GLADSTONE CITY COUNCIL
WORK SESSION
July 26, 2016
7:00-8:00 pm

Roles & Responsibilities of Council Liaisons, City Committees, Boards and Commissions Agenda

1. Definitions of Boards, Committees and Commissions
2. Define which group fits into which category (Board, Committee or Commission)
3. Should the City Create a CERT (Community Emergency Response Team) Program? – GEMS (Gladstone Emergency Management Services) may fall into this category
4. Define the Role of each Board, Committee or Commission
    a. Advisory to the City Council
    b. Bylaws Discussed at Annual Meeting
5. Define the Responsibility of Each Board, Committee or Commission
    a. How often does each Board, Committee or Commission meet?
    b. How many members? How many voting members?
    c. Discuss possible non-resident (such as a business owner) serving on certain Boards, Committees or Commissions
    d. Membership Qualifications
    e. Policies Around Attendance
    f. Chair Responsibility
6. What is Staff's Role/Responsibility on Board, Committee or Commission
7. What is the Role of the City Council Liaison
    a. Does each Board, Committee & Commission need a Council Liaison?
    b. Does each Department need a Council Liaison?
8. Who is Responsible for Setting Agendas for Boards, Committees & Commissions?

CITY OF GLADSTONE

CITY OF GLADSTONE ADVISORY BOARDS & COMMISSIONS

Budget Committee:
The Budget Committee consists of the seven members of the City Council and an equal number of citizens at large. Appointments are made by the City Council for three year terms, which are staggered so that about one-third of appointed terms end each year (Chapter 294 of the Oregon Revised Statutes).

Usually in early spring, the Budget Committee receives a copy of the proposed budget and the budget message. When the Committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, it is approved. The budget is then referred to the City Council and Urban Renewal Agency for Public Hearings prior to adoption, appropriations and levying of taxes. In recent years, the Budget Committee has discharged its duties in one Tuesday evening meeting, although additional meetings may be called.

Library Board:
The Library Board consists of five (5) members who are not officers or employees of the city and are appointed by the City Council to four (4) year terms. Members are eligible for re-appointment to a second four year consecutive term (Resolution No. 618.). The Board meets monthly on first Tuesday evenings.

Duties of the Library Board include:
- Advise the Library Director on policy matters pertaining to the Gladstone Public Library.
- Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community.
- Make recommendations to the City Council regarding matters as outlined above.
- Recommend to the City Council prospective Board members based upon review of a standard application form and possible personal interview as Board vacancies occur.
- Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library.

Planning Commission:
The Planning Commission consists of seven residents who are appointed by the City Council based on their qualifications. The Commission meets on most third Tuesday evenings of a month, which are usually attended by the City Attorney, who offers legal and procedural advice on relatively complex matters.

Planning Commission Members are appointed for four year terms. Considering qualifications for membership, Section 2.28.080 of the Municipal Code states:
"A. The City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade or prior or present governmental service.
B. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.
C. No more than two voting members shall be engaged in the same kind of business, trade or profession."

Park and Recreation Board:
The Park and Recreation Board consists of nine (9) members, one of whom is a City Council Member and one is a Planning Commission Member. The remaining seven (7) members of the Board shall are lay members who are residents of the city. Members are appointed by the Mayor with the approval of the Council for terms of three years (Resolution No. 603). Recently, the Park and Recreation Board has met infrequently, two or three times a year, largely because most parks in Gladstone have been developed. The Board typically meets on the fourth Monday evening of a month.

Duties of the Park and Recreation Board include:
- Maintain citizen and agency involvement in park and recreation.
- Serve in an advisory capacity to the City Council in matters pertaining to park and recreation programs, developing park master plans.

- Act as an advisory board regarding development of the Gladstone Comprehensive Plan and its periodic review and update (Resolution No. 438 and 556).

Senior Center Advisory Board:
The Senior Center Board of Directors consists of seven (7) voting members; the immediate past president and six (6) members at large, two thirds (2/3) of whom shall be fifty-five (55) years of age or older who are not officers or employees of the city; one (1) representative from each of the following groups shall sit on the Board but shall hold no vote: City Council, Loaves and Fishes, and Senior Center Staff. The Board is appointed by the Mayor with the approval of the Council for terms of three years (Resolution No. 624.) and is scheduled to meet quarterly, usually on a Tuesday afternoon.

Duties of the Senior Center Board of Directors include:
- Serve in an advisory capacity to the City of Gladstone, City Council, and Senior Center staff on matters affecting program and policy and to serve as the Loaves & Fishes Steering Committee.
- Provide for educational, recreational, nutritional, social and cultural needs, and promote mutual friendliness between individuals and groups who participate.
- Ascertain the needs of older persons, to coordinate and mobilize public and private resources at all levels, and to gain, build, develop and maintain such programs.
- Develop volunteer opportunities for all individuals to serve one another and their community.
- Cooperate with the city and other agencies to provide enhanced senior services for the center and its community.

Traffic Safety Commission:
The Traffic Safety Commission consists of seven (7) members appointed to a three year term by the Mayor with the approval of the City Council. One member is a City Councilor who has full voting rights on the Commission but is not be eligible for election as an officer. Applicants must be city residents. Recently the Traffic Safety Commission has met infrequently, probably two or three times per year, in large part due to use by the Police Department of a Speed Monitoring Awareness Radar Trailer that is placed on streets in response to complaints. The Traffic Safety Commission usually meets on the fourth Monday evening of a month.

Duties of the Traffic Safety Commission include:
- Researching, developing, and implementing coordinated traffic safety programs which meet local needs.
- Acting in an advisory capacity to the City Council and the City Administrator in the coordination of traffic safety activities of the official agencies and departments of the City of Gladstone.
- Upon request, providing research and furnishing information to other official agencies of the City of Gladstone.
- Promoting public acceptance of official programs proposed or instigated by the city.
- Fostering public knowledge and support of traffic law enforcement and traffic engineering problems.
- Coordinating with the public and private school systems of the city in promoting traffic safety aids in the schools and promoting the education of the public on traffic safety.
- Assisting in the overall reduction of traffic accidents, injuries, and deaths on the city's streets.

Chapter 2.25
LIBRARY BOARD

Sections:

2.25.010 Establishment.
2.25.015 Membership.
2.25.020 Terms of office.
2.25.025 Vacancies.
2.25.030 Officers.
2.25.035 Secretary and staff services.
2.25.040 Powers and duties.
2.25.045 Library trust fund.

2.25.010 Establishment.

The Library Board for the city is established and organized in accordance with the provisions of this chapter.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986.

2.25.015 Membership.

(1) The board shall consist of five members who are not officers or employees of the city and who shall be appointed by the City Council.

(2) The Library Director or a duly authorized representative shall sit with the board and take part in its discussions or deliberations, but shall have no vote on any matter to come before the board.

(3) No board member shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall the member receive a salary or any payment for material or for services rendered to the board.

(4) Board members may be reimbursed for expenses incurred in the performance of their duties.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986., Ord. 1409, 2008.

2.25.020 Terms of office.

The City Council will make appointments to the Library Board for a term of four years or until successors are appointed. Terms of office shall commence on the first day of the calendar year.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986.

2.25.025 Vacancies.

(1) Appointments to fill vacancies shall be for the remainder of the unexpired term.

(2) Members appointed to fill vacancies shall be considered to have served one full term if they serve more than two (2) years.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986, Ord. 1409 §2, 2008.

2.25.030 Officers.

Officers of the board shall be a chairperson and a treasurer elected by the board at the first meeting in each calendar year. These officers shall perform the duties prescribed by the latest edition of Robert's Rules of Order Newly Revised and any other duties the board may establish. The board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986; Ord. 1409, 2008.

2.25.035 Secretary and staff services.

The Library Director or a duly authorized representative shall serve as secretary to the board and keep a record of all its actions.

Statutory Reference: ORS 357.470

History: Ord. 1072 §2, 1986; Ord. 1409, 2008

2.25.040 Powers and duties.

The board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinances or resolutions of this city and general laws of this state. The board shall:

(1) Advise the Library Director on policy matters pertaining to the Gladstone Public Library.

(2) Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-range needs of the community.

(3) Make recommendations to the City Council regarding matters as outlined above.

(4) Perform such other related duties as requested by the City Council.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986.

2.25.045 Library trust fund.

The Library Board will maintain a fund, or funds, separate from the city budget for the benefit of the Gladstone Public Library with moneys obtained from sales, gifts, devices or bequests. The expenditure of such funds will be the sole responsibility of the board based on policies which it establishes.

Statutory Reference: ORS 357.400 to 357.621

History: Ord. 1072 §2, 1986.

Mobile Version

ORDINANCE 1409

AN ORDINANCE AMENDING CHAPTER 2.25 OF THE GLADSTONE MUNICIPAL CODE PERTAINING TO THE LIBRARY BOARD AND REAFFIRMING ALL REMAINING PROVISIONS OF CHAPTER 2.25 OF THE GLADSTONE MUNICIPAL CODE.

The City of Gladstone does ordain as follows:

Section 1. In the Gladstone Municipal Code Chapter 2.25, Section 2.25.015 is amended to read:

2.25.015 Membership.

(1) The board shall consist of five members who are not officers or employees of the city and who shall be appointed by the City Council.
(2) The Library Director or a duly authorized representative shall sit with the board and take part in its discussions or deliberations, but shall have no vote on any matter to come before the board.
(3) No board member shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall the member receive a salary or any payment for material or for services rendered to the board.
(4) Board members may be reimbursed for expenses incurred in the performance of their duties.

2.25.020 Terms of office.

(1) The City Council will make appointments to the Library Board for a term of four years or until successors are appointed. Terms of office shall commence on the first day of the calendar year.

2.25.025 Vacancies.

(1) Appointments to fill vacancies shall be for the remainder of the unexpired term.
(2) Members appointed to fill vacancies shall be considered to have served one full term if they serve more than two (2) years.

2.25.030 Officers

Officers of the board shall be a chairperson and a treasurer elected by the board at the first meeting in each calendar year. These officers shall perform the duties prescribed by the latest edition of Robert's Rules of Order Newly Revised and any other duties the board may establish. The board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business.

2.25.035 Secretary and staff services.

The Library Director or a duly authorized representative shall serve as secretary to the board and keep a record of all its actions.

2.25.040 Powers and duties.

The board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinances or resolutions of this city and general laws of this state. The board shall:

(1) Advise the Library Director on policy matters pertaining to the Gladstone Public Library.

(2) Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-range needs of the community.

(3) Make recommendations to the City Council regarding matters as outlined above.

(4) Perform such other related duties as requested by the City Council.

2.25.045 Library trust fund.

The Library Board will maintain a fund, or funds, separate from the city budget for the benefit of the Gladstone Public Library with moneys obtained from sales, gifts, devises or bequests. The expenditure of such funds will be the sole responsibility of the board based on policies which it establishes.

Section 2. All remaining provisions of Chapter 2.25 of the Gladstone Municipal Code are reaffirmed in their entirety.

THIS ORDINANCE ADOPTED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR THIS 8th DAY OF APRIL 2008.

ATTEST:

Mayor

City Recorder

RESOLUTION NO. 618

WHEREAS, the Gladstone Library Board has prepared bylaws for the organization covering areas not addressed in Ordinance No. 1072 of the Gladstone Municipal Code; and

WHEREAS, much of the language of the Ordinance is incorporated into the bylaws; and

WHEREAS, the bylaws give to the Board the power to recommend to the City Council prospective members based upon a standard application form and possible personal interviews as Board vacancies occur; and

WHEREAS, the bylaws address the Board's role in the Cooperative Library Network of Clackamas County and recognize that the service area extends beyond the city limits; and

WHEREAS, other areas covered in the bylaws but not in the Ordinance include the number of consecutive terms for members and officers, office of treasurer, number of unexcused absences, special meetings, number to constitute a quorum, role and composition of committees, use of Robert Rules of Order, and bylaw amendments;

NOW, THEREFORE, BE IT RESOLVED THAT THE COMMON COUNCIL OF THE CITY OF GLADSTONE, OREGON, does hereby approve and adopt the Bylaws for Gladstone Public Library Board, copy attached marked "Exhibit A."

This Resolution adopted this 14th day of June, 1988.

Approved by the Mayor this 14th day of June, 1988.

Attest:

H. Wade Byers, Jr.
Mayor

Verna Howell
City Recorder

BYLAWS FOR GLADSTONE PUBLIC LIBRARY BOARD

ARTICLE I: NAME

The organization shall be known as the Gladstone Public Library Board. It is established in accordance with the provisions of Chapter 2.25, Ordinance No. 1072 of the Gladstone Municipal Code.

ARTICLE II: POWERS AND DUTIES

The Board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance or resolutions of the City of Gladstone and general laws of this state. The Board shall:

- Advise the Library Director on policy matters pertaining to the Gladstone Public Library;
- Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community;
- Make recommendations to the City Council regarding matters as outlined above;
- Recommend to the City Council prospective Board members based upon review of a standard application form and possible personal interview as Board vacancies occur;
- Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library;
- Participate actively in the goals, aims and purposes of the Cooperative Library Network of Clackamas County; and
- Perform such other related duties as requested by the City Council.

ARTICLE III: MEMBERSHIP

Membership of the Gladstone Public Library Board shall be composed of five (5) volunteers who are not officers or employees of the city and who shall be appointed by the Gladstone City Council. The members shall be appointed or re-appointed for four (4) year terms, staggered so that there will always be holdover members. Terms of office shall commence on the first day of the calendar year. Board members shall be eligible for re-appointment for a second four year consecutive term. Each Board member shall have one vote. The Library Director shall sit with the Board and take part in its discussions or deliberations, but shall have no vote on any matter to come before the Board. A member of the Gladstone City Council may sit on the Gladstone Public Library Board as a liaison person and a non-voting member.

Appointments to fill a Board vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four year term.

ARTICLE IV: OFFICERS

The Officers of the Board shall be Chairman and Treasurer. They shall be elected by the Board at its first meeting in each calendar year. The Chairman shall preside over meetings, name committees, and call special meetings when it is deemed necessary. The Treasurer shall preside in the absence of the Chairman. The Treasurer shall keep the books and submit financial reports at each regularly scheduled meeting of the Board. The books shall be audited annually. The Library Board's funds, or fund, shall be maintained separately from the city budget. These funds will be for the benefit of the Gladstone Public Library and obtained from book sales, magazine sales, gifts, devices or bequests. The expenditure of such funds will be the sole responsibility of the Board based on policies which it establishes. The Officers shall serve for a one-year term commending after the annual meeting in January. The Officers may be elected for a second consecutive term. The Library Director, or his/her duly authorized representative, shall serve as secretary to the Board and keep a record of all its actions (ORS 357.470).

ARTICLE V: MEETINGS

The Board shall establish a regular time and place for meetings and shall adopt such rules it deems necessary to conduct its business. The annual meeting of the Gladstone Public Library Board shall be held in January. Meetings shall be scheduled monthly. A meeting date may be changed or cancelled by the Chairman with prior notice to the membership. If a member should have three (3) consecutive unexcused absences from regular meetings, he/she shall be replaced with the new member being appointed by the Gladstone City Council. The new appointee shall fill the former member's unexpired term. Special meetings may be called by the Chairman and/or upon the written request of two or more members of the Board. The purposes of the meetings shall be stated in the call and business discussed at the special meetings shall be limited to those matters listed in the call for the meeting. Except in cases of emergencies, at least seven days notice shall be given. Three members shall constitute a quorum.

ARTICLE VI: COMMITTEES

The Board shall establish all standing and special or ad hoc committees. The Chairman shall appoint chairs of the committees

with the approval of the Board. Chairs shall select their committee members. Charges to the committees will be expressly stated. Standing committee terms shall coincide with the term of the appointing officer.

ARTICLE VII: AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the Gladstone Public Library Board in all matters to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Gladstone Public Library Board may adopt.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any regular meeting of the Gladstone Public Library Board by a two-thirds (2/3) vote of those present, provided notice of such amendment has been given in writing to all Board members at least seven (7) days prior to the meeting.

ORDINANCE NO. 1072

AN ORDINANCE AMENDING TITLE 2 OF THE GLADSTONE MUNICIPAL CODE BY ESTABLISHING THE POSITION OF LIBRARY DIRECTOR, ADOPTING REGULATIONS FOR THE LIBRARY BOARD, AND REAFFIRMING ALL REMAINING PROVISIONS OF TITLE 2 OF THE GLADSTONE MUNICIPAL CODE, AND DECLARING AN EMERGENCY.

THE CITY OF GLADSTONE DOES ORDAIN AS FOLLOWS:

Section 1. Title 2 of the Gladstone Municipal Code is amended by adding thereto Chapter 2.24 to read as follows:

Chapter 2.24
PUBLIC LIBRARY

Sections:
2.24.010 - Statutory authority adopted.
2.24.015 - Library Director.

2.24.010 - Statutes Adopted. All acts and amendments applicable to local government units as used in ORS 357.400 to ORS 357.621, ORS 357.975 and ORS 357.990 are adopted and made a part of this chapter.

2.24.015 - Library Director. The Library Department shall be under the administration of the Library Director who shall be accountable to the City Administrator. The Library Director shall perform those duties as defined in the job description for that position.

Section 2. Title 2 of the Gladstone Municipal Code is amended by adding thereto Chapter 2.25 to read as follows:

Chapter 2.25
LIBRARY BOARD

Sections:
2.25.010 - Establishment.
2.25.015 - Membership.
2.25.020 - Terms of Office.
2.25.025 - Vacancies.
2.25-030 - Chairman.
2.25.035 - Secretary and staff services.
2.25.040 - Powers and duties.
2.25.045 - Library trust fund.

2.25.010 - Establishment. The Library Board for the city is established and organized in accordance with the provisions of this chapter.

2.25.015 - Membership.
A. The Board shall consist of five (5) members who are not officers or employees of the city and who shall be appointed by the City Council.

B. The Library Director and his/her duly authorized representative shall sit with the Board and take part in its discussions or deliberations, but shall have no vote on any matter to come before the Board.

2.25.020 - Terms of Office.
A. The City Council will make appointments to the Library Board for a term of four (4) years or until successors are appointed. Terms of office shall commence on the first day of the calendar year.
B. Those members in office when this ordinance takes effect will serve an additional six months to December 31, of the year in which their terms expire.
C. The effective date of appointment of subsequent members shall be the first day of January following termination of any member.

2.25.025 - Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four (4) year term.

2.25.030 - Chairman. The Board shall elect a chairman at its first meeting in each calendar year; it shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business.

2.25.035 - Secretary and staff services. The Library Director, or his/her duly authorized representative shall serve as secretary to the Board and keep a record of all its actions (ORS 357.470).

2.25.040 - Powers and duties. The Board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinances or resolutions of this city and general laws of this state.
The Board shall:
A. Advise the Library Director on policy matters pertaining to the Gladstone Public Library.
B. Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-range needs of the community.
C. Make recommendations to the City Council regarding matters as outlined above.
D. Perform such other related duties as requested by the City Council.

2.25.045 - Library Trust Fund. The Library Board will maintain a fund, or funds, separate from the city budget for the benefit of the Gladstone Public Library with monies obtained

from book sales, magazine sales, gifts, devices or bequests. The expenditure of such funds will be the sole responsibility of the Board based on policies which it establishes.

Section 3. All remaining provisions of Title 2 of the Gladstone Municipal Code are reaffirmed in their entirety.

Section 4. Inasmuch as it is necessary for the preservation of the health, peace and safety of the citizens of the City of Gladstone, this ordinance shall be in full force and effect on the date of its passage.

This Ordinance adopted this 9th day of December 1986.

Approved by the Mayor this 9th day of December, 1986.

Attest:

H. Wade Byers, Jr.
Mayor

Verna Howell
City Recorder

RESOLUTION NO. 346

WHEREAS, Chapter 476 Oregon Laws 1975, amended O.R.S. 357.465 by imposing uniform State requirements for the terms of municipal library board members, and

WHEREAS, the City of Gladstone has in the past created a municipal library board composed of five (5) members, the terms of which must be restructured to comply with those imposed by Chapter 476, Oregon Laws 1975, now, therefore

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF GLADSTONE That the terms of the Gladstone Library Board are hereby ratified and reconstituted to provide for the following terms of office for its members:

1) One term to expire July 1, 1977,
2) One term to expire July 1, 1978,
3) One term to expire July 1, 1979, and
4) Two terms to expire July 1, 1980.

BE IT FURTHER RESOLVED, That upon expiration of the term of any member of said board, the city council shall appoint a new member or may reappoint a member for a term of four (4) years. If a vacancy occurs, the governing body shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two (2) full consecutive terms, but any person may be reappointed again to the board after an interval of one (1) year.

This Resolution adopted by the common council this 10th day of August, 1976.

Approved by the Mayor this 10th day of August, 1976.

Attest:

Robert L. McFinnis
Mayor

Jessie Marland
Recorder

Chapter 2.28
PLANNING COMMISSION

Sections:

2.28.010 Establishment
2.28.020 Membership.
2.28.030 Terms of office.
2.28.040 Vacancies and removal.
2.28.050 Chairperson and vice-chairperson.
2.28.060 Secretary and staff services.
2.28.070 Powers and duties.
2.28.080 Consideration of qualifications for membership.
2.28.090 Meetings
2.28.100 Compensation.
2.28.110 Conflict of interest.

2.28.010 Establishment.

The Planning Commission for the city is reestablished and reorganized in accordance with the provisions of this chapter.

Statutory Reference: ORS 227.020

History: Ord. 833 §1, 1974.

2.28.020 Membership.

(1) The Planning Commission shall consist of seven members to be appointed by the City Council. Each member shall be appointed with the concurrence of a majority of the City Council.

(2) All members of the Planning Commission shall be residents of the city and shall be selected on the basis of their qualifications to serve in such capacity. The City Administrator or duly authorized representative shall be entitled to sit with the commission and take part in its discussions or deliberations, but shall have no vote on any matter to come before the commission.

Statutory Reference: ORS 227.030

History: Ord. 833 §2, 1974.

2.28.030 Term of office.

(1) The terms of office of all members of the Planning Commission who are serving at the time of adoption of the ordinance codified in this chapter shall terminate upon the date the ordinance codified in this chapter takes effect. Appointments or reappointments to the Planning Commission

shall be made by the City Council with the effective date of such appointments to be simultaneous with the effective date of the ordinance codified in this chapter.

(2) Terms of office for Planning Commission members shall be for a period of four years, except that the first commission appointed under this chapter shall be appointed for the following terms:

(a) One member whose term shall expire December 31, 1974;

(b) Two members whose terms shall expire December 31, 1975;

(c) Two members whose terms shall expire December 31, 1976;

(d) Two members whose terms shall expire December 31, 1977.

(3) The effective date of appointment of subsequent members shall be the first day of January following termination of any member.

Statutory Reference: ORS 227.020

History: Ord. 833 §3, 1974.

2.28.040 Vacancies and removal.

(1) Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the City Council after hearing, for misconduct, misfeasance, malfeasance, or nonperformance of duty.

(2) A member who is absent from three consecutive meetings with or without an excuse approved by the Planning Commission is rebuttably presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless extenuating circumstances are determined at the hearing.

Statutory Reference: ORS 227.030

History: Ord. 833 §4, 1974; Ord. 1449 §1, 2014.

2.28.050 Chairperson and vice-chairperson.

At its first meeting following adoption of this ordinance codified in this chapter, and at its first meeting in January of each even-numbered year, thereafter, the commission shall elect a chairperson and vice-chairperson to serve two-year terms.

Statutory Reference: ORS 227.020

History: Ord. 833 §5, 1974.

2.28.060 Secretary and staff services.

(1) The City Administrator shall provide a secretary to the commission and such other staff and consultation services as may be appropriate, feasible and within budgetary limitations. The secretary shall keep a record of all commission proceedings.

(2) The Planning Director and City Attorney, or their duly authorized representatives, shall attend all official Planning Commission meetings and shall provide technical and legal advice and guidance to the commission. The commission shall give due consideration to such technical and legal advice.

Statutory Reference: ORS 227.020

History: Ord. 833 §6, 1974.

2.28.070 Powers and duties.
The commission shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinances or resolutions of this city and general laws of this state.

Statutory Reference: ORS 227.090

History: Ord. 833 §8, 1974.

2.28.080 Consideration of qualifications for membership.
(1) In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade or prior or present governmental service.

(2) No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.

(3) No more than two voting members shall be engaged in the same kind of business, trade or profession.

Statutory Reference: ORS 227.020, 227.030

History: Ord. 833 §10, 1974.

2.28.090 Meetings.
(1) A majority of the members of the Planning Commission shall constitute a quorum. The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records.

(2) The chairperson, upon his or her own motion, may, or at the request of three members of the commission, shall, by giving notice to members of the commission, call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be delivered or telephoned to the newspaper, posted at the City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting.

Statutory Reference: ORS 227.010, 192.630

History: Ord. 833 §7, 1974.

2.28.100 Compensation.
Planning Commission members shall receive no compensation for their service but shall be fully reimbursed for all duly authorized expenses.

Statutory Reference: ORS 227.020

History: Ord. 833 §9, 1974.

2.28.110 Conflict of interest.

(1) A member of a Planning Commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he or she is then serving or has served within the previous two years, or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

(2) Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken.

Statutory Reference: ORS 227.035

History: Ord. 833 §11, 1974.

Mobile Version

ORDINANCE NO. 833

AN ORDINANCE REORGANIZING AND RE-ESTABLISHING THE PLANNING COMMISSION FOR THE CITY OF GLADSTONE, OREGON, ABOLISHING PRE-EXISTING PLANNING COMMISSION AND PROVIDING FOR APPOINTMENT OR RE-APPOINTMENT OF PLANNING COMMISSION MEMBERS, PROVIDING FOR RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF SAID COMMISSION AND PRESCRIBING THE POWERS AND DUTIES OF SAID COMMISSION, REPEALING ORDINANCE NO. 669 AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE.

