constitutional criteria).</b>  <b>ORS 247.013 – Outlines where a person is considered registered voter.</b>
<b>Residency</b>	<b>ORS 247.035 – Defines residency for voter registration (used to determine eligibility).</b>

**Felony  
Conviction**

**ORS 137.275 – Felony does not automatically remove  
civil/political rights.**

**ORS 137.281 – Restoration timelines for holding office (If a  
person is convicted of a felony, the person cannot be a  
candidate for public office until the person is released from  
incarceration or the conviction is set aside).**

---

Attachments:

- [Board Appointment Matrix/Scoring Sheet](#)
- [ORS198.320](#)