THE CITY OF GLADSTONE DOES ORDAIN AS FOLLOWS:

SECTION 1. ESTABLISHMENT. The Planning Commission for the City of Gladstone is hereby re-established and reorganized in accordance with the provisions of this ordinance.

SECTION 2. MEMBERSHIP. The Planning Commission shall consist of seven members to be appointed by the City Council. Each member shall be appointed with the concurrence of a majority of the Common Council.

All members of the Planning Commission shall be residents of the City of Gladstone and shall be selected on the basis of their qualifications to serve in such capacity. The City Administrator or his duly authorized representative shall be entitled to sit with the Commission and take part in its discussions or deliberations, but shall have no vote on any matter to come before the Commission.

SECTION 3. TERMS OF OFFICE. The terms of office of all members of the Planning Commission who are serving at the time of adoption of this ordinance shall terminate upon the date this ordinance takes effect. Appointments or reappointments to the Planning Commission shall be made by the Common Council with the effective date of such appointments to be simultaneous with the effective date of this ordinance. Terms of office for Planning Commission members shall be for a period of four years, except that the first Commission appointed under this ordinance shall be appointed for the following terms:

a. One member whose term shall expire December 31, 1974.

b. Two members whose terms shall expire December 31, 1975.

c. Two members whose terms shall expire December 31, 1976.

d. Two members whose terms shall expire December 31, 1977.

The effective date of appointment of subsequent members shall be the 1st day of January following termination of any member.

SECTION 4. VACANCIES AND REMOVAL. Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the Common Council after hearing, for misconduct, misfeasance, malfeasance, or nonperformance of duty. A member who is absent from two consecutive meetings without an excuse approved by the Planning Commission is rebuttably presumed to be in nonperformance of duty and the Common Council shall declare the position vacant unless extenuating circumstances are determined at the hearing.

SECTION 5. CHAIRMAN AND VICE CHAIRMAN. At its first meeting following adoption of this ordinance, and at its first meeting in January of each even numbered year, thereafter, the Commission shall elect a chairman and vice chairman to serve two year terms.

SECTION 6. SECRETARY AND STAFF SERVICES. The City Administrator shall provide a secretary to the Commission and such other staff and consultation services as may be appropriate, feasible and within budgetary limitations. The secretary shall keep a record of all Commission proceedings. The Planning Director and City Attorney, or their duly authorized representative, shall attend all official Planning Commission meetings and shall provide technical and legal advice and guidance to the Commission. The Commission shall give due consideration to such technical and legal advice.

SECTION 7. MEETINGS. A majority of the members of the Planning Commission shall constitute a quorum. The Commission shall meet at least once a month. Meetings of the Commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. The Chairman upon his own motion may, or at the request of three members of the Commission shall, by giving notice to members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be delivered or telephoned to the newspaper, posted at the City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting.

SECTION 8. POWERS AND DUTIES. The Commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this City and general laws of this State.

SECTION 9. COMPENSATION. Planning Commission members shall receive no compensation for their service but shall be fully reimbursed for all duly authorized expenses.

SECTION 10. CONSIDERATION OF QUALIFICATIONS FOR MEMBERSHIP In selecting individuals for membership on the Planning Commission, the Common Council shall give preference to those individuals who possess a particular competence in the field of Municipal planning by way of their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.

SECTION 11. CONFLICT OF INTEREST. A member of a Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

SECTION 12. REPEAL OF CONFLICTING ORDINANCES. Ordinance No. 669, enacted March 24, 1964, and all other ordinances or parts of ordinances in conflict with this ordinance, are hereby repealed.

SECTION 13. EXISTING CONTESTED CASES. In the event and to the extent that the Planning Commission created by Ordinance No. 669 has contested cases before it, in which its members have participated prior to the effective date of this ordinance, that Planning Commission shall remain in existence for the purpose of rendering a decision in those cases only.

SECTION 14. EMERGENCY CLAUSE. Inasmuch as this ordinance is necessary for the immediate preservation of the peace, health and safety of the public, an emergency is hereby declared to exist and this ordinance shall be in full force and effect on the 17th day of June, 1974.

By unanimous consent of the City Council, this ordinance was read twice, once in full and once by title and passed at a regular meeting of the Gladstone City Council held June 11, 1974.

Approved by the Mayor this 11th day of June, 1974

Robert L. McGinnis, Mayor

Attested:

Bernice Marlow, Recorder

RESOLUTION NO. 735

A RESOLUTION AMENDING RESOLUTION NO. 438 BY CHANGING MEETING REQUIREMENTS AND ADDING DUTIES RELATING TO THE CARE AND PROTECTION OF WETLANDS IN THE CITY.

The Common Council of the city of Gladstone resolves as follows:

Section 1. Section 2 of Resolution No. 438 is amended as follows:

> "At its first meeting of each year the Board shall choose from its membership a Chairman and a Vice-Chairman and Secretary to serve a one (1) year term. Those members of the board who are either council persons or planning commission members shall not be eligible for any of these positions. The Board shall meet at least quarterly at a time and place to be determined by the Board. The city administrator shall provide the Board with secretarial and staff assistance. The Board shall be advisory directly to the Gladstone City Council and shall have no power to spend city funds."

Section 2. Section 3 of Resolution No. 438 is amended by adding thereto Subsection (16) to read as follows:

> "(16) To act in an advisory capacity to the City Council regarding ongoing monitoring and evaluation of the care and protection of wetlands in the city of Gladstone."

Section 3. All remaining provisions of Resolution No. 438 are reaffirmed in their entirety.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 14th of February, 1995.

Attest:

Wade Byers, Mayor

Verna Howell, CMC, City Recorder

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RESOLUTION NO. 603

A RESOLUTION AMENDING RESOLUTION NO. 556 BY REDUCING THE MEMBERSHIP OF THE PARK AND RECREATION BOARD.

THE COMMON COUNCIL OF THE CITY OF GLADSTONE RESOLVES AS FOLLOWS:

Section 1. Section 1 of Resolution No. 556 is amended to read as follows:

> Section 1. There is hereby created a Park and Recreation Board for the City of Gladstone, Oregon, consisting of nine (9) members to be appointed as herein provided. One (1) member of the board shall be a city council member. One (1) member of the board shall be a planning commission member. The remaining seven (7) members of the board shall be lay members who are residents of the city. The board shall be appointed by the mayor with the approval of the council. Appointments shall be for a term of three (3) years. Five (5) members present at a meeting shall constitute a quorum. All meetings shall be open to the public.

Section 2. All remaining provisions of Resolution No. 556 are reaffirmed in their entirety.

This Resolution adopted this 13th day of October, 1987.

Approved by the Mayor this 13th day of October, 1987.

Attest:

H. Wade Byers Jr.
Mayor

Teresa Howell
City Recorder

RESOLUTION NO. 556

A RESOLUTION AMENDING RESOLUTION NO. 438 BY INCREASING THE MEMBERSHIP OF THE PARK AND RECREATION BOARD AND TO ASSIMILATE ADDITIONAL DUTIES RELATING TO CABLE TELEVISION COMMUNITY ACCESS PROGRAMMING AND CABLE TELEVISION REGULATION.

THE COMMON COUNCIL OF THE CITY OF GLADSTONE resolves as follows:

Section 1. Section 1 of Resolution No. 438 is amended to read as follows:

Section 1. There is hereby created a Park and Recreation Board for the City of Gladstone, Oregon, consisting of eleven (11) members to be appointed as herein provided. One (1) member of the board shall be a city council member. One (1) member of the board shall be a planning commission member. The remaining nine (9) members of the board shall be lay members who are residents of the city. The board shall be appointed by the mayor with the approval of the council. Appointments shall be for a term of three (3) years. Six (6) members present at a meeting shall constitute a quorum. All meetings shall be open to the public.

Section 2. Section 3 of Resolution No. 438 is amended by adding thereto subsections (12), (13), (14) and (15) to read as follows:

(12) To serve in an advisory capacity to the city council in matters pertaining to cable television.

(13) To recommend rules and regulations pertaining to use of all community access channels.

(14) To serve in an advisory capacity to the city administrator and the city council regarding issues concerning the interface of members of the community and the city with respect to significant issues, concerns and needs of the community regarding cable television.

(15) To act in an advisory capacity to the city council regarding ongoing monitoring and evaluation of the operation of the franchise holder.

Section 3. All remaining provisions of Resolution No. 438 are reaffirmed in their entirety.

This Resolution adopted this 13th day of August, 1985.

Approved by the Mayor this 13th day of August, 1985.

Attest:

H. Wade Byers, Jr.
Mayor

Jerna Howell
Recorder

RESOLUTION NO. 453

A RESOLUTION AMENDING RESOLUTION NO. 438 BY REDUCING THE NUMBER OF CITY COUNCIL MEMBERS ON THE PARK AND RECREATION BOARD FOR THE CITY OF GLADSTONE TO ONE AND ALLOWING AN ADDITIONAL LAY MEMBER ON SAID BOARD.

THE CITY OF GLADSTONE RESOLVES AS FOLLOWS:

Section 1. Section 1 of Resolution No. 438 is amended to read as follows:

" There is hereby created a park and recreation board for the City of Gladstone, Oregon, consisting of nine (9) members to be appointed as herein provided. One member of the Board shall be a City Council member. One member of the Board shall be a Planning Commission member. The remaining seven (7) members of the Board shall be lay members who are residents of the City. The Board shall be appointed by the Mayor with the approval of the Council. Appointment shall be for a term of three (3) years. Five (5) members present at a meeting shall constitute a quorum. All meetings shall be open to the public and shall be conducted by Roberts Rules of Order."

Section 2. All remaining provisions of Resolution No. 438 are reaffirmed in their entirety.

This Resolution passed by the Common Council this 13th day of January, 1981, and approved by the Mayor this 13th day of January, 1981.

Approved:

H. Wade Byers, Jr. Mayor

Attested:

Bernice Marlow, Recorder

RESOLUTION NO. 438

A RESOLUTION CREATING A PARK AND RECREATION BOARD FOR THE CITY OF GLADSTONE, OREGON, PRESCRIBING THE ORGANIZATION AND DUTIES THEREOF, AND REPEALING RESOLUTION NO. 299.

The City of Gladstone Resolves as follows:

Section 1. There is hereby created a Park and Recreation Board for the City of Gladstone, Oregon, consisting of nine (9) members to be appointed as herein provided. Two (2) members of the Board shall be city council members. One (1) member of the Board shall be a planning commission member. The remaining six (6) members of the Board shall be lay members who are residents of the city. The Board shall be appointed by the mayor with the approval of the council. Members of the present Park Board previously created by Resolution No. 299 shall serve out their unexpired terms. All subsequent appointments shall be for a term of three (3) years. Five (5) members present at a meeting shall constitute a quorum. All meetings shall be open to the public and shall be conducted by Roberts Rules of Order.

Section 2. At its first meeting of each year, the Board shall choose from its membership a Chairman and a Vice-Chairman and Secretary to serve a one (1) year term. Those members of the board who are either council persons or planning commission members, shall not be eligible for any of these positions. The Board shall meet at least once a month at a time and place to be determined by the Board. The city administrator shall provide the Board with secretarial and staff assistance. The Board shall be advisory directly to the Gladstone City Council and shall have no power to spend city funds.

Section 3. The duties of the Park and Recreation Board shall include the following:

(1) To maintain citizen and agency involvement to insure the opportunity for advisory involvement in park and recreation projects and program development.

(2) To insure coordination of Board planning and implementation activities with neighborhood and city-wide citizen groups, local schools, Clackamas County, MSD, LCDC, and other affected agencies.

(3) To provide for communication in regard to Board activities and park and recreation opportunities.

(4) To monitor Board projects and programs to provide park and recreational activities for all age groups.

(5) To act as an advisory board regarding development of the Gladstone Comprehensive Plan and its periodic review and update.

(6) To act as an advisory board regarding development of park master plans.

(7) To ascertain from area residents and in turn identify needed and desired park and recreation projects and programs.

(8) To submit an annual project and program priority list for consideration in the annual budgetary process.

(9) To monitor park and recreation project and program development.

(10) To act as an advisory board to the planning commission in the review of developments both public and private which propose park and recreational facilities.

(11) To submit an annual Park and Recreation Board report to the city council by December 31st of each year to include, at a minimum, a summary of Park and Recreation Board activities, the status of existing and proposed projects and programs, newly established policies and proposed projects, programs and directions to be undertaken within the following year.

Section 4. Resolution No. 299 is repealed in its entirety.

This Resolution passed by the common council this 13th day of May, 1980.

Approved by the Mayor this 13th day of May, 1980.

Attest:

H. Wade Byers, Jr.
Mayor

Bernice Marland
City Recorder

RESOLUTION NO. 299

WHEREAS, The Gladstone City Council through the Mayor's Funding Committee contracted to have a Parks and Open Space Study for the City of Gladstone and one of the recommendations of the Parks and Open Space Study for the City of Gladstone, Oregon was the establishment of a Park Board.

NOW, THEREFORE BE IT RESOLVED That the objectives of the Park Board established by this Resolution shall be to develop programs and projects in furtherance of the general plan objectives set forth in the Gladstone Park and Open Space Report, dated December 24, 1973.

BE IT FURTHER RESOLVED That the membership shall be two council members and one Planning Commission member who shall have a vote on all matters. The Board shall also have six lay members who are residents of the City. This Board shall be appointed by the Mayor with the approval of the Council.

BE IT FURTHER RESOLVED That the Park Board shall choose from its membership a Chairman and Vice-Chairman who shall serve for one year, however, the two councilmen and Planning Commission member on the Park Board shall not be eligible for either position.

BE IT FURTHER RESOLVED That the terms of office for the non-elected members shall be two members for one year, two members for two years and two members for three years initially and all appointments thereafter shall be for a term of three years.

BE IT FURTHER RESOLVED That the City Administrator shall provide the Park Board with secretarial and staff assistance.

BE IT FURTHER RESOLVED That the Park Board shall meet at least once each month, the time and place to be determined by the Park Board.

BE IT FURTHER RESOLVED That five members present at a meeting shall constitute a quorum.

BE IT FURTHER RESOLVED That all Park Board meetings shall be open to the public and be conducted by Roberts Rules of Order.

BE IT FURTHER RESOLVED That the Park Board shall be advisory directly to the Gladstone City Council and shall have no power to spend city funds.

BE IT FINALLY RESOLVED That it shall be the responsibility of the Park Board to sustain interest by the community in parks, provide leadership to the community and use the information provided in the Parks and Open Space Report to attain the goals as stated in that report.

Dated and adopted by the Gladstone City Council this 13th day of August, 1974.

Approved by the Mayor this 13th day of August 1974.

Robert L. McGinnis, Mayor

Attested:

Bernice Marlow, Recorder

ORDINANCE NO. 928

AN ORDINANCE ESTABLISHING A SENIOR CITIZENS BOARD AND PROCEDURE FOR ITS OPERATION, AND DECLARING AN EMERGENCY.

THE CITY OF GLADSTONE ORDAINS AS FOLLOWS:

Section 1. Purpose and Goal. There is established a Senior Citizens Board within the City of Gladstone. The purpose of this Board is to act in an advisory capacity to the City Council, the City Administrator, and the City staff. Its goal is to encourage the development and growth of an energetic senior citizens program.

Section 2. Membership. The Board shall consist of seven members, all of whom reside within the City of Gladstone. One member shall be a member of the Gladstone City Council and one member shall be a member of the Gladstone Citizen's Advisory Council. In appointing the remaining five members of the Board, the City Council may consider appointing Board members from community groups and organizations which are active in senior citizens activities such as the Gladstone Golden Age Club, the Gladstone Community Club, the Gladstone Gold Star Club, and community churches.

Section 3. Terms of Office. Members of the Senior Citizens Board shall be appointed by the City Council for overlapping three-year terms.

Section 4. Vacancies and Removal. Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the City Council for misconduct or non-performance of duty. A member who is absent from two consecutive board meetings without an excuse, approved by the Senior Citizens Board, is presumed to be in non-conformance of duty and the City Council may declare the position vacant, and a new board member shall be immediately appointed om the event of such removal.

Section 5. Election of Officers At its first meeting of each calendar year, the Board shall elect a chairman, a vice-chairman and a secretary to serve for one-year terms.

Section 6. Duties of Officers. The chairman shall preside at all Senior Citizens Board meetings. In the chairman's absence, the vice-chairman shall preside. The secretary shall keep minutes of each meeting and shall record the actions taken. When a roll call vote is taken, the secretary shall take the roll with the chairman voting last. In the secretary's absence, the chairman shall appoint another member of the Board to serve as interim-secretary. Minutes shall be submitted to the City administrator after all meetings of the Board.

Section 7. Meetings. Four members of the Board shall constitute a quorum. The Board may make and alter rules and regulations for its procedure consistent with the laws of the State and with the Gladstone City Charter, ordinances and resolutions. The Board shall meet at least once a month. Meetings of the Board shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Notice of a previously unannounced meeting shall be, to the extent feasible, provided to interested parties at least 24-hours prior to a meeting.

Section 8. Annual Report. The Senior Citizens Board shall, in the first week of January of each year, make and file a report of its actions with the City Council.

Section 9. Emergency. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Gladstone, an emergency is hereby declared to exist and this ordinance shall be in force and effect from the time of its passage.

This ordinance was passed at a regular meeting of the Gladstone City Council the 9th day of May, 1978.

Approved by the Mayor this 9th day of May, 1978.

Approved:

Robert L. McGinnis, Mayor

Bernice Marlow, REcorder

RESOLUTION NO. 624

WHEREAS, the Gladstone Seniors, Inc. have prepared revised by-laws relating to their organization and their non-profit status; and

WHEREAS, the objectives and purposes of this organization shall be

1. To serve in an advisory capacity to the City of Gladstone City Council and senior center staff on matters affecting program and policy, and to serve as the Loaves and Fishes Steering Committee;

2. To provide for educational, recreational, nutritional, social and cultural needs, and to promote mutual friendliness between individuals and groups who participate;

3. To ascertain the needs of older persons, to coordinate and mobilize public and private resources at all levels, and to gain, build, develop and maintain such programs;

4. To develop volunteer opportunities for all individuals to serve one another and their community; and

5. To cooperate with the city and other agencies to provide enhanced senior services for the center and its community.

NOW, THEREFORE, BE IT RESOLVED THAT THE COMMON COUNCIL OF THE CITY OF GLADSTONE, OREGON, does hereby approve and adopt the By-Laws for the Gladstone Seniors, Inc., copy attached marked Exhibit "A".

This Resolution adopted this 9th day of August, 1988.

Approved by the Mayor this 9th day of August, 1988.

Attest:

H. Wade Byers, Jr.
Mayor

Jonathan Block
City Recorder

GLADSTONE SENIORS, INC.
BYLAWS

Revised July, 1988

ARTICLE I NAME

The organization shall be known as GLADSTONE SENIORS, INC. established in accordance with Gladstone City ordinance #928, dated May 9, 1978, and Oregon Non-profit Corporations, ORS 61. filed the 28th day of April, 1982.

ARTICLE II OBJECTIVES AND PURPOSES

The objectives and purposes of this organization shall be:

Section 1. To serve in an advisory capacity to the City of Gladstone, City Council, and Senior Center staff on matters affecting program and policy, and to serve as the Loaves & Fishes Steering Committee.

Section 2. To provide for educational, recreational, nutritional, social and cultural needs, and to promote mutual friendliness between individuals and groups who participate.

Section 3. To ascertain the needs of older persons, to coordinate and mobilize public and private resources at all levels, and to gain, build, develop and maintain such programs.

Section 4. To develop volunteer opportunities for all individuals to serve one another and their community.

Section 5. To cooperate with the City and other agencies to provide enhanced Senior services for the Center and its community.

ARTICLE III ORGANIZATION AND MEMBERSHIP

Section 1. Membership: The Gladstone Seniors, Inc. has a Board of Directors which assists the Senior Center Manager in planning and implementing Senior Center programs. The Board shall consist of seven (7) voting members; the immediate past-president and six (6) members at-large, two-thirds (2/3) of which shall be fifty-five (55) years of age or older who are not officers or employees of the City; one (1) representative from each of the following groups shall sit on the Board but shall hold no vote: City Council, Loaves & Fishes, and Senior Center staff.

The term of membership shall be three (3) years with one-third (1/3) of the membership expiring in December. Terms of membership shall begin January 1, unless the member is filling a vacant position in which case, an attempt will be made to fill the vacancy in a timely fashion maintaining continuity of Board functions. Board members may be eligible for re-appointment for two (2) consecutive three (3) year terms.

Any Board member who is not present for two (2) consecutive Board meetings shall be considered inactive and will relinquish membership on the Board.

Section 2. Appointment. The procedure for application shall be: Public notice of vacancies shall be given through the Senior Center newsletter and City newsletter to accept applications for Board appointment. A personal interview may occur, after which time, applications and recommendations will be submitted to City Council for final selection and appointment.

EXHIBIT A

Section 3. Meetings. The Board shall establish a regular time and place for meetings and shall adopt such rules it deems necessary to conduct business. Regular meetings shall be held quarterly in January, April, July, and October at 5:30PM on the third Tuesday. Regular meetings are open to the public. Special meetings may be called by the President, Senior Center Manager, or one-third (1/3) of the Board. All members shall be notified in a timely fashion of meeting time and place. The outgoing President/Chairperson shall conduct the annual meeting in December. A quorum shall consist of at least one-half (1/2) of the total membership of the Board.

ARTICLE IV OFFICERS

Section 1. The officers of the Board shall consist of President/Chairperson and Secretary/Treasurer. The President shall be elected at the annual meeting in December to serve a one (1) year term commencing in January. The Secretary shall be appointed by the President from the membership. The Treasurer shall be a staff member recommended by the Senior Center Manager and appointed by the President. The President shall be limited to no more than two (2) consecutive terms of office.

Section 2. Duties: The President shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, and prepare an annual report with the assistance of the Senior Center Manager.

The Secretary shall be responsible for keeping records of all meetings and conducting Board correspondence as needed. The Secretary shall, in the absence or inability of the President, preside at all meetings of the Board.

The Treasurer shall keep the books and submit financial reports at each regularly scheduled meeting.

ARTICLE V FISCAL AND CALENDAR YEAR OPERATIONS

Section 1. The Board shall plan and execute all operations on a calendar year.

The financial accounting shall be on a fiscal year beginning July 1 and extending through June 30 to coincide with the fiscal year of the City of Gladstone and Loaves & Fishes, Inc.

Section 2. The Gladstone Seniors funds shall be maintained separately from the City of Gladstone budget. These funds shall be for the benefit of the Gladstone Senior Center and obtained from fundraisers, gifts and donations, and bequests. The expenditure of such funds shall be the sole responsibility of the Board based on policies which it establishes. The books shall be audited annually.

ARTICLE VI COMMITTEES

The President/Chairperson may establish standing, temporary or special committees when deemed necessary. These committees shall cease to function when it is terminated by the Board. Committees, for example, may include: a Bylaws committee, volunteer and program development committee, fundraising and community relations committee, and fiscal management committee.

EXHIBIT A

ARTICLE VII PROGRAM

Section 1. The Senior Center program shall be supervised by Gladstone Senior Center, Department of the City of Gladstone.

Section 2. The scheduling of all programs shall be performed by the Senior Center Manager.

Section 3. The Board of Directors may promote enterprises to assist in the raising of funds for operation of programs, receive money, and real and personal property gifts, and be custodial of such funds and property.

ARTICLE VIII AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Gladstone Seniors, Inc. Board in all matters except where they are inconsistant or in conflict with these bylaws and any policies of order which may be adopted by the Board.

ARTICLE IX AMENDMENTS

These bylaws, or any portion of them, may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting of the Board provided the proposed amendments are submitted in writing, by mail, at least ten (10) days prior to the meeting at which the amendments are to be considered. Amendments shall become effective upon approval of Gladstone City Council.

Traffic Safety Commission:

The Traffic Safety Commission consists of seven (7) members appointed to a three year term by the Mayor with the approval of the City Council. One member is a City Councilor who has full voting rights on the Commission but is not be eligible for election as an officer. Applicants must be city residents. Recently the Traffic Safety Commission has met infrequently, probably two or three times per year, in large part due to use by the Police Department of a Speed Monitoring Awareness Radar Trailer that is placed on streets in response to complaints. The Traffic Safety Commission usually meets on the fourth Monday evening of a month.

Duties of the Traffic Safety Commission include:

- Researching, developing, and implementing coordinated traffic safety programs which meet local needs.
- Acting in an advisory capacity to the City Council and the City Administrator in the coordination of traffic safety activities of the official agencies and departments of the City of Gladstone.
- Upon request, providing research and furnishing information to other official agencies of the City of Gladstone.
- Promoting public acceptance of official programs proposed or instigated by the city.
- Fostering public knowledge and support of traffic law enforcement and traffic engineering problems.
- Coordinating with the public and private school systems of the city in promoting traffic safety aids in the schools and promoting the education of the public on traffic safety.
- Assisting in the overall reduction of traffic accidents, injuries, and deaths on the city's streets.

RESOLUTION NO. 698

A RESOLUTION AMENDING RESOLUTION NO. 271 RELATING TO THE INCLUSION OF A CITY COUNCIL MEMBER ON THE GLADSTONE TRAFFIC SAFETY COMMISSION, REAFFIRMING ALL REMAINING PROVISIONS OF RESOLUTION NO. 271, AND REPEALING RESOLUTION NO. 640.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF GLADSTONE:

Section 1. Subsection "A" of Section 3 of Resolution No. 271 is amended to read as follows:

A. Membership: The Commission shall consist of seven (7) members. A member of the City Council may be appointed by the Mayor to serve as an ex-officio member of the Commission.

Section 2. Resolution No. 640 is repealed in its entirety.

This Resolution adopted by the Common Council of the City of Gladstone and approved by the Mayor this 8th day of December, 1992.

Wade Byers

Wade Byers, Mayor

Verna Howell CMC

Verna Howell, CMC, City Recorder

RESOLUTION NO. 640

A RESOLUTION AMENDING RESOLUTION 271 RELATING TO THE INCLUSION OF A CITY COUNCIL MEMBER ON THE GLADSTONE TRAFFIC SAFETY COMMISSION AND REAFFIRMING ALL REMAINING PROVISION OF RESOLUTION 271.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF GLADSTONE:

Section 1. Subsection "A" of Section 3 of Resolution No. 271 is amended to read as follows:

> A. Membership: The Commission shall consist of seven (7) members. One of the Commission members shall be a member of the City Council. The City Council member shall have full voting rights on the Commission but shall not be eligible for election as an officer of the Commission.

Section 2. All remaining provisions of Resolution 271 are reaffirmed in their entirety.

This Resolution adopted by the Common Council this 10th day of October, 1989.

Approved by the Mayor this 10th day of October, 1989.

Attest:

H. Wade Byers, Jr.
Mayor

Verna Howell
City Recorder

RESOLUTION NO. 500

A RESOLUTION AMENDING RESOLUTION NO. 271 RELATING TO MEETINGS OF THE GLADSTONE TRAFFIC SAFETY COMMISSION, AND REAFFIRMING ALL REMAINING PROVISIONS OF RESOLUTION NO. 271.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF GLADSTONE:

Section 1. Subsection (j) of Section 3 of Resolution No. 271 is amended to read as follows:

> "j. Meetings: The commission shall meet at least once each month and shall meet on the call of the chairman or on call by a majority of its members. In the event that the chairman determined that there are insufficient matters to justify the calling of a meeting, he shall notify all members of the commission. The meeting will not be held if there is a concurrence by all members of the commission as to the lack of necessity of a monthly meeting."

Section 2. All remaining provisions of Resolution No. 271 are reaffirmed in their entirety.

This Resolution adopted by the common council this 8th day of February, 1983.

Approved by the Mayor this 8th day of February, 1983.

Attest:

H. Wade Byers, Jr.
Mayor

Lerna Howell
Acting City Recorder

RESOLUTION NO. 271

A RESOLUTION CREATING AND ESTABLISHING A COMMISSION FOR THE PURPOSE OF RESEARCH AND IMPLEMENTATION OF COORDINATED TRAFFIC SAFETY PROGRAMS WITHIN THE CITY OF GLADSTONE TO BE KNOWN AND DESIGNATED AS THE GLADSTONE TRAFFIC SAFETY COMMISSION.

WHEREAS, The City Council of the City of Gladstone is of the opinion that it is in the public interest to provide the citizens of Gladstone with traffic safety programs and services, and

WHEREAS, Citizen leaders of their own volition have not arranged for these services to be provided through a full time staffed safety Council, NOW THEREFORE:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLADSTONE:

Section 1. Gladstone Safety Commission

There is hereby created and established a Commission to be entitled and designated as the Gladstone Traffic Safety Commission.

Section 2. Duties and Responsibilities of the Commission

The Commission shall be specifically responsible but not limited to the following:

a. Researching, developing and implementing coordinated traffic safety programs which meet local needs; acting in an advisory capacity to the City Council and the City Administrator in the coordination of traffic safety activities of the official agencies and departments of the City of Gladstone; upon request provide research and furnish information to other official agencies of the City of Gladstone; promote public acceptance of official programs proposed or instigated by the City, fostering public knowledge and support of traffic law enforcement and traffic engineering problems, coordinating with the public and private school systems of the City in promoting traffic safety aids in the schools and promoting the education of the public on traffic safety and generally, assisting in the over-all reduction of traffic accidents, injuries and deaths on the City's streets.

b. The Commission shall have, in addition to the above responsibilities, absolute and complete authority and power which is hereby delegated to formulate rules and policies for solicitation, promotion and advertising the activities of the Gladstone Traffic Safety Commission and to this end the Commission may receive and expend funds or grants from any individual, firm or corporation or any other source provided, however, that this delegation of authority shall never be construed as authorizing the Commission to enter into any contract or create any obligation on the part of the City. It is hereby declared to be the intent and policy of the City Council that any fund granted by any person, firm or corporation to be used for and on behalf of the Gladstone Traffic Safety Commission to advertise and otherwise promote the use of services of the Gladstone Traffic Safety Commission and to acquaint the public with the operations, programs and planned expansion of the Commission shall not be co-mingled with any other public funds of the City of Gladstone but, however, the Commission is hereby required to submit to the City Council an annual report of such funds acquired from other sources.

Section 3. Organization of the Commission

a. Number of members: The Commission shall consist of seven (7) members.

b. Appointments: The members of the Commission shall be appointed by the Mayor with the approval of the City Council. All members shall serve until their successors are appointed and qualified unless removed from the Commission as hereinafter provided in sub-section (g) of this Section.

c. Terms. All terms shall be for a three (3) year period.

d. Vacancies: Upon the death, resignation, removal or disqualification, or expiration of the term of office of any member, or members of said Commission, the City Council shall appoint a member or members of said Commission who shall hold his membership on said Commission for the unexpired term to which he is appointed in the event a vacancy created before a full term has expired; otherwise, he shall serve the full term of three (3) years in the event he is succeeding a member whose term has fully expired.

e. Qualifications: No person shall be a voting member of said Commission unless such person is a resident of the City of Gladstone.

f. Ex-officio Members: The Commission is hereby authorized to appoint as ex-officio members of said Commission any additional members without voting privileges by majority vote of the Commission at any meeting where a quorum is present.

g. Removal of Commission Members: Any member who fails to attend four (4) consecutive regular meetings of the Commission for any reason other than sickness or absence from the City or shall fail to attend at least fifty per-cent of the regular meetings in any one (1) year shall be disqualified from serving on the Commission, and upon certification of such absence by the secretary of the Commission, shall be replaced in the manner prescribed in sub-section (d) of this Section.

h. Officers: Upon adoption of this Resolution, the Commission shall meet at its earliest convenience and shall, by majority vote, elect a Chairman who shall preside at all meetings of the Commission and shall elect a Vice-Chairman who shall preside in the absence of the Chairman, and shall elect a secretary. Thereafter, an election shall be held during the first quarter of each calendar year for the purpose of electing a Chairman, Vice-Chairman and Secretary.

i. Committees: The Chairman of the Commission may establish such committees as may be necessary or appropriate to assist the Commission in its studies and in the performance of its duties. Members of such committees may be appointed from among members of the Commission, either voting or consulting, or from among the general public. However, the formation of such committees and the appointments thereto shall be first approved by the Commission. The Chairman of the Commission shall designate a voting Commission member to serve as Chairman of each Committee.

j. Meetings: The Commission shall meet at least once each month and shall meet on the call of the President or on call by a majority of its members.

k. Quorum: Four (4) members shall constitute a quorum.

Section 4. Secretary

a. It shall be the duty of the Secretary to send all notices for the meetings of said Commission; to keep and preserve the minutes; to have custody and keep all documents and papers filed with said Commission; to advise and consult with the City Council and City officials as to the work and recommendations of said Commission; to work with said Commission and its committees; to work with organizing community groups and others to carry forward all plans and policies of the Commission and accident prevention which may be approved by the Commission and to perform such other duties as may be prescribed by said Chairman.

This resolution was adopted on the 24th day of April, 1973.

Approved by the Mayor this 24th day of April, 1973.

Robert L. McGinnis
Mayor

Attested:

Bernice Marland
Recorder

CITY OF MILWAUKIE

BOARDS, COMMISSIONS, AND COMMITTEES
GUIDELINES FOR MEMBER CONDUCT

Thank you for your interest in volunteering as a member of a board, commission or committee ("board") for the City of Milwaukie. Serving on a board provides a way for residents who have special experience or interests to participate in the City's decision–making process by advising the City Council on numerous issues.

CARRYING OUT THE BOARD DUTIES

Now that you have been appointed to one of the boards, we would like to make you aware of the following guidelines, which you may find useful during your tenure. They are a supplement to the existing statutes governing conduct, which includes the ethics law of the State of Oregon.

It is important to remember as a representative of the City you are a public official and are therefore held to a higher standard by Council, staff, peers and the citizens of Milwaukie while performing your board responsibilities. You may be faced with difficult decisions and situations. Civility and diplomacy are not only important but expected in your role as a City board member.

- All meetings of boards, commissions or committees are public meetings, unless declared to be an executive session, in accordance with the State of Oregon public meeting laws.
- You should always review materials provided in advance of the meeting so you are prepared to give your full attention to the matters at hand.
- You should always do your part to maintain the organization's transparency. Take steps to avoid even the appearance of a conflict of interest, declaring publicly if a potential or actual conflict of interest arises, and take appropriate steps.
- You should treat other board members, City Council, staff and the public with patience, courtesy and civility, even when there is disagreement on what is best for the community.
- Always be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages, and e-mail created as part of one's official capacity will be treated as potentially "public" communication.
- Recognize that even private conversations can have a public presence. As board members you are often the focus of the public's attention. Even casual conversation about city business, other public officials, the public or staff may draw the attention of the public and be repeated.
- Board members often are asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview of a board action or project status, however, be careful to not promise that a City board or staff member will take any specific action.

Attendance of Meetings

- Members are expected to attend all board meetings, however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. Year refers to a member's board term. For instance, some terms start on April 1 while others begin July 1.

Individual Conduct of Board Members

The individual attitudes, words, and actions of board members in public and in private should demonstrate, support, and reflect the qualities and characteristics of Milwaukie. Milwaukie suggests these guidelines:

- Be honest with fellow board members, the public and others.
- Credit others' contributions to moving our community's interests forward.
- Strive to make independent, objective, fair and impartial judgments.
- Adhere to the State ethics rules and reject gifts, services or other special considerations that are

only offered because of your service as a public official. This includes excusing yourself from participating in decisions when a member of your immediate family's or household's financial interests or your own may be affected by the board's action.

- Conduct yourself in a courteous and respectful manner at all times.

Board Conduct with the Media and Social Media

Be mindful if speaking with the press that anything said in a City meeting may end up in print. In discussions about City business or issues with the press or through social media, you should be careful to not represent your personal opinion as if it is the City's position on an issue, or represents that of your board or commission.

Milwaukie Municipal Code and Board By Laws

City boards, commissions and committees are established by the City Council as authorized in the Milwaukie Municipal Code Chapter 2.10. Chapters 2.10 to 2.24 reference the appointment and removal process for members and also explain the purpose and membership of each board, commission or committee. Additionally, each board also has its own set of bylaws for members to follow.

CHAPTER 2.10 BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY

2.10.010 APPLICABILITY

This chapter applies to all City boards, commissions, and committees unless mandated otherwise by State statute or City ordinance, including but not limited to the following boards, commissions and committees:

A. Budget Committee (ORS 294.336 and MMC 2.14, exclusive from monthly meetings);

B. Center/Community Advisory Board (MMC 2.20 and IGA);

C. Citizens Utility Advisory Board (MMC 2.11);

D. Design and Landmarks Committee (MMC 2.18);

E. Library Board (ORS 357.400 to 357.621 and MMC 2.28);

F. Park and Recreation Board (MMC 2.12);

G. Planning Commission (ORS 227.010—227.030 and MMC 2.16);

H. Public Safety Advisory Committee (MMC 2.24); and

I. Milwaukie Arts Committee (MMC 2.17). (Ord. 2042 § 1, 2011; Ord. 1995 § 2, 2009; Ord. 1979 § 1, 2008; Ord. 1936 § 1 (Exh. 1), 2004; Ord. 1923 § 3, 2003; Ord. 1917 § 2 (Exh. A), 2003; Ord. 1908 § 1, 2002: Ord. 1869 § 2, 2000; Ord. 1793 § 3, 1996)

2.10.020 DEFINITIONS

"Board" means a public body created by ordinance or resolution which acts in an advisory capacity to the Council in all matters set forth by the enactment establishing the board.

"Commission" means a public body created by ordinance or resolution which acts as a decision-making body on behalf of the City Council in all matters set forth by the enactment establishing the commission.

"Committee" means a public body other than a board or commission. Each committee has the authority and responsibility established for it by this code and by State law as applicable. (Ord. 1936 § 1 (Exh. 1), 2004; Ord. 1793 § 3, 1996)

2.10.030 BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS

A. Any individual or group is encouraged to submit names for consideration to the City.

B. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, commission, or committee. In the event of any inconsistency between this chapter and any chapter relating to a specific board, commission, or committee, the specific chapter shall control.

C. In order to become more familiar with the applicants' qualifications, the Council may interview all applicants for a vacancy.

D. Reappointment to a board, commission, or committee shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, commission, or committee and his or her stated willingness to continue. No person may serve more than:

1. Two (2) successive terms on the Budget Committee or Planning Commission unless there is an interval of at least one term prior to the reappointment.

2. Three (3) successive terms on any other board, commission, or committee unless there is an interval of at least one term prior to the reappointment.

E. Consideration should be given to residents outside the City when the board, committee, or commission or function serves residents outside City boundaries.

F. No individual should be considered for appointment to a position on any board, commission, or committee where a conflict of interest may result. Board, commission, and committee members are public officials and shall not participate in any proceeding or action to gain a financial benefit or to avoid a financial cost for themselves or a relative; any business in which the member is serving or has served within the previous two (2) years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. A relative includes the public official's spouse or domestic partner and children, siblings, spouses of siblings, or parents of the public official and spouses. If the public official has a legal support obligation for an individual or provides or receives benefits from another individual, they also may be defined as a relative of the public official. Any actual or potential conflict of interest shall be disclosed at the meeting of the board, commission, or committee.

G. Board, commission, and committee vacancies are filled by appointment of the Mayor with the consent of Council. Appointments are made for terms not to exceed four (4) years and will expire the last day of March unless mandated by State statute or by the City ordinance that established the board, commission, or committee. All board, commission, and committee members shall serve without compensation.

H. Individuals appointed to one board, commission, or committee shall not serve on any other City board, commission, or committee during the term of their appointment.

I. No more than one individual from a household may be appointed to serve on a specific board, commission, or committee at one time. (Ord. 2037 § 1, 2011; Ord. 2032 § 1, 2011; Ord. 1995 § 3, 2009; Ord. 1936 § 1 (Exh. 1), 2004; Ord. 1810 § 1, 1996; Ord. 1793 § 3, 1996)

2.10.040 REMOVAL

Members of a board, committee, or commission serve at the pleasure of the governing body. (Ord. 1936 § 1 (Exh. 1), 2004: Ord. 1793 § 3, 1996)

2.10.050 ORGANIZATION AND OPERATION

A. Bylaws

The Council shall adopt bylaws for each board, commission, and committee's meetings and the performance of its duties. These bylaws shall be reviewed and updated annually by each board, commission, or committee. Bylaws and bylaw revisions shall be reviewed and accepted by Council and approved by Council resolution.

B. Annual Work Plan

Each board, commission, and committee shall prepare an annual work plan which will have elements of the City vision and City Council goals. These work plans shall be discussed with and approved by the City Council in a joint work session.

C. Staff Support

The City will provide for necessary staff support for the board, commission, or committee

including postage, meeting place, administrative support service, and new member orientation and training.

D. Meetings

Each board, commission, or committee should meet at least once each month or as needed to conduct its business and shall meet on the call of the chairperson or on call by a majority of its members. All meetings shall be subject to the requirements of Oregon Revised Statutes 192.610 to 192.690 (Open Meetings Law). A majority of the voting members shall constitute a quorum for the conduct of business and concurrence of a majority of those members present shall be required to decide any matter. These meetings shall be an opportunity for public involvement in the discussion of issues relating to that particular board, commission, or committee.

E. Authority to Bind

Neither a board, commission, nor committee, as a whole, or any member or members individually or collectively, shall exercise authority to bind the City, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council, and authorized expenditures presented to the staff for payment. The City may enter into agreements with other public agencies, associations, and individuals for services which will assist the board, commission, or committee in carrying out elements of its work plan.

F. Annual Reports and Minutes

Each board, commission, or committee shall report on its activities in a work session with the City Council at least annually. The written minutes for each board, commission, or committee shall be made available to Council for information.

G. Ethics Law

Board, commission, and committee members appointed by the Mayor with the consent of Council are considered "public officials." As such, they are expected to abide by the Oregon Government Ethics Law of the State of Oregon (ORS 244.010 to 244.400).

H. Boards, commissions, and committees may be asked to provide comments to other advisory bodies and staff when matters under consideration relate to their functional area of expertise. (Ord. 1995 § 4, 2009; Ord. 1936 § 1 (Exh. 1), 2004: Ord. 1793 § 3, 1996)

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CHAPTER 2.12 PARK AND RECREATION BOARD

Note

* Prior ordinance history: Ord. 1696.

2.12.010 ESTABLISHED—PURPOSE

The City of Milwaukie is a part of the North Clackamas Parks and Recreation District (NCPRD), created in 1990 by a vote of the Service District Residents. NCPRD is responsible for operation and maintenance of the City's parks and recreation programs under an intergovernmental agreement signed in 1992 and amended in 2008.

The Park and Recreation Board is established for the purpose of advising and making recommendations to the City Council regarding Milwaukie's recreation programs and facilities. The City Council, or its designee, shall advise the North Clackamas Parks and Recreation District (NCPRD) Advisory Board and the Board of County Commissioners on these programs and facilities in the City. The Park and Recreation Board shall be responsible for, but is not limited to, the following activities:

A. Surveying recreation and leisure time needs of City residents through the neighborhood associations and recommending the roles the City and the NCPRD should or ought to pursue in meeting such needs;

B. Serving in an advisory capacity to the City Council and the NCPRD, through their regular master planning and capital improvement plan process, on the location, service areas, siting, standards, class, number and needs for existing and future parks within the community;

C. Identifying desirable future park locations consistent with established plans and standards;

D. Ensuring the development of a master plan for each park site;

E. Exploring, along with NCPRD staff, the feasibility of meeting community park and recreation needs through consolidating grounds and programs with local public and private entities;

F. Identifying park acquisition and development priorities and recommending current or potential locations and financing methods to the City Council and NCPRD;

G. Participating in planning and development processes for regional park and recreation programs or facilities which provide services benefiting Milwaukie citizens;

H. Establishing, evaluating and monitoring maintenance standards of City parks and advising Council and NCPRD of the status; and

I. Such other activities as the Council may assign. (Ord. 2009 § 1, 2009; Ord. 1801 § 3, 1996)

2.12.020 MEMBERSHIP—QUALIFICATIONS

The Board shall consist of seven (7) members, representing the geographic diversity of the City, appointed by the Council, all of whom must be City residents. Whenever possible, persons will be appointed who have demonstrated interest, experience or expertise in some area of parks, recreation or related services. (Ord. 2009 § 1, 2009; Ord. 1801 § 3, 1996)

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CHAPTER 2.14 BUDGET COMMITTEE

2.14.010 ESTABLISHED—PURPOSE

The Budget Committee is established in accordance with the provisions of ORS 294.336 to review the City budget document as prepared by the City Budget Officer and to recommend an approved budget to the City Council for adoption. (Ord. 1795 § 1, 1996)

2.14.020 MEMBERSHIP—QUALIFICATIONS

The Committee shall consist of the members of the governing body and an equal number of members appointed from the electors of the municipal corporation. No more than one individual from a household may be appointed to serve on the Committee at one time. The appointed members shall be appointed for terms consistent with ORS 294. Appointments will expire the last day of June. (Ord. 2047 § 1, 2012; Ord. 2035 § 1, 2011; Ord. 2029 § 1, 2011; Ord. 1795 § 1, 1996)

2.14.030 OFFICERS

In addition to the chair, a member is elected from among its membership to serve as secretary. (Ord. 1795 § 1, 1996)

2.14.040 MEETINGS

The Committee meets during the budget preparation season, and additional meetings are scheduled as needed. (Ord. 1795 § 1, 1996)

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CHAPTER 2.16 PLANNING COMMISSION

Note

* Prior ordinance history: Ords. 1606 and 1726.

2.16.010 ESTABLISHED—PURPOSE

A. The Planning Commission is lawfully established for the purpose of reviewing and advising on matters of planning and zoning according to the provisions of the Comprehensive Plan, Zoning Ordinance, and other planning implementation documents. The Commission shall be responsible for, but is not limited to, the following activities:

1. Keeping current the Comprehensive Plan and implementing ordinances for the City and Urban Growth Boundary as applicable;

2. Preparing as necessary legislation that will implement the purposes of the Comprehensive Plan;

3. Recommending to the City Council plans for regulating future growth, development, and beautification of the City, and to review and recommend on regional issues and concerns;

4. Recommending and making suggestions to the Council concerning:

   a. The laying out, widening, extending, and locating of public thoroughfares, parking of vehicles, and relief of traffic congestion,

   b. Betterment of housing and sanitation conditions,

   c. Establishment of districts for limiting the use, height, area, bulk, and other characteristics of buildings and structures related to land development,

   d. Protection and assurance of access to incident solar radiation, and

   e. Protection and assurance of access to wind for potential future electrical generation or mechanical application;

5. Recommending to the City Council plans for regulating the future growth, development, and beautification of the City in respect to its public and private buildings and works, streets, parks, grounds, and vacant lots, and plans consistent with future growth and development of the City in order to secure to the City and its inhabitants sanitation, proper service of public utilities, and telecommunications utilities, including appropriate public incentives for overall energy conservation and harbor, shipping, and transportation facilities;

6. Recommending to the City Council plans for promotion, development, and regulation of industrial and economic needs of the community with respect to business and industrial pursuits;

7. Considering and conducting public hearings on the Comprehensive Plans and zoning ordinances and similar matters which may include, but are not limited to, zone changes, condition uses, subdivisions, and partitions;

8. Performing all other acts and things necessary to properly carry out the provisions of ORS Chapter 227 that are not specifically addressed by local ordinances and procedures;

9. The Commission shall be responsible for the following historic preservation activities:

a. Carry out the duties described for it in this section and otherwise assist the City Council on historic preservation matters,

b. Review and make recommendations on all partitions and subdivisions of historic properties designated in Comprehensive Plan Appendix 1—Historic Resources Property List,

c. Disseminate information to educate the public as to State and federal laws protecting antiquities and historic places,

d. Act as a coordinator for local preservation groups such as the Milwaukie Historical Society, educational workshops, signing and monumentation projects, and other similar programs,

e. Assist the Milwaukie Historical Society in advising interest groups, agencies, boards, commissions and citizens on matters relating to historic preservation within the City,

f. Review and make recommendation on all applications requesting designation or deletion of a landmark and placement or removal on the cultural resources inventory, as provided under Zoning Ordinance Subsection 19.403.4,

g. Review and make recommendation on all applications requesting designation or deletion of an historic district as provided under Zoning Ordinance Subsection 19.403.4,

h. Review all development, which proposes to alter a landmark, subject to the procedures and criteria set forth in this section,

i. Review all demolition permits affecting landmarks, as provided under Zoning Ordinance Subsection 19.403.7,

j. Review and make recommendation on all conditional use applications related to landmarks,

k. Maintain an historic and cultural resources inventory and map of landmarks,

l. Develop regulations for the protection of landmarks, such as design guidelines for adoption by the City Council;

10. Reviewing the Historic Resources Element of the Comprehensive Plan;

11. Providing decisions and/or recommendations to the City Council regarding compliance with applicable design guidelines for development projects subject to design review under the Zoning Ordinance;

12. Reviewing and recommending appropriate design guidelines and design review processes and procedures to the City Council; and

13. Such other activities as the Council may assign.

B. Coordination with the Design and Landmarks Committee

The Planning Commission shall meet at least twice annually with the Design and Landmarks Committee for reviewing prospective work program tasks related to urban design, architecture and design guidelines, historic preservation, and other areas of responsibility assigned to the Committee in Section 2.18.010.A. (Ord. 2025 § 3, 2011; Ord. 1936 § 2 (Exh. 1), 2004: Ord. 1802 § 1, 1996)

2.16.020 MEMBERSHIP—QUALIFICATIONS

A. The Commission shall consist of seven (7) members appointed by the Council, no more than two (2) of whom may be nonresidents. No more than two (2) members shall be engaged in the same kind of occupation, business, trade, or profession. No more than one (1) individual from a household may be appointed to serve on the committee at one time.

B. No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individual, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. (Ord. 2034 § 1, 2011; Ord. 1802 § 1, 1996)

2.16.030 STATEMENT OF ECONOMIC INTEREST

Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission. (Ord. 1802 § 1, 1996)

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CHAPTER 2.24 PUBLIC SAFETY ADVISORY COMMITTEE

2.24.010 ESTABLISHED—PURPOSE

The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the City Council and city departments regarding public safety needs in the City and its Urban Growth Boundary. The Committee shall be responsible for, but not limited to, the following activities:

A. Review and make recommendations on community livability concerns related to public safety issues that affect public safety and neighborhood livability in Milwaukie and within its Urban Growth Boundary.

B. Review and make recommendations for city-community partnerships to mitigate the negative influence of crime and traffic impacts on the community.

C. Promote public education and awareness of the effects of traffic impacts and mobility issues in the community.

D. Review and make recommendations on city infrastructure needs related to streets, sidewalks, trails, multimodal paths, traffic markers, traffic control devices, ADA and various transportation and transit related matters that affect pedestrian, cyclist, and driver safety.

E. Collaborate with local, County, and State government agencies to develop strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific problem areas, or concerns.

F. Such other activities as the Council may assign. (Ord. 2115 § 1, 2016; Ord. 1906 § 2, 2002; Ord. 1869 § 3, 2000; Ord. 1797 § 3, 1996)

2.24.020 MEMBERSHIP—QUALIFICATIONS

A. The Committee shall consist of one voting member representing each of the City's neighborhood associations plus four (4) at-large members. It is desirable that Committee members have an interest in solving community public safety problems through active involvement with city departments that are responsible for addressing public safety issues. Generally, the Engineering Director will act as the liaison between the Committee and city staff, however other departments such as the police department may occasionally assist or coordinate when appropriate.

B. At-large members will be appointed to the Public Safety Advisory Committee by the City Council for two (2) year terms. Appointments will expire the last day of June. Up to two (2) additional two (2) year terms, for a total of four (4) additional years past the member's original appointment, may be approved by the City Council.

C. Neighborhood district association members shall be appointed by the Council after nomination by the neighborhood association that the person will represent. The recommendation shall be reflected in the neighborhood district association minutes and provided to the City. The Council shall have discretion whether to appoint any person nominated by a neighborhood district association. Neighborhood representatives will be appointed for two (2) year terms with no limit on the number of terms.

D. A quorum consists of one-half of assigned members to the Public Safety Advisory Committee. (Ord. 2115 § 1, 2016; Ord. 2049 § 1, 2012; Ord. 2028 § 1, 2011; Ord. 1906 § 3, 2002; Ord. 1869 § 4, 2000; Ord. 1797 § 3, 1996)

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CHAPTER 2.28 PUBLIC LIBRARY

2.28.010 DESIGNATED

The Ledding Library of Milwaukie is designated the City Public Library according to the provisions of ORS 357.400 to 357.621. (Ord. 1800 § 2, 1996)

2.28.020 ESTABLISHED—PURPOSE

The Library Board is established for the purpose of advising the City Council and the Ledding staff regarding library patrons' needs. The Board shall be responsible for, but not limited to, the following activities:

A. Reviewing and commenting on rules and policies for the operation of the Library;

B. Commenting on the acceptance or rejection of donations of real or personal property of funds donated to the library;

C. Commenting on the annual operating budget for the Library;

D. Commenting on sites for public library buildings or for location of Library facilities;

E. The Library Board shall appoint one (1) of its members as the City's representative to the Library District of Clackamas County District Advisory Board, and the City Council shall affirm that action and forward it to the District governing body; and

F. Such other activities as the Council may assign. (Ord. 2008 §§ 1, 2, 2009; Ord. 1800 § 2, 1996)

2.28.030 MEMBERSHIP—QUALIFICATIONS

A. The Board shall consist of seven (7) members, with a majority of members of the Board being City residents.

B. It is desirable that an applicant be familiar with and willing to support the Library and its programs; understand the needs of the Milwaukie area Library patrons and the general community relative to the Library programs; have the ability to gather information regarding needs; and have experience in working with committees or other task groups. (Ord. 1800 § 2, 1996)

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CITY OF OREGON CITY

CITY OF OREGON CITY

Boards and Commissions Orientation Manual

Compiled by
City Recorder's Office
Oregon City, Oregon

MESSAGE FROM THE CITY RECORDER:

Dear Friend,

Thank you for your interest in serving your community through participation on a City of Oregon City board, commission, or committee. Members of boards and commissions provide an invaluable service to our City. They advise the City Commission on a wide variety of subjects by making recommendations on important policy matters. The City of Oregon City currently has fifteen active boards, commissions, or committees that are composed of volunteers appointed by the Mayor or City Commission. The member's role is crucial to the success of Oregon City's representative government. By sharing their experience, expertise, and time, citizens provide valuable insight — the citizen's point of view -- to the operations of the City and the City Commission's decision-making process. Boards and commissions review new and existing operations in specific areas and suggest an appropriate course of action to City management and the City Commission.

On behalf of the City Commission, I wish to thank each board, commission, and committee member for their service and extend an invitation to all Oregon City residents to give serious consideration to serving their community.

NOTE: Board, commission, and committee are used interchangeably throughout this manual.

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CITY OF OREGON CITY

Government

The City Commission of the City of Oregon City is composed of the Mayor and four Commissioners elected from the city at-large for terms of four years each. The four Commissioner positions are numbered as Position No. 1, Position No. 2, Position No. 3, and Position No. 4. The election of City Commissioners is non-partisan and is held in even-numbered years. For example, in 2004 Commissioner Position Nos. 2 and 3 were elected; in 2006 the Mayor and Commissioner Position Nos. 1 and 4 were elected. No person may be elected to the office of Commissioner for more than two terms of four years in any ten-year period.

The City Commission elects a Commission president at its first meeting in January each year. The Commission president performs the duties of Mayor in the absence of the Mayor. In the absence of the Mayor or the inability of the Mayor to act, the president of the Commission shall have and exercise the power to perform all duties of the Mayor.

FORM OF GOVERNMENT

The City of Oregon City operates through a Commission/Manager form of government consisting of an elected Mayor and City Commissioners who appoint a City Manager to manage City operations. The City Commission also appoints a municipal judge. The City Manager oversees the operations of seven departments. These departments are:

- Finance
- Public Safety and Police
- Public Works
- Community Development
- Community Services
- Human Resources
- Library
- Administration

The City Commission is the City's legislative and policy-making body. As a whole, the City Commission is responsible for passing ordinances and resolutions necessary for governing the City, in addition to setting the direction of City policy. The City Manager is responsible for the overall administration of the City and works with the City Commission and citizens to plan for the future of the City. The City Manager assists the City Commission in defining and implementing the City's vision by setting goals and establishing objectives to reach these goals. The City Manager also assists in matters of policy research, identifying areas requiring legislative policy decisions, and preparing recommendations on alternative courses of action.

The employment relationship between the City Commission and the City Manager honors the fact that the City Manager is the chief executive officer of the City of Oregon City. The City Commission should avoid situations that may result in Oregon City staff being directed, intentionally or unintentionally, by one or more members of the City Commission. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters.

CITY COMMISSION / CITY ATTORNEY RELATIONSHIP

The City Attorney shall be appointed by and shall serve at the discretion of the City Manager. The City Attorney serves as the legal advisor to the Mayor, City Commissioners, City Manager, and departments. The general legal responsibilities of the City Attorney are:

- Provide legal assistance necessary for formulation and implementation of legislative policies and projects.
- Represent the City's interests, as determined by the City Commission in litigation, hearings, negotiations, and similar proceedings.
- Prepare contracts, charter amendments, ordinances, bonds, and other legal documents to best reflect and implement the purposes for which they are prepared.
- Keep the City Commission and staff apprised of court rulings and legislation affecting the legal interests of the City.

It is important to note that the City Attorney does not represent individual members of the City Commission, but the City as a whole. The City Attorney also serves all boards and commissions as needed.

GUIDELINES AND DUTIES FOR ELECTED OFFICIALS

The Mayor and City Commissioners, as representatives of the City of Oregon City, can render better service if they understand their duties, are aware of their responsibilities, and are informed of the best methods for carrying out their charge. Among their public duties, the Mayor and City Commissioners provide leadership for constituents, arbitrate conflicting interests, and make sound decisions by studying problems and reviewing alternatives to determine the best course of action. The Mayor and City Commissioners, acting collectively, are responsible for establishing policy, adopting the City's budget, and providing direction to the City Manager. The Mayor and City Commissioners represent the City on local, regional, and state boards, commissions, and committees.

The City Manager is responsible for implementing the policy decisions of the Mayor and Commission. Because the City Manager is responsible for the day-to-day operation of City government, the preferred method for the Commission to issue priority orders and directives is through the City Manager. However, on occasion, the Mayor or a Commissioner may use the less formal process of making a request or suggestion directly to a department director. If the request or suggestion raises any policy or procedural questions, it should be brought to the attention of the City Manager.

POLICY MAKING

Policy is established by a majority vote of the City Commission. While individual members may disagree with a decision of the majority, a decision of the majority does bind the City Commission to a course of action. It is the City Manager's responsibility to ensure the policy of the City Commission is implemented.

All phases of the City Commission's job are involved in the determination of policy. The City Manager can assist the City Commission in studying and determining municipal policies. A good example of this is the budget process. The City Manager and staff gather the budget information, prepare the budget, review the budget with the budget committee, and submit the budget to the City Commission. The City Commission reviews the budget, revises as necessary, and adopts the budget.

Policy making is the process of deciding what is to be done for the City. This can easily be confused with how a program is to be administered, which is the responsibility of the City Manager. Simply stated, policy making is the "what to do" and administration is "how to do it." In municipalities, policy can take the form of ordinances, resolutions, and motions.

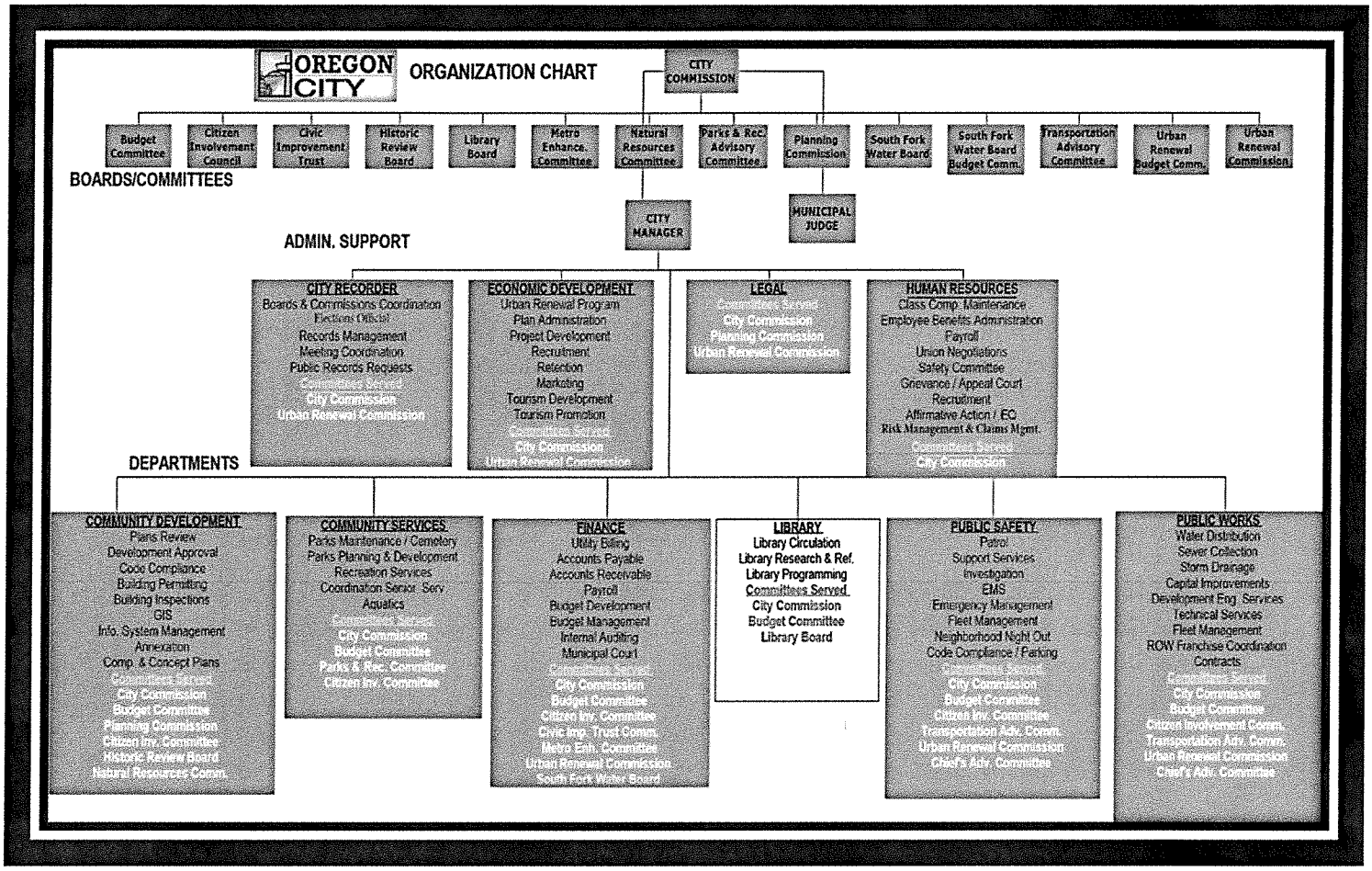
RULES OF PROCEDURE

The Charter of the City of Oregon City provides that the City Commission shall adopt rules for the government of its members and proceedings. The Commission Rules of Procedure provide for the following subjects, and a copy of the Rules may be found in the City Recorder's Office.

- Meetings
- Quorum
- Attendance
- Minutes
- Right to be heard
- Addressing staff
- Presiding officer
- Preservation of order
- Points of order
- Agenda packets
- Order of business
- Special committees
- Conflict of interest
- Use of electronic devices
  Conduct of quasi-judicial land use hearings

CITY OF OREGON CITY

ORGANIZATIONAL CHART



CITY OF OREGON CITY

Chapter I: Introduction to Boards and Commissions

A. CITIZEN PARTICIPATION

Oregon City's system of boards and commissions provides a way for residents who have special experience or interests to participate in the City's decision-making process by advising the City Commission on numerous issues.

The governmental decision-making process has other citizen participation mechanisms, such as speaking at public hearings, speaking before the City Commission and its subcommittees, participating in neighborhood based organizations, petitioning and letter writing.

The City believes it is not only the right but also the duty of citizens to participate in planning for their future, and the City has a responsibility to provide commissioners with the tools to carry out their charge. That responsibility includes orientation sessions for commissioners, skills training and useful written procedures. This orientation manual attempts to fulfill the latter requirement.

The boards and commissions system provides the opportunity to interact creatively with people of all ages, interests and backgrounds. Democracy can be realized when citizens are able to come together across neighborhood and economic lines to assist in making the community decisions that will shape all of their lives. While commissioners are themselves appointed from within the community, it is important that they in turn ensure that a wide variety of viewpoints from the rest of the community are considered when boards make recommendations to the City Commission. Board members should treat these widely varying viewpoints of other members and the public with respect so that all citizens are encouraged to participate in government.

The City of Oregon City enjoys a wide variety of Commission-appointed citizen boards, commissions, and committees which advise the City Commission on numerous issues. As citizen participation has evolved into a vital and integral part of local government, the number of commissions has steadily grown.

B. BOARD AND COMMISSION ORIGINS

Boards and Commissions originate from four different sources: the Charter, the City Code of Ordinances, Mayor/Commissioner action, vote of the people, and federal or state mandate. In a few instances, the City Commission may appoint citizens to represent Oregon City on regional committees.

- **Charter**

The present Charter was first adopted in 1880 to provide for the government of the City of Oregon City, Clackamas County, Oregon. Chapter III, Section 6; Powers of the City shall be

vested in the Commission. The Commission shall consist of the Mayor, and four commissioners, elected from the city at large (Chapter III, section 7).

- **Federal and State Mandate**

Certain boards, commissions, and committees are required by federal or state law. In such cases the purposes and duties are specified by federal or state law, and appointments are made either by the Mayor and/or City Commission in accordance with the Oregon City Municipal Code. Examples of these mandates are the Planning Commission and Urban Renewal Commission.

- **Miscellaneous**

There are several advisory bodies not usually created by the City Commission to which the City Commission may appoint only one or two members. The remainder are appointed by other agencies. Usually these advisory bodies are county-wide or regional in nature. Appointees may be Commission members, staff members or citizens. This category includes, but is not limited to: Tateshina Sister City Committee, Clackamas Cable Access Board, and South Fork Water Board.

C. BOARD AND COMMISSION FUNCTIONS

Commission activities are varied but generally fall into two categories. Any particular board or commission may belong to one or more of the types listed below and all boards belong to the Advisory to City Commission type.

- **Quasi-Judicial**

Certain commissions have the authority to make binding decisions that affect the action of individuals. For example, the Planning Commission grants or denies variances and use permits under the Zoning Code. Aggrieved parties have the right to appeal to the City Commission. Other commissions, such as the Historic Review Board, also have quasi-judicial authority.

- **Advisory to the City Commission**

All commissions advise the City Commission concerning policies and programs. For example, the Parks and Recreation Advisory Board advises the Commission regarding public parks and recreation facilities' needs and programs. The Transportation Advisory Board advises the City Commission, Planning Commission and Urban Renewal Commission on transportation related matters. The Planning Commission prepares recommendations to the City Commission on physical/economic development. A report from each board and committee summarizing the year's activities is given to the City Commission annually, presented at a regular meeting of the City Commission. A report from each board and committee summarizing the year's activities is given to the City Commission annually, presented at a regular meeting of the City Commission.

Chapter II: Serving on a Board or Commission

1. Membership - Application and Interview Process

Most advisory boards, commissions, and committees require meeting at least once a month and the meeting hours may be evening or daytime depending on the board. Some boards also require investment of time outside of the meetings. Most boards have written bylaws that address the residency requirements and should be reviewed prior to submitting an application submittal. Interested applicants are encouraged to attend board meetings prior to interviewing to serve.

A comprehensive list of current boards and commissions, as well as a form application to apply for membership are available in the Office of the City Recorder and on the City's Web site at www.orcity.org. Applications may be submitted electronically via the City's Web site or returned to the City Recorder or appropriate City staff person at which time the application will be reviewed. Either the Mayor or City staff person may call applicants to discuss the interview and possible appointment or other participation opportunities.

2. Appointments

Membership on City advisory boards, commissions, and committees are open to all interested citizens subject to the qualifications determined by each individual board, commission, or committee as necessary for the conduct of its business. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, familial status, or membership in any other group protected by law in accordance with applicable federal, state and local laws. Appointments are generally made by the Mayor of Oregon City or the City Commission as a whole during a regular City Commission meeting. Appointees are not required to attend the meeting.

3. Terms of Office

The terms of appointment of most members shall, regardless of the date of appointment, expire on the last day of December of the year in which the term ends. Term lengths vary according to the bylaws of each board, and occasionally an applicant will be appointed to fulfill a vacancy created by resignation of a previous member.

Each vacancy is to be filled through appointment or reappointment following a recruitment process for the vacant position. Incumbents desiring reappointment must

reapply during the recruitment process; they are not automatically reappointed. See the respective bylaws to learn how many consecutive terms one member may fulfill.

4. Boards and Commissions

NOTE: Current member rosters, vacancies, agendas, and minutes may be found on the City's Web site at http://www.orcity.org/cityrecorder/boards-commissions. Bylaws for each board are also available at the link above to provide further operating details.

a. Budget Committee

Established pursuant to ORS 294.336, the Budget Committee meets annually from April through June for a public review of the proposed budget, receive the budget message, provide opportunity for public input, and approve the fiscal budget. In addition, the Committee recommends a tax rate or amount of tax for all funds that receive property taxes. The Budget Committee is comprised of the City Commission and five Oregon City residents.

Abbreviation	Term Length	Term Expiration	Appointing Authority
BC	3 years	December 31	Mayor

b. Citizen Involvement Council

The purpose of the CIC is social and civic. The CIC serves to promote, coordinate, and implement various aspects of community involvement through citizen participation. It serves to advise the City Commission, the Planning Commission, and other planning and advisory bodies. The CIC will provide a vehicle for maximum citizen participation I promoting the quality and livability of the neighborhoods and community.

Abbreviation	Term Length	Term Expiration	Appointing Authority
CIC	None	None	Neighborhood Assn.

c. Historic Review Board

The purpose of the HRB is to carry out the City's historic resources program. The HRB reviews public improvements; reviews private and commercial buildings for historic compatibility; recommends ordinances and resolutions to the City Commission; and considers landmark designations, demolitions, and archeological site designations. Ordinance No. 1954 created the HRB on May 7, 1980 and was amended on November 6, 1985 by Ordinance No. 85-1017 and OCMC 2.28.

The board is comprised of five members - one representative each from: Canemah neighborhood; McLoughlin neighborhood; at-large; architect experienced in historic preservation; and a member of the Oregon City Chamber of Commerce who must also be an Oregon City resident.

Abbreviation	Term Length	Term Expiration	Appointing Authority
HRB	3 years	December 31	Mayor

d. Library Board

The Oregon City Library Board was established by the City Commission of Oregon City to advise the City Commission and the Library Director on policy matters pertaining to the Oregon City Library and other such matters as detailed in Oregon City Municipal Code 2.44.030. In addition, the board shall assist in preparation and presentation of the Library's annual operating budget, assist in the development of short and long-term goals for the provision of public library services to the community, represent the interests of library users, foster public knowledge and support of the library's role in the community and promote its use, participate in state or network activities intended for library board members and, such other related duties as requested by the City Commission. The board was created on July 2, 1980 by Ordinance No. 1965; amended March 3, 1982 by Ordinance No. 1994; restructured October 7, 1987 by Ordinance No. 87-1011; and amended May 7, 1997 by Ordinance No. 97-1012.

The board shall be comprised of seven members appointed by the Mayor with terms of four years each. Terms expire on December 31; however, in order to establish continuity of membership, terms will be structured so that no more than three member terms expire at the same time. Membership on the board shall be comprised as follows: Four members shall be residents of Oregon City; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of Oregon City and one member "at large."

Abbreviation	Term Length	Term Expiration	Appointing Authority
None	4 years	December 31	Mayor

e. Metro Enhancement Committee

The Committee is responsible for awarding grants on an annual basis for projects and programs that meet the grant criteria. The committee was established November 2, 1988 by Resolution No. 88-69. It was restructured February 4, 1998 by Commission Report No. 98-09. The committee was created as part of an Intergovernmental Agreement (IGA) between the City and the regional government, Metro. The IGA that created the committee also covers the operations of the Metro Transfer Station located at the intersection of Highway 213 and Washington Street. Metro pays the City a $0.50 per ton fee for enhancement and mitigation activities. A small percentage of this total goes into the City's General Fund in lieu of taxes, and the rest is placed into the Metro Enhancement Fund.

The IGA was amended on November 16, 2006, effective January 1, 2007 (November 15, 2006 Commission Meeting, Agenda Item 8a), to change the Committee structure to

consist of the City Commission, one (1) METRO councilor, and three (3) citizens appointed at-large. The City of Oregon City solicits applicants from residents of Oregon City for membership on the Oregon City-Metro Enhancement Committee (OCMEC). The Mayor appoints or reappoints members for the following fiscal year.

The Committee recommends the boundary of the area eligible for rehabilitation and enhancement. The Committee also recommends plans, projects and programs for rehabilitation and enhancement within the eligible boundary. Such recommendations can be made at any time, but shall at least be submitted annually to coincide with the City's budget process. Eligible projects include Planning, Engineering, Architectural and Marketing Services; sign, lighting and landscape construction; equipment acquisition; Public Works improvements, property acquisition, building construction, reconstruction or demolition; and other activities that are consistent with the Committee's purpose. The Committee shall not have authority to make any expenditure on behalf of the City, or to obligate the City for payment of any sums of money, unless the City Commission has previously authorized such expenditure.

The Committee shall have the power and authority to seek advice or testimony from any appropriate agency or individual to their purpose.

Abbreviation	Term Length	Term Expiration	Appointing Authority
OCMEC	4 years	December 31	Mayor

f. Natural Resources Committee

The purpose of the Natural Resources Committee is to assist in the review and implementation of plans and policies to protect, restore and enhance the environmental quality of Oregon City within the Urban Growth Boundary ("UGB"). This committee's role is to encourage conservation of natural resources and preservation and enhancement of ecosystems, open spaces and natural corridors within the Oregon City Urban Growth Boundary (UGB). The committee recommends actions to the City Commission, the Planning Commission, and the Parks and Recreation Advisory Committee (PRAC). The committee also may review and comment on all land use applications that significantly impact natural resources and related projects and policies coming before the City Commission and Planning Commission.

The Natural Resources Committee is composed of seven members appointed for the three-year terms with staggered terms for the initial board. The initial members shall be two appointed for two-year terms, three appointed for three-year terms and two appointed for a one-year term. Terms will expire on the last day of the calendar year. Training in urban ecology, watershed management, arboriculture, landscape architecture, or urban forestry is specifically desired for this position. Five of the seven members of the committee shall reside, work in, own property, or own a business within the city of Oregon City.

Abbreviation	Term Length	Term Expiration	Appointing Authority
NRC	3 years	December 31	Mayor

g. Oregon City Civic Improvement Trust

The City Commission established the OCCIT on July 15, 1982. Its purpose is to accept property, either real or personal, by way of gift. OCCIT accepts the donations and channels the money into acquisition of and improvement to parks and open space, senior center facilities and activities, library improvements, recreational facilities, including swimming pools and athletic facilities, increasing the significance of the historical heritage of the City, environmental improvements such as beautification and clean-up campaigns and the planting of trees and shrubs, and cultural activities such as lectures, concerts, art shows, and educational series.

The OCCIT is comprised of the City Commission and four City residents. Terms cannot exceed four years and are subject to reappointment. The Mayor reviews the applications and the five Commissioner-Trustees appoint the new City members.

Additionally, the OCCIT meets annually for the disposition of funds for the promotion of tourism as designated therein, as set forth per City Code Chapter 3.04 – Transient Room Tax, under 3.04.050 Tax-Disposition.

Abbreviation	Term Length	Term Expiration	Appointing Authority
OCCIT	4 years	December 31	Trustees

h. Parks and Recreation Advisory Committee

The purpose of the Parks and Recreation Advisory Committee (PRAC) is to advise the Community Services Director and make recommendations to the City Commission regarding parks, recreation and cemetery operations and planning. The Oregon City Recreation Advisory Association was created November 3, 1983 with nine members; bylaws were adopted on October 11, 1984; amended June 12, 1986; amended and the name was changed to Parks and Recreation Advisory Committee (PRAC) by the City Commission on September 2, 1992; amended May 6, 1998; amended July 5, 2000 to appoint a Pioneer Community Center representative to PRAC; amended June 18, 2003 to provide for more uniform representation throughout the city by limiting the number of members who can serve from any one neighborhood association; amended January 17, 2007; and again on June 18, 2008.

The Committee consists of seven members whom are encouraged to live within the city limits; however, residency is not mandatory. Non-resident representation is limited to two. Therefore, members are to be selected at-large. There is a maximum membership

requirement that at any given time no more than two members may be from any of the City's defined neighborhood associations. The chair and vice-chair are to each serve a one-year term of office.

The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

Maintain active communications with the Community Services Director and other relevant City staff. Provide recommendations to the City Commission relative to parks and recreation. Solicit citizen opinions relative to parks and recreation. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions. Provide public meeting time for citizen input.

Abbreviation	Term Length	Term Expiration	Appointing Authority
PRAC	3 years	December 31	Mayor

i. Planning Commission

The purpose of the Planning Commission is to serve as an advisory body and a resource for the City Commission in land use matters. The Planning Commission was created on February 4, 1948 by Ordinance No. 1350 and amended December 7, 1988 by Ordinance No. 88-1028. The Commission is authorized by ORS 227 and established by Oregon City Municipal Code - Chapter 2.24.

The Commission is composed of seven members. According to OCMC Chapter 2.24.020(C), term of office is limited to no more than eight consecutive years. No more than two voting members of the Commission shall be engaged principally or involved in any aspect of the real estate field. In addition, no more than two voting members shall be engaged in the same kind of business, trade or profession. (OCMC 2.24.030).

Abbreviation	Term Length	Term Expiration	Appointing Authority
PC	4 years	December 31	Mayor

j. South Fork Water Board

The South Fork Water Board (SFWB) is a wholesale water provider to the cities of Oregon City and West Linn. South Fork is owned in equal shares by the two cities and is governed by a six-member board comprised of three elected officials from each city.

South Fork Water Board holds monthly meetings. The membership shall consist of the Mayor of Oregon City and two members of the City Commission of Oregon City, and the

Mayor of West Linn and two members of the West Linn City Council. Each new member shall be appointed for a term of two years, and shall serve until the expiration of their term of office and the appointment of their successor. The Board may appoint a General Manager and Advisory Committee. The Advisory Committee shall be comprised of the General Manager and the City Managers of each city, or their designees. The Advisory Committee shall meet as often as is necessary, and shall review the activities, policies, operation, personnel and fiscal affairs of the board, and make appropriate recommendations to the Board. An Intergovernmental Agreement was entered into by each city. The City of West Linn adopted Resolution No. 96-24 and signed the agreement on July 22, 1996. The City of Oregon City adopted Resolution No. 96-32 and signed the agreement on August 21, 2000.

Abbreviation	Term Length	Term Expiration	Appointing Authority
SFWB	2 years	December 31	Comprised of 3 elected officials from each city

k. South Fork Water Board Budget Committee

The cities of Oregon City and West Linn operating jointly as the South Fork Water Board acknowledged in July 1996 that they had authority to execute an Intergovernmental Cooperative Agreement pursuant to the powers of their respective municipal charters and pursuant to ORS 225.050 and ORS 190.010. The Board is exempt by statute from Oregon Local Budget Law. However, in conjunction with the issuance of a February 8, 1995 bond issue, the Board passed a resolution to follow the provisions of the Law. Accordingly, a budget is prepared and adopted for each fund using the modified accrual basis of accounting. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. For all funds the levels of control are personal services, materials and services, capital outlay and debt service. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. Original and supplemental budgets require hearings before the public and publications in newspapers or other notice. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control.

l. Transportation Advisory Committee

The purpose of the committee is to advise the City Commission, Planning Commission and Urban Renewal Commission on transportation related matters; guide preparation of transportation plans and programs, including the Neighborhood Traffic Management Plan.

The committee was established on February 7, 1996 by Resolution 96-03, modified on October 20, 1999 through Resolution 99-40, and modified again on February 6, 2002,

through Resolution 02-04. Bylaws were adopted in 2009.

There are between seven to nine members in the committee. It is composed of two members of City-recognized neighborhood associations, one active member of the Oregon City Chamber of Commerce and the remaining members are at-large. Term of office is three years, with terms overlapping.

City staff shall support the TAC for meeting notification, processing the work, minute preparation, copying and information gathering to the extent the City budget permits.

Abbreviation	Term Length	Term Expiration	Appointing Authority
TAC	3 years	December 31	Mayor

m. Urban Renewal Commission

The decisions of the Urban Renewal Commission have the potential of improving the face and the economy of Oregon City, impacting service demands, the business climates, and neighborhoods adjacent to the urban renewal district. The Oregon City Commission found that blighted areas as defined in ORS 457.010 exist in Oregon City, and that the need for a City Urban Renewal Agency continues, as provided by ORS 457.035.

Oregon Revised Statute 457.055 authorizes the governing body of a municipality to transfer the authority to exercise the powers of the urban renewal agency to any other body authorized to exercise these powers, including the local governing body itself. On April 2, 2008; Ordinance No. 08-1005 transferred the powers of the Urban Renewal Agency from the Oregon City Commission to the Urban Renewal Commission. On March 19, 2008, the Urban Renewal Commission approved new bylaws for the Commission. Ordinance No. 08-1005 added five additional representatives to the Urban Renewal Commission. The City Commission appoints members to the URC.

The City Commission desired to increase business and citizen involvement in the decision-making process of urban renewal and expanded the representation on the Urban Renewal Commission. Five citizen members were added to the URC on June 18, 2008. This resulted in the URC being composed of ten voting members: five who are members of the City Commission, and five citizen representatives appointed by the City Commission. Then, on July 18, 2012, the City Commission passed Ordinance No. 12-1005, modifying the membership of the URC once again, reducing the number of members from ten to seven. The URC responded with changes to its bylaws, approving Resolution No. URr12-03 on August 1, 2012.

Abbreviation	Term Length	Term Expiration	Appointing Authority
URC	3 years	December 31	City Commission

n. Urban Renewal Committee Budget Committee

The purpose of the Urban Renewal Budget Committee is to publicly review the proposed budget, receive the budget message, provide opportunity for public input, and approve a fiscal budget as well as a tax rate or amount of tax for all funds that receive property taxes. The Commission is established pursuant to ORS 294.336.

The URBC is comprised of the Urban Renewal Commission (seven commissioners), the Oregon City Budget Committee (the City Commission plus five citizen members), and two additional citizen members, totaling fourteen members.

Abbreviation	Term Length	Term Expiration	Appointing Authority
None	3 years	December 31	Mayor

5. Board and Commission Application

The application to apply for a board or commission may be found online at http://www.orcity.org/cityrecorder/application-appointment or contact the City Recorder's Office.

6. Boards and Commissions with Special Regulations

Several boards require special qualifications for appointment. For example, the Historic Review Board appoints one architect experienced in historic preservation, and no more than two voting members of the Planning Commission shall be engaged principally or involved in any aspect of the real estate field. In addition, no more than two voting members shall be engaged in the same kind of business, trade or profession.

7. Appointment to Board or Commission

Appointments of those Board and Commission members who are announced by the Mayor are announced at a City Commission meeting. For those appointments made by the Commission as a whole, the appointment will be voted upon in an open meeting. An Oregon City staff person will contact all new members with an orientation to the board or commission to assist in understanding and performing the valuable role. Please do not hesitate to contact the assigned staff person with any questions at 503-657-0891.

8. Attendance Requirements and Quorum

The importance of regular attendance on any board or commission cannot be emphasized enough. Failure to comply with attendance requirements may result in removal from the board. Most boards and commissions have their own bylaws that address attendance requirements. ***The following will apply for those that do not have specific attendance and quorum standards by law or in the bylaws of the board or commission.***

a. Attendance

If a member has been absent from two consecutive regular meetings, the chair will advise the member that absence from three consecutive regular meetings could result in termination from the board or commission. If there are three or more consecutive absences from regular meetings, that member should discuss the absences with the other members in advance. If a member is terminated, staff will notify that member in writing within one week following the third absence. Once that member has been terminated, a vacancy exists at which time an appointment shall be made to fill such vacancy.

b. Quorum

All board, commission, and committee meetings require a majority of its members to conduct business. Failure to have 51% or more members present will preclude the board, commission or committee from taking any formal action. The Chair shall make the determination as to whether a meeting will be held. Members are cautioned to avoid situations where a quorum of members is present outside of the meetings; this would include, but not be limited to, social gatherings. In such situations, city business should not be discussed to avoid violations of the state's open meetings law.

c. No Quorum

Boards and Commissions may adopt a rule establishing a maximum time those present will wait for a quorum to appear, prior to canceling the meeting. Members should inform the staff contact as far in advance as possible if they cannot attend a meeting. If it is known that a quorum will not be achieved, the staff contact should notify all members of that board/commission that the meeting is canceled. In this case, no absence will be recorded against any member. To encourage full participation in meetings by all members and the public, the City Commission encourages boards and commissions to refrain from scheduling meetings on cultural and religious holidays.

9. Resignation Procedure

A board or commission member wishing to resign shall submit a letter of resignation directly to the staff contact. The City Recorder should receive the signed original letter of resignation.

10. Accommodations for Disabled Commissioners

Board members who are disabled are entitled to receive reasonable accommodations on request in order to participate fully in meetings or activities.

11. Conflict of Interest – Prohibited

Members of City boards and commissions provide advice to the City Commission, study civil matters and, in the case of certain boards, function in a quasi-judicial capacity.

Precise relationships vary in that certain quasi-judicial determinations may be appealed to the City Commission; other decisions may not be appealable. All members of boards and committees should be aware of the need to avoid any instances of conflict of interest. Conflict of interest standards are generally applicable to all commissions. Additional requirements may be applicable to particular boards and commissions. A member of any board, commission, or committee shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member; his/her spouse; brother; sister; child; parent; father-in-law; mother-in-law; any business in which he/she is then serving or has served within the previous two years; or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken and the member shall refrain from voting on any matter in which he or she has a direct and substantial conflict of interest. (ORS 244.020, .120 and .130). Further information on conflicts of interest may be obtained from the Oregon Government Ethics Commission, in its published "Guide for Public Officials."

12. Disclosure Statements Required

The Government Code of the State of Oregon requires that designated commissions file statements of economic interests in which they disclose specified financial interests. Members of the City Commission, Planning Commission, and Historic Review Board are required to file this statement annually, due April 15 of each year. The City Recorder's Office provides the State's Ethics Commission with the required list annually, and the State sends the members the appropriate filing documents.

13. Public Meetings

Oregon's public meeting law gives members of the public the right to attend all meetings of governing bodies of public agencies with a few exceptions. The right to attend is not the same as a right to participate in the meetings. Governing bodies include all City Commission and Planning Commission meetings, Budget Committees, citizen advisory boards and committees, and others if their functions are to advise the City Commission. The public meeting laws do not apply to staff meetings (ORS 192.610 – 192.690).

The public meeting law applies whenever a governing body convenes on any matter to make a decision or to deliberate toward a decision - this includes "conference call" telephone meetings or other electronic communications sent singly or serially among a quorum of board or commission members to avoid compliance with public meeting laws. In general, meetings may not be held outside the city limits. Notice is required for all public meetings and must include the date, location, time and principal subjects to be considered. Communications regarding city business, whether in "hard-copy" or electronic form, may be subject to the Oregon Public Records Law (ORS 192.410 to .505).

Coordination with City Staff, Commission, and Others

A. COORDINATION WITH THE CITY COMMISSION

1. Relationship to City Commission

Most boards and commissions serve as an advisory to the City Commission. As an authorized legislative body of the City, the City Commission is responsible for accepting, rejecting or modifying board and commission recommendations. The City Commission relies on the view points and talents of each board and commission member for valuable insight on various City issues. By concentrating on specific areas, board members expand their expertise and conduct detailed analyses that the City Commission may not have the time to pursue. It is expected that boards and commissions will adopt positions of advocacy within their specific spheres of interest. However, the City Commission's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The City Commission must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Aside from the Planning Commission and Urban Renewal Commission, boards and commissions do not create policy or operate various city programs, however, they do make recommendations that could be approved and made by the City Commission.

It is the responsibility of the City Manager and City staff to operate programs authorized by the City Commission. In a few cases a specific program will be designated by the City Commission to be sponsored by a specific board, and even in such instances the administration is the responsibility of City staff.

2. Communications from Board or Commission

Each board and commission will be given an opportunity to review and make recommendations on items relevant to its charge. Oregon City staff liaison will notify that board or commission of relevant items requiring City Commission action while the item is still in the development stage so as to provide adequate response time.

Each item presented to the City Commission on its agenda, whether generated by the City Manager, City Commission, or boards, commissions, and committees, shall indicate to whom the item has been referred, the date of referral, and any responses. Each board may elect to respond by means of a separate communication.

The City Recorder posts City Commission agendas, agenda packets, and e-Packets, which includes all reports and finalized copies of resolutions and ordinances on the City's Web site (www.orcity.org), as well as providing a hard copy for review at City Hall, 625 Center Street, Oregon City, Oregon 97045.

The City also provides live Web streaming of meetings of the following meeting bodies:

- City Commission
- Historic Review Board
- Citizen Involvement Council
- Library Board
- Metro Enhancement Committee
- Natural Resources Committee
- Oregon City Civic Improvement Trust
- Parks and Recreation Advisory Committee
- Planning Commission
- Transportation Advisory Committee
- Urban Renewal Commission

Video archives of meetings may be found at:
http://oregon-city.legistar.com/Calendar.aspx

Board, committee, and commission members will receive all agenda related material via email from the staff contact for that particular board.

3. Presenting Agenda Items to Commission

A board transmits its findings, responses to referrals and other communications to the City Commission through the Commission agenda. Upon direction of the City Commission, City staff prepares and submits a completed staff report for the Commission agenda directly to the City Recorder in a reasonable time frame. The City Recorder will place the report on an upcoming Commission agenda based on City Manager timelines for scheduling matters on the agenda. The City Manager may ask the commission for additional information and/or clarification before placing the report on the agenda.

4. Commission Meetings and Agendas and Annual Reports

Regular City Commission meetings are held the first and third Wednesday of each month. The schedule is established annually taking into consideration holidays and election dates. The City Commission asks each board and committee to give an annual report summarizing the year's activities. The report is given at a regular meeting of the City Commission.

B. COORDINATION WITH CITY STAFF

5. Duties of Staff

An employee of the City designated by the City Manager serves as staff to the board/committee. The staff person, often the department director, represents the City Manager and at the same time, assists the board in its functions and advises them of staff's recommendations. Individuals assigned to serve as staff to a board or commission are there to perform the ministerial and housekeeping functions as outlined below and do not vote. The staff person should inform members about activities, projects and work that is taking place in the organization and among other board/committees. In addition to this, as City professionals, they have the responsibility to assure that the board/committee is aware of laws and administrative processes affecting proposed policy recommendations and operational recommendations. This will save reprocessing all the good work of these bodies whose members serve without compensation and which contribute valuable time to the City. It is a staff person's responsibility to:

- Arrange for accommodations for disabled commissioners or citizens.
- Prepare agendas and minutes pursuant to the open meetings law and City procedures.
- Notify members of meetings.
- Maintain an accurate subscription mailing list.
- Maintain permanent records of all meetings.
- Follow the established City Commission agenda process and prepare professional and accurate reports to the City Commission based on the board/committee action.
- Request permission from the City Manager or Department Director, for any requests for extensive staff work or report preparation.
- Review minutes and agendas.
- Obtain clerical assistance from other staff members when needed.

More importantly, the staff person must at all times consider the policy and fiscal impacts of proposals and provide members with early and timely information about not only the fiscal and policy impact of a proposal in and of itself, but its relationship to overall department and citywide fiscal capacity and priorities. Staff must be constantly aware of the responsibility to represent overall City Commission priorities and administrative policies of the City.

6. Relationship with the City Manager

The City Recorder will provide the City Manager with copies of each commission report or communication directed to the City Commission at the time staff submits the report to the City Recorder for the agenda process.

C. RELATIONS WITH OTHER COMMISSIONS, OUTSIDE AGENCIES AND THE GENERAL PUBLIC

7. Other Boards/Committees

There are enormous benefits when boards, commissions, and committees work together on projects or investigations. Besides the advantages of time and energy savings, a board's work can reflect a more accurate blend of community sentiment when efforts are made to coordinate in order to deal with overlapping subject matter.

When one board recommends an action to the City Commission relating to a sphere of interest of another board/committee, the other involved boards shall be notified and given an opportunity to comment before any reports are forwarded to the City Commission. Referrals for information or review of proposals from one board/committee to another are transmitted through the respective staff contact for each board/committee.

In order to develop a useful liaison between boards, each board should determine which other bodies regularly deal with overlapping subject matter. Boards which regularly overlap on each other's activities should request agendas, minutes and relevant reports from each other. Boards which do not ordinarily relate need not routinely communicate with each other, but where an issue arises which is of concern to both, the two should review the issue with each other before submitting a report to the City Commission.

8. Outside Agencies

From time to time, boards and committees may desire to communicate with outside agencies. Unless specifically authorized by the City Commission, boards, commissions, and committees may not represent policy to outside agencies either on their own behalf or on behalf of the City. Boards function in an advisory capacity and in the absence of an explicit delegation of the role to act on the City's behalf by the City Commission on a particular issue, may not directly communicate with outside agencies. If a board wishes to support or object to a particular policy or program it should frame its action as a motion and a recommendation to the City Commission on whose behalf the letter would be sent. Supporting or opposing legislation need not take the form of a resolution. Action by the City Commission on such a board request would be in the form of a letter. However, should a resolution be requested of the City Commission, such resolution would be attached to the Commission report (in the proper format), ready for City Commission action. If a request for an official policy statement is received from an outside jurisdiction, the board should analyze and study the request. It could then make a recommendation to the City Commission. Furthermore, boards other than Metro Enhancement Committee and Oregon City Civic Improvement Trust may not endorse grant applications or receive donations and gifts. Boards may not take any action such as approving use of City property, facilities or other resources, which commits or indicates an intention to commit the City without authorization by the City Commission and coordination with the City Manager.

All communications to and from outside agencies shall be transmitted through a City staff person.

9. General Public

The purpose of board, commission and committee meetings is to permit open discussion on specific topics in a setting that is more informal than a City Commission meeting, to hear public expression on issues and to inform the public of what the board is doing. Commissioners have the obligation to consider the welfare of the entire City, to be fair, objective and courteous, and to afford due process to all who come before them.

Public opinion must be sought but no member should permit his/her judgment to become subservient to the criticism of those citizens attending the meetings. In order to conduct its business, the board has the authority to limit discussion and public participation on any subject.

All communications from the board to members of the public are transmitted through the staff person. Similarly, arriving communications are received by staff and relayed to the board through the agenda. The staff person is responsible for acknowledging all communications received.

10. Analytical Problem Solving Approach

It is important that those who recommend policy, operational, and other improvements in City government use an analytical problem solving approach. This pertains not only to boards, committees, and commission, but to staff people, executives and others who wish to improve municipal services. As resources dwindle, systems become more complex, and the public becomes more and more accustomed to the world's highly competitive consumer oriented economy; therefore, all municipalities and city governments must adapt. In order to determine priorities, to select the best forms of service and the best methods of providing those services, an analytical approach needs to be taken prior to advocacy and mobilization of support. A shorthand approach includes:

- What is the problem we are trying to solve and if we probe deeper, is the problem a symptom or is there really a deeper problem?
- What general approaches could be used to solve the problem? Avoid single solution answers.
- Of the possible approaches to take, which one is the best and why?
- How will the selected approach or solution work? What personnel, financial, and other resources are necessary to make it work? Where will these come from: if there are insufficient resources, what other equally valued programs or activities should be reduced or eliminated to free up the resources needed?
- Have all the people involved in implementing the project had input and do they agree?
- Does the project meet legal requirements and has the City's budget indicated that the financial part of the proposal is, in fact, feasible and manageable?

- Can the project be proven to work by putting it on a standard schedule for implementation?

If each project or recommendation brought to the City Commission were thoroughly tested against these criteria, or something like them, much wasted time and effort would be avoided and the City Commission would be much more likely to approve recommendations rather than sending them back for laborious staff analysis.

11. Individual Members

Unless authorized by the board as a whole, an individual member may not represent the board before any other board, outside agency, to the press, or the general public. When an individual member is appearing in a private capacity before other boards, outside agencies, or the general public, the member must clearly indicate that he/she is speaking as a private individual, not as an official representative of the City. Official City stationery may be used only for official communications authorized by the City Commission or City Manager.

Each member also has the obligation to work cooperatively with other members on that board. Members should exercise self-discipline and always strive to be objective, fair and courteous with each other as well as with staff and the public. A healthy respect for the time of other commissioners, staff and the public is of critical importance.

12. Press and Other Media

In order to inform the public as much as possible of board activities, the designated City staff person, with the approval of the board, should provide the media with pertinent information as noted below. Press releases should be sent to local media. From time to time, it may be appropriate to provide press releases to other newspapers, radio and television stations.

- Notices of Meetings and Agenda - The staff person should routinely send meeting notices and agenda to the media, City Hall, Pioneer Center, City Library, and post the agenda on the City's Web site. Copies should be sent to the City Recorder and City Manager.
- Items of Public Interest and Policy Statements - Information concerning items of particular interest to be discussed at future meetings as well as recent newsworthy actions of the board should be regularly provided to the media. Press releases which state the City's policy should be cleared through the City Manager's Office prior to release to the press. Copies of all press releases and other notices that are provided to the media should also be sent to the City Manager's Office.

Chapter IV: Commission Goals, Procedures and Policies

Note: *The City Commission established Rules of Procedure pursuant to Section 14 of the City Charter. Copies of these rules are available in the City Recorder's Office. The following sections provide a summary of the Rules that apply to boards and commissions.*

1. Goal Statement

Many boards, commissions, and committees find it effective to establish a yearly work program or goals statement. A work program is a planning document that specifies how and when the objectives (outcomes) which the board expects to accomplish during the fiscal year will be achieved. Goal statements explain the nature and scope of the work to be performed and the time needed to accomplish the goal. The nature of the duties of specific commissions may determine which method is most suitable.

In Oregon City, the City Commission creates and adopts a *"Goals and Objectives"* that explains the next year's goals for the City. The City Commission meets in January at an annual retreat to discuss with staff the goals that will be set forth for that year. Current goals may be found on the City's Web site or from the City Recorder's Office. The 2013-2015 Commission Vision, Mission and Goal statement is listed below.

2013-2015 City Commission Vision, Mission, and Goals

Vision: Celebrate Oregon City's historic role as a regional hub.
Mission: Build a sustainable, healthy community that promotes safety, economic opportunity, livability, environment, and uniqueness.

Goal 1: Implement economic development strategy and maintain an environment for success.

Goal 2: Address critical facility needs.

Goal 3: Enhance the livability of the community.

Goal 4: Seek opportunities to maintain communications with citizens and facilitate citizen participation.

Goal 5: Maintain fiscal health and long-term stability.

2. Meetings

a. Rules of Procedure

"Robert's Rules of Order," current version, shall govern in all situations not specifically covered by the Commission's Rules of Procedure or the City Charter. In the event of a conflict between the Rules of Procedure and Robert's Rules of Order, the Rules of Procedure shall prevail.

b. Requirement to Meet in Public

The Oregon form of government requires an informed public be aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies are arrived at openly.

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 192.630 (ORS 192.610 to 192.690).

Legal reasons to hold closed sessions are very limited and the occasions when an advisory board could adjourn to a closed session are rare. Specific cases should be cleared with the City Attorney prior to attempting to schedule a closed session. The board should follow all City guidelines and checklists regarding compliance with the Oregon Open Meeting Laws.

c. Requirement to be Accessible to Public

State law requires that public meetings shall be accessible to persons with disabilities.

<u>Wheelchair Access</u>

All board, committee, and commission meetings and meetings of the sub-committees must be held at wheelchair accessible locations. This includes the approach to the facility, entry, path of travel within the facility, and restrooms. City of Oregon City facilities are continually being upgraded to meet accessibility requirements.

<u>Communication Access for Disabled Members of the Public</u>

Pursuant to ORS 192.630, it is discrimination on the basis of disability for a governing body of a public body to meet in a place inaccessible to persons with disabilities, or upon request of a person who is deaf or hard of hearing, to fail to make a good faith effort to have an interpreter for persons who are deaf or hard of hearing provided at a regularly scheduled meeting.

Assistive listening devices are available in Commission Chambers for persons with impaired hearing. Arrangements for these can also be made with the staff person prior to the scheduled meeting.

d. Public Comment

Citizens are welcome to present information or raise issues relevant to the City during the "Citizen Comments" portion of the agenda, for issues not related to an item on the agenda. Citizens are allowed up to 3 minutes to speak, and are asked to complete a comment form prior to the meeting and present it to the staff person/city recorder. The Commission generally does not dialog with the citizen, but may direct staff to address the issue.

Citizens are welcome to comment on an item on the agenda and are allowed up to 3 minutes to speak when the item is brought forward at the meeting. Representatives of a recognized neighborhood association, government agency, or other incorporated public interest organization may speak to an item on the agenda for up to 5 minutes.

e. Meeting Types

Regular Meetings

Regular meetings of boards and commissions are opportunities to take action on agenda items, receive public comment, discuss issues, receive updates from staff, and receive member communication.

Public Hearings

Public hearings are held when required by law or when the board determines that such a hearing would be desirable. When a hearing is required by law, the procedure for that hearing may also be specified by that law. Most hearings and Commission matters are quasi-legislative; the Commission is making policy or programmatic recommendations to the City Manager or City Commission. Some hearings are quasi-judicial, such as hearings or permits before the Historic Review Board or Planning Commission. In such quasi-judicial proceedings, special rules apply.

Work Session

Work sessions are meetings designed to discuss city matters in an informal manner, allowing interaction between citizens and Commissioners when needed, or for boards, committees and the City Commission to work on issues in an in-depth manner. Work sessions do not culminate in action at that meeting. Actions or recommendations should be taken at either the next regular meeting or at another publicly announced date and time. In both cases, the committee, when establishing the time and place for the meeting, should determine the period of time available and establish the portion of time to be devoted to presentations by the public. Staff persons should also keep in mind that all public access and communication access requirements must be met for all public hearings and work sessions.

Executive Session

A public meeting or part of a meeting of a governing body may be closed to the public and certain persons for deliberation on certain matters. (ORS 192.610(2)). State law has identified certain subjects permitted for executive sessions and procedures for holding such sessions in ORS 192.660. If the matter may not be discussed in executive session under this statute, it must be discussed in a meeting open to the public.

Although not open to the public, noticing of an executive session must take place.

City Commission Retreat

The City Commission shall hold an annual retreat in January of each year for the purpose of setting annual Commission goals for the year. In addition, at the retreat, all City department heads shall give an annual department update, addressing current and future projects for the department. Commission retreats are subject to the open meeting and public records laws of Oregon.

f. Board, Committee and Commission Conduct

While the meeting is in session, the members should not interrupt the proceedings or any Commissioner or member of the public who has the floor.

g. Conduct of Public in Attendance

Persons attending the meeting should not disrupt meeting business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the Commission's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the board without consent. Any message to or contact with any member of the board/committee while it is in session should be through the staff person. Each person addressing the board/committee should first give his/her name and city of residence in an audible tone of voice for the record. All remarks should be addressed to the board/committee as a body and not to any specific member. No one other than the board/committee and the person having the floor may enter into any discussion, either directly or through a member of the board/committee, without the permission of the Chair. No question may be asked of a board/committee member except through the Chair. After being recognized for this purpose by the Chair, any member may briefly respond to comments made during the public comment period or may pose a question to the person speaking at public comment or during a public hearing but may not discuss the matter. Interested persons may address the board/committee on any issue concerning City business during the period assigned to *"Citizen Comment"*. The public may also comment during a public hearing on the subject of the public hearing in accordance with any procedures established by the board/committee for this purpose. Commissioners/members may ask

questions but the board/committee should not discuss or act in connection with such citizen comment, if the subject is not on the agenda for action. A Commissioner may, however, refer a subject to staff or other resources for factual information or for action, if appropriate.

h. Rules of Debate

The presiding officer may debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and should not be deprived of any of the rights and privileges of board/committee members by reason of his/her acting as the presiding officer. Improper references are to be avoided. Every member desiring to speak should address the Chair and upon recognition by the presiding officer, should confine him/herself to the question under debate.

i. Interruptions

A commissioner/member, once recognized, should not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she should cease speaking until the question of order can be determined, and, if in order, he/she should be permitted to proceed.

j. Notice of Meetings

In order to protect the right of the public to know when meetings are held, adequate notice must be made. In the case of regular meetings whose time and place is set forth in a formal document (bylaws, ordinance, resolution, etc.), the required agenda serves as notice and no additional notice is needed. Special meetings may be called by the chair or a majority of members if written notice is received at least twenty-four hours in advance by each member and by any news media which have requested such notice in writing. The notice must contain the time and place of the meeting as well as the business to be transacted. No other business can be considered. Agendas of meetings of the board, committee or commission and any subcommittee meetings are to be posted on the official City bulletin board, Pioneer Center bulletin board, and Library bulletin board and are also to be posted on the City's Web site and sent to the media.

k. Polling, Quorum, and Voting

The staff person/City Recorder should check with the chair of such board/committee or Mayor of the City Commission a few days before the scheduled meeting to ensure there will be adequate attendance by members to make a quorum.

A quorum is the minimum number of members/commissioners who must be present for the valid transaction of business. In order to take any action, a quorum of members/commissioners must be present. For the purposes of these guidelines, a quorum means a majority of actual appointees. Thus, if a board has nine actual appointees (out of a potential of nine), five members constitute a quorum. If there are only five appointees (out of a potential of nine), three members constitute a quorum. The

number of affirmative votes needed to pass a motion is the same number which constitutes a quorum - a majority of actual appointees. This ensures that a majority of those actually appointed to a board endorse the action being taken. If one were to allow a majority of a quorum to take action (instead of a majority of those actually appointed), formal action could be taken by a very low percentage of those actually appointed (e.g., if there were five actual appointments to a nine-member body, a quorum would be three and action could be taken by two appointees). Occasionally, a particular enabling ordinance or resolution may create a different requirement so the ordinance or resolution establishing the Commission should be consulted for particular requirements, as in the case of the Urban Renewal Commission. There are specific rules on these matters applicable to the City Commission under sections 15, 18 and 19 of the City Charter.

l. Polling for Special Meetings

"Polling" members to determine their vote is **not** permitted because no discussion or testimony is possible. In instances where the board desires a prompt advisory recommendation and there is no time to consider the City Commission's request at a regular meeting, a special meeting should be called. If a quorum cannot be assembled for a special meeting, the staff person/city recorder so advises the City Commission and indicates the date that the board, committee or City Commission is expected to be able to consider the issue.

m. Minutes

Pursuant to ORS 192.650, the staff person/city recorder shall keep an accurate record of the board/commission's proceedings and transactions. The staff person/city recorder, or another person so designated, shall provide minutes. Minutes list the date, time, and place of the meetings, the members and staff in attendance and absent, a description of the actions taken, and give a true reflection of the matters discussed at the meeting and the views of the participants. Approved motions are indicated by "moved, seconded, and carried," and include a breakdown of the vote. The vote breakdown includes the members voting yes, no, and abstain.

In quasi-judicial proceedings more detailed minutes are needed which summarize debate, list findings, and note testimony offered by appellant, witnesses, etc. Public hearings may require more specific and complete minutes, depending on the nature of the hearing. In the case of public hearings, a tally is made of speakers for or against and a summary of their views is provided, if possible. Most board/committee meetings and all City Commission meetings are Web streamed and a designated person who is under contract with the City of Oregon City will transcribe the minutes for most meetings.

Once the minutes have been transcribed, they are presented to the board, committee, or commission for approval, at the following meeting or soon thereafter. The board may by motion make such correction as conforms to fact. It is the responsibility of the staff person to retain the official signed copies of minutes in accordance with the State's General Records Retention Schedule.

State law required public bodies to provide a recording or written minutes of all its meetings. A verbatim transcript is not required, but the law requires a record of the members present; actions proposed and the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting. [ORS 192.650(1)]

n. Recording Meetings

It is desirable to record meetings when resources permit; but it is not required. However, if a board/committee decides to record their meetings, all meetings should consistently be recorded on a regular basis. Recorded meetings must be maintained in accordance with the City's Records Retention Schedule.

o. Official Board, Committee, and City Commission Records

Pursuant to ORS Chapter 192, all agendas, minutes, reports, communications, tapes/DVD's (if retained), and any other related material, should be kept in an organized manner and in such a way that these records can be easily transferred to another staff person in the event of a change in duties or termination with the City. It is the responsibility of the board/commission staff person to maintain all records pursuant to the State's General Records Retention Schedule and other policies.

The Office of the City Recorder maintains the City Seal and serves as clerk of the City Commission by recording and archiving the official records, proceedings, and legislative history of the City of Oregon City. The Office strives to provide professional, courteous, and timely assistance to the City Commission, citizens, City departments, and other agencies. The City Recorder manages City records and implements the State's records retention schedule for cities, and maintains the permanent records for boards and commissions.

For further information on Boards, Commissions, and Committees

visit the City's Web site at:

www.orcity.org

Select City Government, then Boards and Commissions

City Recorder's Office
625 Center Street
P.O. Box 3040
Oregon City, OR 97045
503-657-0891
recorder@orcity.org

City of Oregon City

Library Board

Description

Background

The Library board represents the community's interest in the library and acts as an advocate for the library and its services. This requires a commitment to community.

This is a seven-member board comprised of: four residents of the City of Oregon City; two residents of the unincorporated area included in postal zip codes 97045 and 97004; one "at large" member from either of the above categories.

Mission - Duties

According to Oregon City Municipal Code 2.44.030 (D), the board shall:

1. Advise the city commission and library director on policy matters pertaining to the city library;
2. Assist in the preparation and presentation of the library's annual operating budget;
3. Assist in the development of short and long-term goals for the provision of library services to the community;
4. Represent the interests of library users of the city;
5. Foster public knowledge and support of the library's role in the community and promote the use of the library by city residents;
6. Participate in network or state activities intended for library board members that promote or advance the cause of library services;
7. Perform such other related duties as requested by the city commission.

Term

The library board meets in regular session once each month with August and December usually taken off. The meeting schedule is established by the board members in order to best accommodate everyone's needs. Board meetings last from 1-2 hours. In addition to the monthly board meetings there are occasionally other meetings such as for training sessions, annual goal setting, various committees and the City's annual budget meetings. Board members are expected to attend most of the monthly meetings scheduled.

Appointment to the Library Board will be made by the Mayor. The terms for the Library Board members will be four (4) years. Individuals may be appointed to two (2) consecutive four-year terms. After two (2) consecutive unexcused absences, the Board member will be contacted by the Chairperson to see if the member is still interested.

Officers – Staff

There will be a Chairperson and a Vice-Chairperson for the Library Board. These positions will be filled by two (2) members. The Chairperson is responsible for identification of subcommittees and subsequent member selection.

The Library Director or a member of the library management team will attend every meeting for the purpose of aiding the Board through information, initiation of projects, perspective, referrals and other customary staff support services.

Meetings

The monthly meeting shall ordinarily begin at 4:30 PM and last 1 to 2 hours. The Chairperson, the Library Director, or the City Commission may call special meetings. A minimum notice of twenty-four (24) hours must be provided for any special meeting. Voting will be by voice vote. There will be no voting by proxy. Formal agendas are posted approximately 7 days prior to the meeting date. After the regular agenda has been completed and until the meeting time is over, citizens may introduce additional items for discussion.

The parliamentary procedure for meetings and operations of the Board shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, "Roberts Rules of Order, Newly Revised," shall constitute the authority.

Contact Person

For more information, contact the Library Director at 503-657-8269 ext 1010.

Revised 2.3.10

OREGON CITY
LIBRARY ADVISORY BOARD

BY-LAWS
(Amended May 2003)

I. CREATION

The Oregon City Library Advisory Board was established by the City Commission of Oregon City to advise the City Commission and Library Director on policy matters pertaining to the Oregon City Library and such other matters as detailed in Oregon City Municipal Code 2.44.030.

II. NAME

Title name of this organization is the Oregon City Library Advisory Board, hereinafter referred to as the LIBRARY BOARD.

III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

1. Maintain active communications with the Library Director Library Managers, Staff, and other relevant City staff.

2. Advise the City Commission and Library Director on policy matters pertaining to the city public library.

3. Assist in the preparation and presentation of the library's annual operating budget.

4. Assist in the development of short and long-term goals for the provision of library services to the community.

5. Represent the interests of the library users of the city.

6. Foster public knowledge and support of the library's role in the community and promote the use of the library by city residents.

7. Participate in network or state activities intended for library board members that promote or advance the cause of library services.

8. Perform such other related duties as requested by the City Commission.

9. Provide public meeting time for citizen input.

IV. ORGANIZATION

1. The LIBRARY BOARD shall consist of seven (7) appointed members. They shall consist of four (4) "city" resident positions, two (2) "out of city" positions, and one (1) "at large" position. No committee member shall serve more than two consecutive terms.

2. There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process. The vice-chair shall assume the duties of the Chair, in the absence of the Chair.

3. The Chairperson shall preside over Library Board meetings and is responsible for identification of subcommittees; seeing that Board vacancies are filled; and overseeing the business of the Board.

4. The Library Director or designee shall attend meetings. Their purpose is to aid the LIBRARY BOARD through information, initiation of projects, perspective, referrals, and other customary staff support services.

5. The LIBRARY BOARD encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

V. MEMBER ELIGIBILITY

1. The Mayor of Oregon City will make appointments to the LIBRARY BOARD.

2. The terms for the LIBRARY BOARD will be four (4) years.

3. In order to establish continuity of membership, the terms will be structured so that no more than three member's terms expire during any one-year.

4. If a member decides to resign, the Member's resignations will be filed with the Chairperson as soon as possible. A newly appointed member shall assume the remainder of the existing term.

5. After two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member's attendance and shall, by a quorum of the Library Board, reach a decision about their continued membership on the Library Board. The Chairperson will contact the member with the decision of the Library Board.

VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee.

2. The Chairperson, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.

3. A majority of the members of the Library Board will constitute a quorum

4. Library Staff shall be responsible for recording minutes for all meetings.

5. Voting will be by voice vote. No voting by proxy.

6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.

7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).

8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

VII. AMENDMENTS

1. The Oregon City Library Advisory Board By-Laws shall be submitted to the City Commission for approval. Once the By-Laws are approved, any modification of these By-Laws must also be approved by the City Commission before they become effective.

2. The procedure to recommend modification of these By-Laws to the City Commission shall be:

   a. All recommended modifications are to be presented and discussed at a regularly scheduled LIBRARY BOARD meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.

   b. A majority vote of the LIBRARY BOARD membership present is necessary to recommend a change in the By-Laws.

* * * * * * * * * *

LIBRARY BOARD Approval 5/03

Parks and Recreation Advisory Committee

Parks and Recreation Advisory Committee

PURPOSE

The purpose of the committee is to advise the director and make recommendations to the City Commission regarding parks, recreation and cemetery operations and planning. The Oregon City Recreation Advisory Association was created November 3, 1983 with nine members; bylaws were adopted on October 11, 1984; bylaws were amended June 12, 1986 by Resolution No. 86-25; bylaws amended and name was changed to Parks and Recreation Advisory Committee (PRAC) by the City Commission on September 2, 1992. New bylaws for PRAC were adopted on May 6, 1998. New bylaws were adopted on July 5, 2000; bylaws were amended June 2008.

MEMBERSHIP

The Committee shall consist of eight (8) members-at-large and one (1) designated member representing the Pioneer Community Center. The members are encouraged to live within the city limits, however, residency is not mandatory. Non-resident representation is limited to two. Term of office is three (3) years. The chair and vice-chair are to each serve a one-year term of office. Bylaws were amended May 6, 1998 (Commission Report No. 98-67). New bylaws were adopted on July 5, 2000 (Commission Report No. 00-16) to appoint a Pioneer Community Center representative to PRAC. Bylaws were amended June 2008. The Mayor appoints members.

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PRAC Bylaws

Parks and Recreation Microsite

CITY STAFF LIAISON

Scott Archer, Community Services Director, 503-496-1546, sarcher@orcity.org

Denise Kai, Asst. Parks & Rec. Director, 503-496-1565, dkai@orcity.org

ROSTER

Name	Position	Term End Date
Mike Mitchell	Member	12/31/18
Christopher Cook	Member	12/31/16
Shawn Dachtler	Member	12/31/18
Blane Meier	Member	12/31/17
Daniel Tupper	Member	12/31/16
Bob Burns	Member	12/31/16
Doug Neeley	Member	12/31/17
Roger Fowler-Thias	Member-Pioneer Center Rep.	12/31/18
Joyce Gifford	Member	12/31/17
Updated January 2016		

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OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

BY-LAWS

Amended June 2008

I. CREATION

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities for the City, and to oversee the implementation of the Oregon City Park and Recreation Master Plan.

II. NAME

Title name of this organization is the Oregon City Parks and Recreation Advisory Committee, hereinafter referred to as the PRAC.

III. PURPOSE

The PRAC exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, in part by advising the City Commission, through the Community Services Director, on the implementation of the Park and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

1. Maintain active communications with the Community Services Director and other relevant City staff.

2. Provide recommendations to the City Commission relative to parks and recreation.

3. Solicit citizen opinions relative to parks and recreation.

4. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.

5. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.

6. Provide public meeting time for citizen input.

IV. ORGANIZATION

1. There shall be eight (8) members-at-large and one (1) designated member representing the Pioneer Community Center. No more than two members-at-large may reside outside the city limits. Members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee.

2 There will be Chair and Vice-Chair positions for the PRAC. Each position will be for a one-year term. The PRAC will select members as Chair and Vice-Chair each January with a nomination and voice vote process.

3. The Chair is responsible for identification of subcommittees and subsequent member selection.

4. The Community Services Director or designee shall attend all meetings. Their purpose is to aid the PRAC through information, initiation of projects, perspective, referrals, and other customary staff support services.

5. The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

V. MEMBER ELIGIBILITY

1. Appointment to the PRAC shall be made by the Mayor of Oregon City.

2. The terms for the PRAC will be three (3) years.

3. The terms will be structured so that no more than three members' terms expire during any one-year.

4. No committee member shall serve more than two consecutive terms.

5. No more than two (2) members shall reside within the same Neighborhood Association.

6. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.

7. After two (2) consecutive unexcused absences, the Chair will contact the committee member. The remainder of the committee shall then determine continued membership.

VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 9:30 PM.

2. The Chair, Community Services Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.

3. A quorum shall exist when half plus one (1) of the appointed membership is present.

4. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.

5. Voting will be by voice vote. No voting by proxy.

6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.

7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).

8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chair. In the event there is a disagreement or objection to the procedures pursued by the Chair, Roberts Rules of Order, Newly Revised, shall constitute the authority.

VII. AMENDMENTS

1. Modification of these By-Laws must be approved by the City Commission before they become effective.

2. The procedure to recommend modification of these By-Laws to the City Commission shall be:

   a. All recommended modifications are to be presented and discussed at a regularly scheduled PRAC meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.

   b. A majority vote of the PRAC membership present is necessary to recommend a change in the By-Laws.

   c. With a majority vote of the PRAC members, an exception to these by-laws for a specific and unique purpose may be presented to the City Commission for approval and implementation.

* * * * * * * * * *

Planning Commission

Planning Commission

PURPOSE

The purpose of the Planning Commission is to serve as an advisory body to, and a resource for, the City Commission in land use materials. The commission was created on February 4, 1948 by Ordinance No. 1350 and amended December 7, 1988 by Ordinance No. 88-1028. The commission is authorized by ORS 227 and established by Oregon City Municipal Code - Chapter 2.24.

MEMBERSHIP

The commission is composed of seven members who serve for a four-year term and are appointed by the Mayor. According to OCMC Chapter 2.24.020 (C), members cannot serve for more than eight consecutive years. No more than two voting members of the commission shall be engaged principally or involved in any aspect of the real estate field. In addition, no more than two voting members shall be engaged in the same kind of business, trade or profession. (OCMC 2.24.030).

SPECIAL FILING REQUIRED

Oregon Revised Statutes require certain public officials to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission. Members of the Planning Commission are required to file the SEI. To view a sample of the form, click here. Further information on this

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requirement may be obtained from the City Recorder's Office at 503-496-1505.

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Planning Department

CITY STAFF LIAISON

Tony Konkol, Community Development Director, 503-496-1562, tkonkol@orcity.org

ROSTER

Name	Position	Term Start Date	Term End Date
Zachary Henkin	Member	01/01/2015	12/31/2018
Damon Mabee	Member	01/01/2015	12/31/2018
Bob Mahoney	Member	01/01/2014	12/31/2017
Tom Geil	Member	01/02/2013	12/31/2016
Charles Kidwell	Chair	01/02/2013	12/31/2016
Paul Espe	Member	01/01/2015	12/31/2018
Denyse McGriff	Member	01/01/2015	12/31/2018
Updated February 2015			

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The members of the planning commission shall be appointed for four years.

B.

Any vacancy shall be filled by the mayor for the unexpired portion of the term.

C.

No member of the planning commission shall serve for more than eight consecutive years.

(Prior code §2-1-2)

2.24.030 - Distribution of interests.

No more than two voting members of the commission shall be engaged principally in buying, selling or developing of real estate for a profit as individuals or be members of any partnership, or officers, or employees of any corporation that is engaged principally in buying, selling or developing of real estate for a profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.

(Prior code §2-1-3)

2.24.040 - Conflict of interest.

A member of the planning commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken.

(Prior code §2-1-4)

2.24.050 - Removal of members.

A planning commission member may be removed by the city commission, after hearing, for misconduct or nonperformance of duty.

(Prior code §2-1-5)

2.24.060 - Election of officers.

The planning commission, at its first meeting in January, shall elect a chairperson and vice chairperson, who shall hold office for one year.

(Prior code §2-1-6)

2.24.070 - Secretary.

The planning division of the development services department shall be responsible for keeping an accurate and legally sufficient record of all proceedings and shall provide a summary of the meetings.

(Prior code §2-1-7)

2.24.080 - Quorum—Meetings.

A.

A majority of appointed members shall constitute a quorum.

B.

If a quorum is present, all matters shall be decided by a vote of the majority.

C.

The planning commission shall meet at such times and places as may be fixed by the commission.

D.

Special meetings may be called in accordance with the public open meetings law by the chairperson or vice chairperson. All meetings shall comply with ORS 192.640.

(Prior code §2-1-8)

2.24.090 - Powers and duties.

The powers and duties of the planning commission include, but are not limited to the following:

A.

To keep current the comprehensive plan and implementing ordinances for the city and urban growth boundary as applicable;

B.

To prepare as necessary legislation that will implement the purposes of the comprehensive plan;

C.

To review the capital improvement programs for consistency with the comprehensive plan;

D.

Recommend and make suggestions to the city and to other public authorities concerning:

1.

The laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion,

2.

Betterment of housing and sanitation conditions,

3.

Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development,

4.

Protection and assurance of access to incident solar radiation, and

5.

Protection and assurance of access to wind for potential future electrical generation or mechanical application;

E.

Recommend to the city and other public authorities plans for regulating the future growth, development and beautification of the city in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of public utilities, including appropriate public incentives for overall energy conservation and harbor, shipping and transportation facilities;

F.

Recommend to the city and other public authorities plans for promotion, development and regulation of industrial and economic needs of the community in respect to industrial pursuits;

G.

Advertise the industrial advantages and opportunities of the city and availability of real estate within the city for industrial settlement;

H.

Encourage industrial settlement within the city;

I.

Make economic surveys of present and potential industrial needs of the city;

J.

Study needs of local industries with a view to strengthening and developing them and stabilizing employment conditions;

K.

To exercise any expressed or implied power, right or act pursuant to this code or ORS chapter 227.

(Prior code §2-1-9)

2.24.100 - Recommendations to the city commission.

All recommendations to the city commission shall be in writing and shall include findings and reasoning in support of the recommendation.

(Prior code §2-1-10)

2.24.110 - Gifts and bequests.

The planning commission may receive gifts, bequests or devises of property, including property to be dedicated for the use of the public, to carry out any of the purposes of this chapter. Property so received shall be set over to the city to be used by it in the furtherance of the purposes of this chapter pursuant to the recommendations or actions of the planning commission. Upon the decision of the planning commission or the city commission to receive such gift, bequest or devise, the chair of the planning commission may take all action necessary on behalf of the planning commission or city commission to accept the property.

(Ord. 00-1003 §1, 2000: Ord. 92-1012 §1, 1992: prior code §2-1-11)

2.24.120 - Expenditures.

The planning commission shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

(Prior code §2-1-12)

‹ 2.20.060 - Tampering with fire alarm system. (https://www.municode.com/library/#!/or/oregon_city/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.20FIDE_2.20.060TAFIALSY)

Chapter 2.26 - ARTS COMMISSION › (https://www.municode.com/library/#!/or/oregon_city/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.26ARCO)

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CITY OF TUALATIN

City of Tualatin
Advisory Committee/Board Procedure and Standards

I. PURPOSE

This policy establishes the guidelines and procedures for appointments and reappointment to City of Tualatin committees and boards, and establishes responsibilities for the Deputy City Recorder and Committee/Board Staff Liaisons.

II. RESPONSIBILITIES

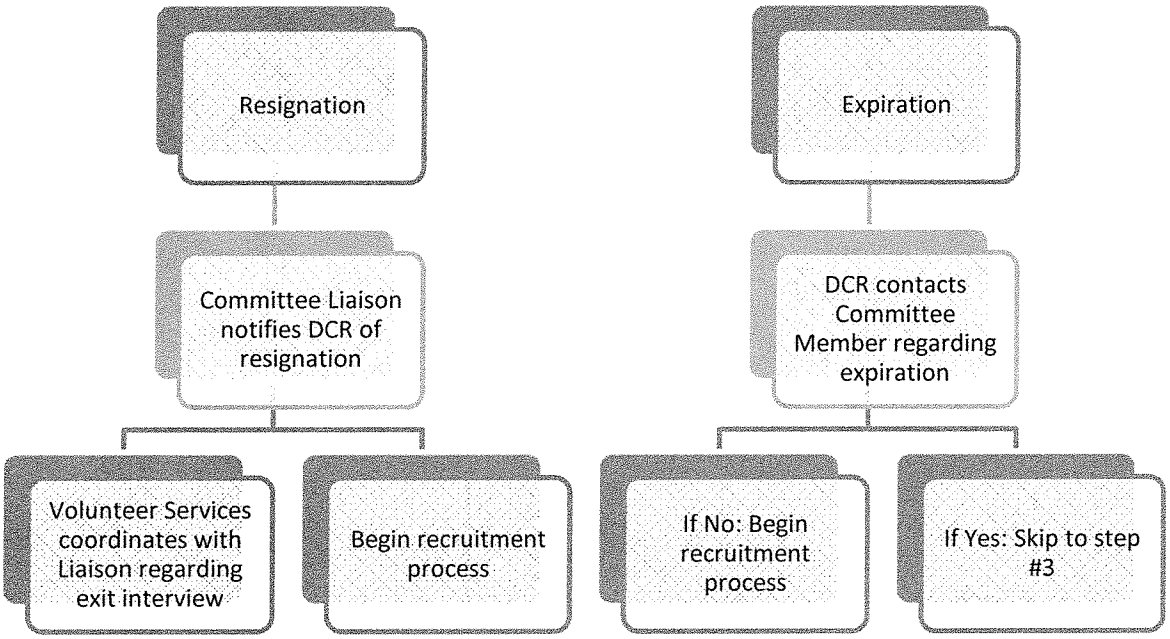
a. Deputy City Recorder: The Deputy City Recorder serves as staff liaison to the Council Committee on Advisory Appointments (CCAA). This position is responsible for the following duties related to the management of the CCAA meetings: communicate with interested committee/board members regarding interview times and appointment notifications; meeting notifications; work with Volunteer Services when recruitment of new members is needed; notify staff liaisons of interview times and appointments made to their designated committee/board; and prepare staff reports to Council regarding CCAA recommendations.
b. Committee/Board Staff Liaisons: Staff liaisons are identified by the Department Directors to perform the following duties: post and update meeting information-calendar items, posting of agendas, minutes, supporting documents on website; keeping committee website current; reporting committee member hours in Volgistics; orient new members; and share information regarding interested candidates with Volunteer Services.
c. Department Directors: The Department Directors are responsible for designating a person(s) within their department to serve as the staff liaisons and oversee and are responsible for the Department's assigned board/committee.

III. PROCEDURE

a. Committee Member Resignation:
    i. Committee liaison notifies Deputy City Recorder of resignation and provides a copy of the resignation in writing from the member.
    ii. Volunteer Services provides resigning member with an exit interview survey.
    iii. Recruitment process begins.
b. Committee Member Seat Expiring:
    i. Staff liaison has previously talked to committee member regarding the expiration of their seat and the options associated with the expiration.
    ii. Deputy City Recorder contacts member regarding expiration.
        1. If member is interested in serving another term the recruitment process begins at step 3.
        2. If member is not interested in serving another term, the recruitment process begins.
c. Recruitment Process:
    i. Recruitment: Postings on the Volunteer Services and Committee websites. Deputy City Recorder notifies liaisons when posting are made
    ii. Applications: Applications come in through Volgistics and Volunteer Services passes the applications on to the Deputy City Recorder.

iii. 3-4 weeks before CCAA meeting: Deputy City Recorder contacts applicants to schedule interviews with the CCAA
iv. 2-3 weeks before CCAA meeting: Memo sent to CCAA members and staff liaisons regarding interview schedule
v. 1 week before CCAA: Reminder email sent to candidates, copy staff liaisons
vi. CCAA interview held first Monday of the month (when needed). Recommendations regarding filling of board/committee seats are made and forwarded to Council.
vii. Deputy City Recorder informs staff liaisons of recommendations made by the CCAA.
viii. CCAA recommendations go before Council for final approval.
ix. After Council approval candidates are notified via mail regarding their appointments. Volunteer Services and staff liaisons are notified of approval via a copy of letter sent.
x. Staff liaison contacts member regarding meeting information and trains/orients to committee.

Diagrams: Advisory Committee/Board Procedure



1. • Recruitment (Volunteer Services and Committee websites advertisements)
2. • Applications: Come through Volgistics, VS contacts DCR re: application
3. • DCR contacts applicant to schedule interview with CCAA
4. • Memo sent to CCAA re: interviews cc: committee liaisons (2-3 weeks before)
5. • Reminder email to candidates with liaison copied (1 wk before)
6. • CCAA interviews held and recommendations are made
7. • DCR informs liaison regarding CCAA recommendations
8. • Recommended candidates are forwarded to next Council meeting for approval
9. • After approval (candidates are notified by DCR via mail, VS and Liaison notified)
10. • Liaison contacts member regarding meeting information and trains/orients

CITY OF TUALATIN OREGON

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Chapter 11-01: Tualatin Planning Commission

Municipal Code:

Title 11: City Committees and Boards

Tags:

Establishment of Committee Membership Organization Meeting Rules of Regulations of the Committee Expenditure of Funds Powers and Duties of Committee Coordination of Planning Review Annual Report of Commitee Emergency Clause

Details

Sections:

11-1-010 Establishment of Planning Commission.
11-1-020 Membership of Commission.
11-1-030 Organization of Commission.
11-1-040 Meeting, Rules and Regulations of the Commission.
11-1-050 Expenditure of Funds.
11-1-060 Powers and Duties of Planning Commission.
11-1-070 Coordination of Planning Review.
11-1-080 Annual Report of Commission.

11-1-010 Establishment of Commission.

The Tualatin Planning Commission is established and created. [Ord. 342-76, §1, 7/26/76; Ord. 1340-12 §1, 1/23/12]

11-1-020 Membership of Commission.

(1) The Commission shall consist of seven members appointed by the Council and, except as provided in subsection (6) of this section, shall serve three-year staggered terms. A member may be re-appointed to the Commission to additional terms at the discretion of the Council. Commission members shall receive no compensation.

(2) In considering new members, the Commission and Council shall strive for geographic balance. No fewer than five members shall reside inside the corporate boundaries of the City, and no more than two shall reside outside the City. Any non-resident member shall reside within the Ur-ban Growth Boundary of the City of Tualatin.

(3) Each Commission member serves at the pleasure of the City Council and may be removed by the Council at any time before the Commission member's term expires.

(4) Any vacancy on the Commission shall be filled by the City Council for the unexpired term of the member creating the vacancy.

(5) No more than two members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of a partnership, or officers or employees of a corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than three members shall be engaged in the same kind of business, trade or profession.

(6) One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Commission may have on such performance.

(7) A Commission member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year. An excused absence may be obtained by contacting the chairperson or secretary of the Commission at least 24 hours prior to a scheduled Commission meeting. [Ord. 342-76 §2, 7/26/76; Ord. 583-82, 8/23/82; Ord. 888-93 §1, 2, 3/22/93; Ord. 1017-99 §1&2, 4/26/99; Ord.1147-03, Renumbered, 08/25/03; Ord. 1330-11 §1, 8/22/11; Ord. 1340-12 §2, 1/23/12]

11-1-030 Organization of Commission.

(1) At the regular meeting of the Com-mission each January, the Commission shall elect a chairperson and vice chairperson, who shall be voting members, of the Commission.

(2) The Community Development Director shall provide a secretary who shall keep an accurate record of all Commission proceedings. The Commission shall file a re-port of all its proceedings with the City Recorder within 30 days of such proceedings. [Ord. 342-76 §3, 7/26/76; Ord.1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §3, 1/23/12]

11-1-040 Meeting, Rules and Regulations of the Commission.

A majority of members of the Commission appointed by City Council shall constitute a quorum. A quorum of the Commission may transact any business or conduct any proceedings before the Com-mission. The Commission may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings before it. Any such rules and regulations shall be consistent with any ordinances, resolutions or laws of the City regulating the Commission. The Commission shall convene when necessary to discharge its duties; however, it shall meet not less than six times within every calendar year. [Ord. 342-76 §4, 7/26/76; Ord. 446-78, 6/12/78; Ord. 583-82, 8/23/82; Ord.1147-03, Renumbered, 08/25/03; Ord. 1330-11 §2, 8/22/11; Ord. 1340-12 §4, 1/23/12]

11-1-050 Expenditure of Funds.

The Commission shall have no authority to make any expenditure of funds on behalf of the City or to obligate the City for the payment of any funds without first obtaining the approval of the City Council by minute order or resolution stating the purpose of such expenditure. [Ord. 342-76 §5, 7/26/76; Ord.1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §5, 1/23/12]

11-1-060 Powers and Duties of Planning Commission.

The Commission shall have the following powers and duties:

(1) Recommend and make suggestions to the Council regarding preparation and revision of plans for the growth, development, and beautification of areas both in-side the corporate limits of Tualatin and also within the City's urban growth boundary, such plans to incorporate elements and sub-elements including but not limited to the following:

(a) Land use, including Plan Text and Plan Map Amendments (PTA and PMA);

(b) Economic development:

(i) Housing;

(ii) Commercial and industrial;

(c) Public facilities:

(i) Transportation;

(ii) Water supply;

(iii) Sewerage;

(iv) Drainage;

(v) Parks and open space; and

(vi) Institutions; and

(d) Historic Resources.

(2) Recommend and make suggestions to the Council regarding preparation and revision of community development ordinances, including but not limited to the following:

(a) Tualatin Development Code;

(b) Tualatin Sign Ordinances; and

(c) Tree planting regulations.

(3) Study and propose in general such measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and of the area within the City's Urban Growth Boundary.

(4) Serve as the City of Tualatin Com-mission for Citizen Involvement in accordance with the State of Oregon Land Conservation and Development Goal No. 1, with the following responsibilities.

(a) Evaluate the effectiveness of the citizen involvement program during March and October of each calendar year.

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(b) Recommend and make suggestions to the City Council regarding

revisions in the citizen involvement program, as the Commission deems appropriate.

(5) The Planning Commission shall hear and decide the following land use applications using the quasi-judicial evidentiary hearing procedures set forth in TDC 31.077:

(a) Industrial Master Plan (IMP);

(b) Reinstatement of Use;

(c) Sign Variance (SVAR);

(d) Transitional Use Permit (TRP); and

(e) Variance (VAR).

(6) Requests for Review of Planning Commission decisions shall be to the City Council and follow the Requests for Review process set forth in TDC 31.078. [Ord. 342-76 §6, 7/26/76; Ord. 454-78 §, 8/28/78; Ord. 926-94, 6/13/94; Ord.1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §6, 1/23/12]

11-1-070 Coordination of Planning Review.

In discharging its powers and duties at the request of the Council under TMC 11-1-060, the Commission shall consider the provisions of a comprehensive plan, project plan or agency plan of the City of Tualatin Development Commission, the Urban Renewal Agency of the City of Tualatin and other government agencies having plans or projects affecting the City of Tualatin. [Ord. 342-76 §7, 7/26/76; Ord. 1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §7, 1/23/12]

11-1-080 Annual Report of Commission.

Not later than April 1 of each year the Commission shall file its annual report of the activities of the Commission with the City Council. The annual report shall include a survey and report of the Commission's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Commission. The report may include any other matters deemed appropriate by the Commission for recommendation and ad-vice to the Council. [Ord. 342-76 §8, 7/26/76; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1340-12 §8, 1/23/12]

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ORDINANCE NO. 1340-12

AN ORDINANCE CREATING THE TUALATIN PLANNING COMMISSION TO REPLACE THE TUALATIN PLANNING ADVISORY COMMITTEE; AND AMENDING CHAPTER 11-1 OF THE TUALATIN MUNICIPAL

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. TMC 11-1-010 is amended to read as follows:

11-1-010 Establishment of ~~Committee~~ Planning Commission.
The Tualatin Planning ~~Advisory Committee~~ Commission is established and created.

Section 2. TMC 11-1-020 is amended to read as follows:

11-1-020 Membership of ~~Committee~~ Commission.
(1) The ~~Committee~~ Commission shall consist of seven members appointed by the Council and, except as provided in subsection (6) of this section, shall serve three-year staggered terms. A member may be reappointed to the ~~Committee~~ Commission to additional terms at the discretion of the Council. ~~Committee~~ Commission members shall receive no compensation.
(2) In considering new members, the ~~Committee~~ Commission and Council shall strive for geographic balance. No fewer than five members shall reside inside the corporate boundaries of the City, and no more than two shall reside outside the City. Any nonresident member shall reside within the Urban Growth Boundary of the City of Tualatin.
(3) Each ~~committee~~ commission member serves at the pleasure of the City Council and may be removed by the Council at any time before the ~~committee~~ commission member's term expires.
(4) Any vacancy on the ~~Committee~~ Commission shall be filled by the City Council for the unexpired term of the member creating the vacancy.
(5) No more than two members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of a partnership, or officers or employees of a corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than three members shall be engaged in the same kind of business, trade or profession.
(6) One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the ~~Committee~~ Commission may have on such performance.
(7) A ~~committee~~ commission member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year. An excused absence may be obtained by contacting the chairperson or secretary of the ~~committee~~ Commission at least 24 hours prior to a scheduled ~~committee~~ Commission meeting.

Section 3. TMC 11-1-030 is amended to read as follows:

11-1-030 Organization of ~~Committee~~ Commission.
(1) At the regular meeting of the ~~Committee~~ Commission each January, the ~~Committee~~ Commission shall elect a chairperson and vice chairperson, who shall be voting members, of the ~~Committee~~ Commission.
(2) The Community Development Director shall provide a secretary who shall keep an accurate record of all ~~Committee~~ Commission proceedings. The ~~Committee~~ Commission shall file a report of all its proceedings with the City Recorder within 30 days of such proceedings.

Section 4. TMC 11-1-040 is amended to read as follows:

11-1-040 Meeting, Rules and Regulations of the ~~Committee~~ Commission.
A majority of members of the ~~Committee~~ Commission appointed by City Council shall constitute a quorum. A quorum of the ~~Committee~~ Commission may transact any business or conduct any proceedings before the ~~Committee~~ Commission. The ~~Committee~~ Commission may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings before it. Any such rules and regulations shall be consistent with any ordinances, resolutions or laws of the City regulating the ~~Committee~~ Commission. The ~~Committee~~ Commission shall convene when necessary to discharge its duties; however, it shall meet not less than six times within every calendar year.

Section 5. TMC 11-1-050 is amended to read as follows:

11-1-050 Expenditure of Funds.
The ~~Committee~~ Commission shall have no authority to make any expenditure of funds on behalf of the City or to obligate the City for the payment of any funds without first obtaining the approval of the City Council by minute order or resolution stating the purpose of such expenditure.

Section 6. TMC 11-1-060 is amended to read as follows:

11-1-060 Powers and Duties of ~~Committee~~ Planning Commission.
The ~~Committee~~ Commission shall have the following powers and duties:
(1) Recommend and make suggestions to the Council regarding preparation and revision of plans for the growth, development, and beautification of areas both inside the corporate limits of Tualatin and also within the City's urban growth boundary, such plans to incorporate elements and subelements including but not limited to the following:
(a) Land use, including Plan Text and Plan Map Amendments (PTA and PMA);
(b) Economic development:
(i) Housing;
(ii) Commercial and industrial;
(c) Public facilities:
(i) Transportation;
(ii) Water supply;
(iii) Sewerage;
(iv) Drainage;

(v) Parks and open space; and
(vi) Institutions; and
(d) Historic Resources.

(2) Recommend and make suggestions to the Council regarding preparation and revision of community development ordinances, including but not limited to the following:

(a) Tualatin Development Code;
(b) Tualatin Sign Ordinances; and
(c) Tree planting regulations.

(3) Study and propose in general such measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and of the area within the City's Urban Growth Boundary.

(4) Serve as the City of Tualatin Committee for Citizen Involvement in accordance with the State of Oregon Land Conservation and Development Goal No. 1, with the following responsibilities.

(a) Evaluate the effectiveness of the citizen involvement program during March and October of each calendar year.

(b) Recommend and make suggestions to the City Council regarding revisions in the citizen involvement program, as the ~~Committee~~ Commission deems appropriate.

(5) The Planning Commission shall hear and decide the following land use applications using the quasi-judicial evidentiary hearing procedures set forth in TDC 31.077:

(a) Industrial Master Plan (IMP);
(b) Reinstatement of Use ;
(c) Sign Variance (SVAR);
(d) Transitional Use Permit (TRP); and
(e) Variance (VAR).

(6) Requests for Review of Planning Commission decisions shall be to the City Council and follow the Requests for Review process set forth in TDC 31.078.

Section 7. TMC 11-1-070 is amended to read as follows:

11-1-070 Coordination of Planning Review.

In discharging its powers and duties at the request of the Council under TMC 11-1-060, the ~~Committee~~ Planning Commission shall consider the provisions of a comprehensive plan, project plan or agency plan of the City of Tualatin Development Commission, the Urban Renewal Agency of the City of Tualatin and other government agencies having plans or projects affecting the City of Tualatin.

Section 8. TMC 11-1-080 is amended to read as follows:

11-1-080 Annual Report of ~~Committee~~ Commission.

Not later than April 1 of each year the ~~Committee~~ Commission shall file its annual report of the activities of the ~~Committee~~ Planning Commission with the City Council. The annual report shall include a survey and report of the ~~Committee's~~ Commission's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the ~~Committee~~ Commission. The report may include

any other matters deemed appropriate by the ~~Committee~~ Commission for recommendation and advice to the Council.

INTRODUCED AND ADOPTED this 23rd day of January, 2012.

CITY OF TUALATIN

By_____
Mayor

ATTEST:

By_____
City Recorder

APPROVED AS TO LEGAL FORM

Brenda L. Braden
CITY ATTORNEY

CITY OF TUALATIN
VOLUNTEER ASSIGNMENT DESCRIPTION
TUALATIN PARKS ADVISORY COMMITTEE

ASSIGNMENT TITLE	**Tualatin Parks Advisory Committee Member**
GOAL/ PURPOSE	The goal of the Tualatin Parks Advisory Committee is to recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs. To formulate comprehensive and community-wide park and recreation systems and programs to service the horticultural, environmental, historical, recreation, cultural and leisure needs of all City residents.
SUPERVISION	Rich Mueller, Parks and Recreation Manager rmueller@ci.tualatin.or.us 503.691.3064
TIME COMMITMENT	The committee meets on the second Tuesday of each month at 6:00 p.m. Meetings require about two hours, plus additional preparation time. Depending on activities planned throughout the year, each member can expect to contribute up to two additional hours per month. Members serve a three-year term.
DUTIES	• Recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs; • Recommendations and suggestions shall include, but are not limited to the budget process, immediate and long-range planning, and citizen participation; • Attends monthly meetings and on occasion other activities and events. • Explore and recommend funding sources to support parks and recreation; • Provide assistance to activities and organizations in the community which provide recreation programs; and • Encourage, sponsor, co-sponsor or conduct public programs to further the development and public awareness of parks, recreation, trails, open space, natural areas and greenways.
QUALIFICATIONS	• At least five committee members shall reside within the City of Tualatin. No more than two shall reside outside the City. • One committee member may be less than 18 years of age. A member who is appointed under this provision shall serve a one-year term that may be renewed for one additional year.
TRAINING	Training will be conducted by the committee staff liaison. An orientation meeting will occur following your committee appointment. Other training will be provided on an as-needed basis.
BENEFITS	This opportunity will allow you the meaning community service involving recreation programs and park facilities that improve health, reduce crime, enhance economic development and preserve the environment. The committee members are engaged in enhancing the quality of life and quality of place for residents in the community.

CITY OF TUALATIN OREGON

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Chapter 11-02: Parks Advisory Committee

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Details

Sections:

11-2-010 Establishment of Committee
11-2-020 The Membership of Committee.
11-2-030 Organization of Committee.
11-2-040 Meeting, Rules and Regulations of the Committee.
11-2-050 Expenditure of Funds.
11-2-060 Powers and Duties of Committee.
11-2-070 Administration of Parks and Recreation Department.
11-2-080 Coordination of Planning Activities.
11-2-090 Annual Report of Committee.

11-2-010 Establishment of Committee.

The Tualatin Park Advisory Committee is established and created. [Ord. 418-77 §1, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

11-2-020 The Membership of Committee.

(1) The membership of the Committee shall be appointed by the City Council. Committee members shall receive no compensation. The Committee shall consist of seven members appointed by the Council and, except as provided in subsection (5) of this section, shall serve three-year terms or until their respective successors are appointed. A member may be re-appointed to the Committee to additional terms at the discretion of the Council.

(2) In considering new members, the Committee and Council shall strive for geographic balance. No less than five members shall reside inside the corporate boundaries of the City and no more than two shall reside outside the City.

(3) Each committee member serves at the pleasure of the City Council and may be removed by the Council at any time before the committee member's term expires.

(4) Any vacancy on the Committee shall be filled by the City Council for the unexpired term of the member creating the vacancy.

(5) No more than one member may be less than 18 years old. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Committee may have on such performance.

(6) A committee member shall not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year. An excused absence may be obtained by contacting the chairperson or secretary of the committee at least 24 hours prior to any scheduled committee meeting. [Ord. 418-77 §2, 11/28/77; Ord. 888-93, §4, 3/22/93; Ord. 1017-99 §1&2, 4/26/99; Ord. 1083-01 §1, 8/13/01; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1330-11 §3, 8/22/11]

11-2-030 Organization of Committee.

(1) The Committee shall elect a chair-man and vice chairman, who shall be voting members of the Committee, at the first regular meeting of each January.

(2) The Community Services Director shall provide a secretary who need not be a member of the Committee. The secretary shall keep an accurate record of all Committee proceedings. The Committee shall file a report of all its proceedings with the City Recorder within 30 days of such proceedings. [Ord. 418-77 §3, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

11-2-040 Meeting, Rules and Regulations of the Committee.

A majority of the Committee shall constitute a quorum. A quorum of the Committee may transact any business or conduct any proceedings before the Committee. The Committee may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings brought before it. Such rules and regulations shall be consistent with any ordinances, resolutions or laws of the City regulating the Committee. All meetings are open to the public. [Ord. 418-77 §4, 11/28/77; Ord. 1083-01 §2, 8/13/01; Ord. 1147-03, Renumbered, 08/25/03]

11-2-050 Expenditure of Funds.

The Committee shall have no authority to make any expenditure of funds on behalf of the City or to obligate the City for the payment of any funds without first obtaining the approval of the City Council by minute order or resolution stating the purpose of such expenditure. [Ord. 418-77 §5, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

11-2-060 Powers and Duties of Committee.

The Committee shall have the following powers and duties:

(1) Recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs. This shall include, but not be limited to (a) the budget process, (b) immediate and long-range planning, and (c) citizen participation; and

(2) To formulate comprehensive and community-wide park and recreation systems and programs to serve the horticultural, environmental, historical, recreational, cultural and leisure needs of all City residents. [Ord. 418-77 §6, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

11-2-070 Administration of Parks and Recreation Department.

The City Manager shall exercise control and supervision of all activities, departments and offices of the park and recreation program, shall have authority to appoint to and remove from established positions subordinate employees, including Department Head, and establish necessary rules and

regulations for the operation and administration of the park and recreation program. [Ord. 418-77 §7, 11/28/77]

11-2-080 Coordination of Planning Activities.

In discharging its powers and duties at the request of the Council, under TMC 11-2-060, the Committee shall consider the provisions of any comprehensive plan, project plan or agency plan of the City of Tualatin Development Commission, the Urban Renewal Agency of the City of Tualatin and other government agencies having plans or projects affecting the City of Tualatin. [Ord. 418-77 §8, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

11-2-090 Annual Report of Committee.

Not later than February 1 of each year the Committee shall file its annual report of the activities of the Committee with the City Council. The annual report shall include a survey and report of the Committee's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, program implementation measures within the City, or the future activities of the Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council. [Ord. 418-77 §9, 11/28/77; Ord. 1147-03, Renumbered, 08/25/03]

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CITY OF WEST LINN

City of West Linn

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Citizen Advisory Groups

Citizen Advisory Groups play an essential role for the city of West Linn. Each advisory group provides citizen-level advice and direction to the City Council throughout the year. Please learn more about each Citizen Advisory Group and then **consider applying to serve on one**. It's the best way to effect real change in the city.

All Citizen Advisory Groups are established in accordance with the provisions of Sections 2.005 to 2.099 of the **West Linn Municipal Code**. All members of Citizen Advisory Groups shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in **Sections 2.080 to 2.090 of the Code**.

All Citizen Advisory Groups have special projects in the subject matter area of the group to which they were appointed. The City Council provides general direction, and when possible, a work plan for the Citizen Advisory Group to work on during the year. Citizen Advisory Groups are also encouraged to establish annual goals and action items that reflect any specific duties, projects, or goals the Council has assigned or established.

Citizen Advisory Groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

Citizens' Budget Committee

- Number of members: 5
- Term of service: 4 years
- Meeting Dates & Times: **Varies**; because the city budgets biennally, the majority of service on the Budget Committee occurs in April and May every other year.
- Contact Information: **CitizensBudgetCommittee@westlinnoregon.gov**
- Staff liaison: Richard Seals, **rseals@westlinnoregon.gov**
- Council liaison: All council members also serve on the Citizens Budget Committee.

Committee for Citizen Involvement

- Number of members: 9
- Term of service: The membership term shall be for the duration of the term of service on the City Council, Planning Commission, Historic Review Board or as the Neighborhood Association President Committee Chair for such members. The two at large citizen members, at large business community member, and the Chamber of Commerce representative shall serve a two year term.
- Meeting Dates & Times: Varies, but at least monthly.
- Staff liaison: Courtney Flynn, **cflynn@westlinnoregon.gov**
- Council liaison: Mayor Russ Axelrod and Councilor Bob Martin.

Economic Development Committee

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Tuesdays**
- Contact Information: **EconomicDevelopmentCommittee@westlinnoregon.gov**
- Staff liaison: John Morgan, **jmorgan@westlinnoregon.gov**
- Council liaison: Councilor Brenda Perry, **bperry@westlinnoregon.gov**

Historic Review Board

- **Special note:** *The Historic Review Board is a quasi-judicial body. Each member appointed to the Historic Review Board shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology, architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. If possible, at least one member shall be an architect experienced in historic preservation. The majority of the members shall reside within the City of West Linn.*
- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Tuesdays**
- Contact Information: **HistoricReviewBoard@westlinnoregon.gov**
- Staff liaison: Darren Wyss, **dwyss@westlinnoregon.gov**
- Council liaison: Councilor Jenni Tan, **jtan@westlinnoregon.gov**

Library Board

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Wednesdays**
- Contact Information: **LibraryBoard@westlinnoregon.gov**
- Staff liaison: Doug Erickson, **derickson@westlinnoregon.gov**
- Council liaison: Councilor Brenda Perry, **bperry@westlinnoregon.gov**

Parks and Recreation Board

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Thursdays**
- Contact Information: **ParksRecreationBoard@westlinnoregon.gov**
- Staff liaison: Ken Worcester, **kworcester@westlinnoregon.gov**
- Council liaison: Mayor Russell B. Axelrod, **raxelrod@westlinnoregon.gov**

Planning Commission

- **Special note:** *The Planning Commission is a quasi-judicial body. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of*

their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Weekly, on Wednesdays**
- Contact Information: **2015PlanningCommission@westlinnoregon.gov**
- Staff liaison: John Boyd, **jboyd@westlinnoregon.gov**
- Council liaison: Mayor Russell B. Axelrod, **raxelrod@westlinnoregon.gov**

Sustainability Advisory Board

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Thursdays**
- Contact Information: **SustainabilityAdvisoryBoard@westlinnoregon.gov**
- Staff liaison: John Boyd, **jboyd@westlinnoregon.gov**
- Council liaison: Mayor Russell B. Axelrod, **raxelrod@westlinnoregon.gov**

Transportation Advisory Board

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Bi-Monthly on the fourth Wednesday of the month** (additional meetings can be scheduled if necessary)
- Contact Information: **TransportationAdvisoryBoard@westlinnoregon.gov**
- Staff liaison: Lance Calvert, **lcalvert@westlinnoregon.gov**
- Council liaison: Council President Thomas Frank, **tfrank@westlinnoregon.gov**

Utility Advisory Board

- **Special note:** *The Utility Advisory Board is established pursuant to* ***Chapter X, Section 45 of the City Charter*** *to make recommendations to the City Council concerning rates for water and other duties assigned by the Council.*
- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Bi-monthly on the second Tuesday of the month** (additional meetings can be scheduled if necessary)
- Contact Information: **utilityadvisoryboard@westlinnoregon.gov**
- Staff liaison: Lance Calvert, **lcalvert@westlinnoregon.gov**
- Council liaison: Councilor Brenda Perry, **bperry@westlinnoregon.gov**

Public Safety Advisory Board

- Number of members: 7
- Term of service: 4 years
- Meeting Dates & Times: **Monthly, on Mondays**
- Contact Information: **PublicSafetyAdvisoryBoard@westlinnoregon.gov**
- Staff liaison: Lieutenant Mike Stradley, **mstradley@westlinnoregon.gov**
- Council liaison: Councilor Brenda Perry, **bperry@westlinnoregon.gov**

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Chapter 2
GOVERNMENT AND ADMINISTRATION

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2.000 Seal Designated.

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FUNDS

[Amended by Ordinance No. 1618, adopted 01-27-2014.]

CITIZEN ADVISORY GROUPS

2.005 General Authority.

The City Council may create citizen advisory groups to aid the Council in the conduct of public affairs. The City Council may also create ad hoc citizen committees to accomplish a specific task or project. All citizen advisory groups shall be governed by this chapter, except that if application of a provision conflicts with an applicable State statute, the State statute shall prevail. The specific enabling provisions for each citizen advisory group are contained in Section 2.075.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.010 Types of Citizen Advisory Groups.

"Citizen advisory groups" include ad hoc committees, advisory boards, commissions, and other committees.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.015 Compliance with State Law Required.

All citizen advisory groups, and any subcommittees, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable State laws. Each citizen advisory group shall be responsible for ensuring that its subcommittee complies with these laws.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.020 Relationship to City Council.

(1) Council Authority. The City Council is the elected legislative and policy-making body of the City. Unless governed by a specific State mandate, citizen advisory groups are appointed pursuant to the Council's authority and shall have only those powers and functions expressly delegated by the Council. With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions but instead make recommendations, act in an advisory capacity to the Council, and help the Council implement the Council goals. The City Council is the final decision maker on all city policies and the use of City resources.

(2) Council as Final Decision Maker. No citizen advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum

of money, except as expressly delegated or authorized by prior approval of the City Council. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by resolution.

(3) Council members may attend meetings of any citizen advisory group. A councilor may not speak on behalf of the City Council at a citizen advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any citizen advisory group.

(4) Council Liaison. Each year the Mayor may appoint a liaison from the Council to each citizen advisory group. The purpose of the Council liaison is to provide a direct line of communication between the citizen advisory group and the City Council. The Council liaison and the chair of the affected citizen advisory group shall have joint obligation to keep the Council and the citizen advisory group informed of relevant City or citizen advisory group information. The Council liaison to each citizen advisory group shall change annually.

(5) Additional Duties and Projects. In addition to the duties and responsibilities established for citizen advisory groups in Section 2.025, the City Council may from time to time assign other duties or projects as the Council deems appropriate.

(6) A member of any citizen advisory group may testify before the Council only as an individual citizen, not on behalf of the citizen advisory group, unless the member has been designated as a spokesman for the citizen advisory group on the applicable issue or topic.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.025 Citizen Advisory Group Duties and Responsibilities.

(1) Powers and Duties. Citizen advisory groups shall have the powers and duties assigned to them by the City Charter, ordinances or resolutions of this City, and general laws of this State.

(2) Responsibilities. Citizen advisory groups shall have special projects in the subject matter area of the citizen advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the citizen advisory group to work on during the year.

(3) Council Goals. Citizen advisory groups are encouraged to establish annual goals and action items that reflect any specific duties, projects, or goals the Council has assigned or established. Citizen advisory groups are

expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

(4) Annual Report. The City Council shall receive an annual report from each citizen advisory group. The purpose of such reports will be to:

(a) Note accomplishments;

(b) Address concerns;

(c) Discuss issues related to the duties and activities of the citizen advisory group; and

(d) Evaluate progress made on any associated Council goals.

(5) Subcommittees. A citizen advisory group may request that the City Council establish a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the citizen advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form subcommittees shall be submitted to the City Council in writing and shall contain:

(a) An explanation of the function of and need for the subcommittee;

(b) The number and any qualifications of its members;

(c) The staff analysis of the cost and time involved in staffing the subcommittee; and

(d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.030 Appointment.

(1) Appointments. The Mayor, with consent of the City Council, shall appoint persons to positions for full and partial terms on citizen advisory groups by motion. Appointees shall meet the qualifications for the citizen advisory group, if any. The Council may interview or screen applicants for positions, as it deems appropriate.

(2) Appointment for Partial Term. If a position becomes vacant before the expiration of the term, the appointee shall fill the vacancy for the remainder of the term.

(3) When making or approving appointments, the Mayor and Council may consider special expertise of applicants and the geographic diversity of the membership of citizen advisory groups. To ensure opportunities for citizen participation, a citizen shall not be appointed to more than two citizen advisory groups.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.035 Membership.
All citizen advisory groups shall consist of seven members each, except for the Citizens' Budget Committee, which shall consist of five members. All members shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in Sections 2.080 to 2.090.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.040 Terms of Office; Vacancies.
(1) Terms. All citizen advisory group members shall serve a four-year term. All regular terms shall commence with appointment and shall expire on December 31st of the fourth year.

(2) Staggering of Terms. Initial terms for a newly created citizen advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

(3) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term pursuant to Section 2.030(2).

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.045 Meetings; Rules of Procedure; Attendance.
(1) Meetings. Citizen advisory groups shall meet as needed to accomplish the duties assigned to the group, the Council goals and other business needs of the City.

(2) Rules of Procedure. A citizen advisory group shall conduct its meetings in accordance with the Council Rules, West Linn Municipal Code, City Charter, and State law.

(3) Recommendations. All recommendations to the Council shall be in writing. The staff liaison shall prepare a memorandum to the Council stating the citizen advisory group's recommendation.

(4) Final Decisions. All final decisions by the Historic Review Board and Planning Commission shall be in writing, signed by the chair.

(5) Attendance. A member should provide at least 48 hours' notice to both the chair of the citizen advisory group and the staff liaison regarding any planned absence from a scheduled meeting of the citizen advisory board. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting to prevent an unexcused absence. Unexcused absences are grounds for removal pursuant to Section 2.070.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.050 Public Meeting Law.

(1) All meetings of citizen advisory groups are subject to strict compliance with the public meeting laws of the State of Oregon.

(2) Meetings shall be open to the public. If business from a meeting is being continued to a meeting date that is not at a regularly scheduled time, the citizen advisory group can notice the meeting by announcing the date and time for the continuation of the meeting. The chairperson upon a motion may, or at the request of a quorum shall, by giving notice to members, call a previously unannounced special meeting for a time not earlier than 24 hours after the notice is given.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.055 Quorum; Vote; Lack of Quorum.

(1) Quorum. A meeting quorum shall exist when four or more members of the body are present, except for the Citizens' Budget Committee. Members do not have to be physically present at the meeting if another means of attendance (e.g., telephone, Internet) has been established by the membership and public meetings law requirements are met.

(2) Vote. Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to pass any motion or decide any question. A member is not eligible to vote if the member has recused him/herself, or if the member has declared a conflict of interest or bias.

(3) Lack of Quorum. If the members in attendance do not constitute a quorum, all topics advertised are automatically added to the agenda for the

next regularly scheduled meeting. If a quorum is not possible due to conflicts of interest, bias, or recusal, the matter shall be forwarded to the Council without any further action by the citizen advisory group.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.060 Officers.

(1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.

(2) The chair shall:

(a) Preside at all meetings.

(b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the committee.

(c) Ensure that minutes are produced for each meeting if staff is not in attendance.

(3) The vice chair shall exercise the duties of the chair in the chair's absence.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.065 Staff Liaison.

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and sets the agenda, which is reviewed by the chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.070 Removal.

(1) Removal by Council. Members of all citizen advisory groups shall serve at the pleasure of the Council. The City Council, with or without cause, may by majority vote of the City Council at a regular meeting, remove any citizen advisory group member prior to the expiration of the member's term. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with Section 2.030(2).

Notwithstanding the above procedure, removal of a Planning Commissioner for misconduct or nonperformance of duty shall be governed by the procedures in ORS 227.030.

(a) "Misconduct" includes failure to declare a potential conflict of interest, conflict of interest, bias, or failure to comply with the West Linn Municipal Code, including Section 2.015, or any other West Linn policies or rules.

(b) "Non-performance of duty" occurs if a member has unexcused absences from three meetings within a calendar year.

(2) Removal Upon Recommendation of Citizen Advisory Group. A citizen advisory group may recommend removal of one of its members to the City Council for misconduct or nonperformance of duty in accordance with subsection (1) of this section. The City Council shall act on a recommendation for removal of a member for misconduct or nonperformance at the next convenient opportunity.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.075 Citizen Advisory Groups.
Establishment. The following citizen advisory groups are established in accordance with the provisions of Sections 2.005 to 2.099:

(1) Citizens' Budget Committee;

(2) Economic Development Committee;

(3) Historic Review Board;

(4) Library Board;

(5) Parks and Recreation Board;

(6) Planning Commission;

(7) Sustainability Advisory Board;

(8) Transportation Advisory Board;

(9) Utility Advisory Board; and

(10) Public Safety Advisory Board.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.080 Planning Commission.

(1) Appointments to the Planning Commission. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

(2) Lack of Quorum Because of Unfilled Vacancies. Should the Planning Commission be unable to function with a quorum of members due to unfilled vacancies, the City Council shall fulfill the duties of the Commission until a quorum of members is restored.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.085 Citizens' Budget Committee.

Appointments to the Citizens' Budget Committee shall be in accordance with ORS 294.414.

[Added by Ordinance No. 1637, adopted 12-08-2014.]

2.090 Historic Review Board.

Each member appointed to the Historic Review Board shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology, architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. If possible, at least one member shall be an architect

Gifts. On occasion, and within the approved budget, the Council may wish to purchase a gift or memento for someone with City funds. Expenditures of this type shall receive prior approval from the Mayor or a consensus of the Council.

Legal Advice. Requests to the City Attorney for advice requiring more than fifteen minutes of legal research shall not be made by a Councilor or the Mayor except with the concurrence of the majority of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues related to the performance of the City Manager and unique and sensitive personal, yet City business-related requests. The City Attorney shall in either case provide any written response to the full Council and City Manager, except as noted above.

Liaison to Boards, Commissions and Committees. To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will at least annually make liaison appointments to City boards, commissions and committees with Council approval. Councilors shall respect the separation between policy making and advisory boards, commissions and committees by:

A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory body to make objective recommendations to the Council on items before them.

B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.

C. Not voting at the body's meeting on any item.

Litigation. The Council will meet in Executive Session with the City Manager and City Attorney within 30 days of the City's receipt of:

A. A statutory notice of claim, or

B. A judicial or administrative filing which initiates action against the City.

Meeting Staffing. The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote. The City Attorney will attend all regular Council meetings unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney, if requested, shall act as the Council's parliamentarian. The City Manager shall designate a staff or contract person as a meeting recorder who will attend all Council meetings and keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of meetings. Department directors or other staff will attend Council meetings upon request of the City Manager.

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to make the request during a regular council meeting or to a specific manager or administrator.

LIAISON ROLE OF CITY COUNCILORS TO OTHER BODIES

Due to the increasing complexity of city government, city councilors will also play a role in maintaining communications with the many organizations and groups that are interested in city affairs, or by participation on various boards or commissions created by local governmental entities.

City councilors will serve as liaisons on local, state or even federal boards. They may also serve on commissions or committees, such as the chamber of commerce, economic development groups, selected interest groups (such as the League of Oregon Cities or National League of Cities), civic groups, etc. These appointments are usually made by the mayor with the consensus of the council. The councilor's role is to participate on the board, commission or committee in way that represents the best interests of the city. The councilor will not have the authority to commit the city to any course of action, but can make recommendations to the council regarding proposed actions.

A councilor may also serve on an intergovernmental body, such as a council of governments, joint city-county board or commission, or any other entity created by intergovernmental agreement. This type of body may have its own independent policy-making and administrative authority. Appointment to these kinds of bodies is usually made by the mayor with council approval, but individual councilor appointees may receive more direction from the council to guide their actions on behalf of the city.

RS 190

B. CITY COUNCIL ACTIONS

City council action is taken by vote and that action is typically referred to as a decision. A decision may be made with respect to formal documents, such as ordinances, resolutions, orders and contracts. A decision may also be made to direct city staff to take certain action, or made on a question or motion before the council.

QUORUM AND VOTES

The city charter specifies the quorum and voting requirements for a decision. A quorum is the minimum number of councilors required to be in attendance in order to transact business. The number needed to create a quorum is usually a majority of the council. Thus, for a seven member council, a quorum is four or more. Even if there are vacancies, the quorum requirement remains at four, unless the charter provides otherwise. The charter may also

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provide that fewer than a quorum may meet solely for the purpose of compelling the attendance of absent members.

The affirmative vote of a majority of the members present at a meeting will usually be sufficient for a council decision. Thus, for a seven member council with a quorum of four in attendance, a decision may be made by three members. However, some charters require all decisions to be made by a majority of the council. For the seven member council, therefore, the affirmative vote of a quorum will always be required.

City charters may impose different voting requirements for certain actions. For example, a city charter may require approval of two-thirds of the members for passage of ordinances with emergency clauses, or unanimous approval for a combined first and second reading of a non-emergency ordinance.

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LEGISLATIVE, QUASI-JUDICIAL, AND ADMINISTRATIVE ACTIONS

The city council is the legislative body of the city, yet the council may take legislative, quasi-judicial, or administrative action. The distinction between legislative and administrative action is important in the context of the citizen initiative and referendum power reserved by the Oregon Constitution. Only legislative actions may be initiated or referred; administrative actions (which include quasi-judicial actions in this context) cannot. Administrative actions are generally those types of decisions that are internal and relate to city operations.

The distinction between legislative and quasi-judicial actions is important in the context of the type of meeting the council holds and the form of decision it renders. Local government bodies will need to be sensitive to the distinction between quasi-judicial and legislative actions because of the important differences in the meeting procedures to be used. Erroneous classification can lead to actions being reversed or remanded due to procedural defects. The distinction between these two types of actions is discussed in this section.

LEGISLATIVE ACTION A legislative action adopts laws or policies generally applicable to all persons within the city or to a broad class of persons. The city council has broad discretion in making legislative decisions, subject to any limitations imposed by the city charter or provisions in state or federal law.

Legislative actions often follow much simpler procedures than quasi-judicial actions. For example, sometimes notice of a legislative action is not required but may be desired, whereas notice of a quasi-judicial action is always

C. CITY COUNCIL ORGANIZATION

Although city councils and other legislative bodies are not organized in the hierarchical structure ordinarily found in administrative agencies and businesses, they nevertheless require some formal internal organization. Most councils share the organizational structure described in this section.

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MAYOR

The mayor is generally recognized as the civic leader in the eyes of the community. The mayor's authority beyond that will vary from city to city depending on the city's charter and the form of government . See Chapter 1 – Local Government in Oregon for a description of how the form of government may affect the mayor's role on the city council.

In most cities the mayor presides over council meetings and participates in discussions. In many, the mayor may vote only to break a tie vote while in other cities, the mayor votes on every matter before the council. Some charters may also provide the mayor the authority to veto ordinances approved by the council (and a procedure to override the veto).

Depending on charter provisions, the mayor may appoint certain staff members, such as the city manager, city attorney and police chief, subject to council approval. Similarly, with council approval the mayor may also appoint committees. Most mayors also sign all ordinances and other records of proceedings approved by the council, and in small cities they may sign all orders to disburse funds.

PRESIDING OFFICER

In addition to the mayor, who ordinarily presides over meetings of the city council, most cities also have a council president or mayor pro tem, who presides over the council in the mayor's absence and may perform other functions of the mayor at those times.

The functions of the mayor or other presiding officer are to call the meeting to order; announce the order of business as provided in the agenda; state motions, put them to a vote, and announce the result of the vote; prevent irrelevant or frivolous debate or discussion; maintain order and decorum; and otherwise enforce the council's rules and appropriate parliamentary procedures.

COMMITTEES OF THE COUNCIL

RS 294

Oregon law requires each municipal corporation to establish a budget committee to assist with the budget process. Other council committees can

be divided generally between standing committees and special or ad hoc committees. Standing committees continue indefinitely until terminated by the council. Not all cities have these committees, but when they do exist they may be assigned to develop recommendations to the full council and exercise oversight over certain city departments or groups of departments (e.g., public safety committee, public works committee) or they may be charged with a continuing problem (e.g., finance, economic development).

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Special committees are established to study and make recommendations t the whole council on specific problems or decisions. They cease to exist after they have completed their assignments. Examples of special committee assignments might include site investigations for a proposed public facility or study of a proposal to consolidate the police and fire departments.

The power to establish and appoint committees may be fixed by charter. The Model Charter for Oregon Cities prepared for LOC by Thomas Sponsler, Beery Elsner Hammond (2004) provides that the mayor "appoints members of commissions and committees established by ordinance or resolution." In the absence of a charter provision, the council is free to create its own procedures. However, committees are subject to the same open meeting laws and requirements as the council (see Section D, below).

D. COUNCIL MEETINGS

PUBLIC MEETINGS LAW

ORS 192

Oregon's Public Meetings Law, ORS 192.610 to 192.710, requires that decisions of public bodies be arrived at openly and, to that end, gives members of the public the right to attend all meetings of governing bodies at which decisions about the public's business are made or discussed, with a few specific exceptions. In addition, a city charter or local ordinances may contain provisions which regulate open meetings.

GOVERNING BODIES SUBJECT TO THE PUBLIC MEETINGS LAW A governing body is defined by the Public Meetings Law as a deliberative body of a governing body such as a city that consists of two or more members who have the authority to make policy or administrative decisions or recommendations for the city. This includes all city councils, as well as planning commissions, budget committees, library boards, citizen advisory committees, council committees, and others, whether their functions are to make decisions or are purely advisory and only make recommendations. Ad hoc committees of department heads or other informal groups will generally not be subject to the Public Meetings Law, but it is always wise to consult the Public Meetings Law directly beforehand to make sure.

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include time limits for speakers, registration of speakers, order of testimony, and provision for closing the hearing.

- *Provide for Staff Assistance*: Procedures vary, but a staff member may provide introductory remarks that present facts about the issue or present a staff recommendation, or both. After public testimony, staff may answer questions raised during the hearing. Staff should not comment during the period provided for citizen's testimony.

- *Debriefing*: In closing a hearing, the presiding officer should identify follow-up action needed for unresolved problems or questions and announce when and how action will be taken.

ADVISORY COMMITTEES

There are many reasons for setting up citizen advisory committees and many ways to use them. A committee might be established to conduct an in-depth study of a special issue and to serve as a sounding board for city action proposals. Some committees are organized to improve communication with specific segments of the community, while others may help resolve conflicts between competing groups.

An advisory committee is generally created by city council resolution, and its members are appointed by the mayor or council. The resolution should describe the responsibilities and scope of activity of the committee and may also provide for a work program, time limit, requirements for reports, staff support, and financing. City councilors may be appointed as regular members of such committees, as ex officio members, or they may be given liaison roles.

Most advisory committees are voluntary, and members are not compensated for their time. City staff are often assigned to provide technical and administrative support as well as to lend continuity and direction. Advisory committee meetings are subject to Oregon Public Meetings law requirements (see Chapter 3 – section D – Council Meetings).

NEIGHBORHOOD ASSOCIATIONS

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Neighborhood associations are formed by citizens to work on matters involving traffic, transportation, social services, housing, zoning, land use, law enforcement, recreational facilities, and other matters that affect their neighborhoods.

There is considerable disagreement about whether it is appropriate for a city to formally recognize and sponsor these associations. Those who favor city sponsorship cite increased citizen participation, more realistic neighborhood planning, better public relations, and a more knowledgeable citizenry. Others

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argue that neighborhood groups tend to be parochial units that contribute to political factioning and a lack of cooperation with city hall or other community institutions, and that council leadership can be diluted unless councilors are willing to cultivate good relations with neighborhood leaders and residents.

PUBLIC OPINION SURVEYS

Another common method to determine citizen opinion and to increase citizen participation in local government decisions and activities is the use of public opinion surveys. A good survey has a clear goal. For example, a survey might 1) determine citizen demand for a new service; 2) help measure the effectiveness of existing services; or 3) test the citizenry's knowledge of city matters in order to design appropriate public information programs.

Depending on the goals, surveys require varying levels of assistance. The most reliable and unbiased results probably can be obtained by professional polling or survey organizations. If cities conduct their own surveys, technical advice may be available from staff, local colleges, or other outside sources. Help with folding, stapling, envelope stuffing, mailing, and coding responses is usually available from civic groups and other volunteers. If the questions are brief, surveys can be enclosed with utility bills.

VOLUNTEERS

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Perhaps the best illustration of the "two-way street" of citizen participation is the use of volunteer assistance in city government. When citizens have an opportunity to participate in the actual workings of government, they have an opportunity to influence it in some way, whether serving in elective positions, on appointed boards or commissions, or participating in other ways, such as volunteering as a parks and recreation referee, librarian or firefighter.

While economic benefits of volunteerism are obvious, particularly when existing staff or funds are insufficient to carry out city programs, the improvement in public relations is of equal importance. There is often no more effective way to explain the intricacies of the governing process than by directly involving citizen volunteers.

There are pitfalls, however. Difficulties can be minimized and the effectiveness of volunteers can be enhanced by following a set of guidelines for their use. For example:

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- Carefully recruit and select volunteers;
- Clearly define volunteers' functions and provide the necessary training and orientation;

- Assign staff to check with volunteers periodically to answer questions and express appreciation for their efforts;
- Set time limits and establish work schedules for volunteer work, when appropriate;
- Check with the city attorney regarding possible liability in connection with proposed volunteer activities; and
- Check with the personnel officer regarding fringe costs and other liabilities.

B. COMMUNICATIONS POLICIES AND PROGRAMS

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In order to effectively deal with the full spectrum of issues and situations confronting local government, written policy guidelines governing the dissemination of public information must be developed. Much like a city personnel manual, written policy guidelines create a framework for public issues to be dealt with in an objective fashion with all sides aware of the ground rules.

In developing policy guidelines on the level of citizen input, general categories that contain the most common issues facing local government can be created with each category linked to a stated objective. The objective criteria can serve to dictate the appropriate level of citizen input. For example, a category dealing with emergency issues would contain criteria addressing the issues' impacts on the health, welfare, or safety of the community's citizens. Action on a health annexation due to failing septic systems should be based on the recommendations and technical expertise of city or other professional staff. By contrast, a category including the land use development plans of a city would rely on extensive input from the general public as well as appropriate citizen advisory groups. The controlling criteria in this instance would take into consideration the long-range impact that these decisions will have on the city's physical development. A good communication program requires the structure offered by written policy guidelines as well as targeting efforts to insure that the appropriate individuals and medium are involved in the process.

In order for citizen participation to be effective, cities must not only solicit citizen opinion, but also must give citizens sufficient facts to formulate a reasoned position. A good communication program requires targeting, i.e., deciding who needs the information and what medium will convey it best.

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IDENTIFYING PUBLICS

"Publics" may be thought of as groups of individuals, organized or unorganized, with common interests and objectives. Everyone in a