PARKS & RECREATION ADVISORY BOARD

Chapter 2.10
BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY

Sections:

2.10.010 Applicability.

2.10.020 Definitions.

2.10.030 Board, commission, and committee appointments.

2.10.040 Removal.

2.10.050 Organization and operation.

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:

(1) Budget Committee (ORS 294.336);

(2) Senior Center Advisory Board;

(3) Library Advisory Board (ORS 357.465);

(4) Park and Recreation Advisory Board;

(5) Planning Commission (ORS 227.090);

(6) Traffic Safety Advisory Board; and

(7) Audit Committee.

History: Ord. 1484 §1 (Exh. A), 2018.

2.10.020 Definitions.

"Ad hoc" means a public body created by Council for a particular purpose, issue, or need.

"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 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 Oregon law as applicable.

History: Ord. 1484 §1 (Exh. A), 2018.

2.10.030 Board, commission, and committee appointments.

(1) Any individual or group is encouraged to submit names for consideration to the city. Unless otherwise specified, all members must be residents of the city.

(2) 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 inconsistencies between this chapter and any chapter relating to a specific board, commission, or committee, the specific chapter shall control.

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

(4) Unless otherwise specified, all boards, commissions and committees will consist of seven members. The City Council may assign liaisons to boards, commissions and committees.

(5) Council members may not serve as voting members.

(6) 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:

(a) Two successive terms on the Budget Committee unless there is an interval of at least one term prior to the reappointment;

(b) Two successive terms on the Library Advisory Board unless there is an interval of at least one term prior to reappointment.

(7) Consideration should be given to residents outside the city when the board, committee, or commission or function serves residents outside city boundaries.

(8) 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 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.

(9) Board, commission, and committee vacancies are filled by appointment of the Council. Appointments are made for terms not to exceed four years and will expire the last day of December 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.

(10) Individuals may not be appointed to more than two boards, commissions or committees at one time. If an individual is serving on more than one board, commission or committee they may not serve as the chair of both. This limitation does not apply to service on the City Budget Committee.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1495 §1 (Exh. A), 2018.

2.10.040 Removal.

Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

History: Ord. 1484 §1 (Exh. A), 2018.

2.10.050 Organization and operation.

(1) Annual Work Plan. Each board, commission, and committee shall prepare an annual work plan which will have elements of the city's strategic plan. These work plans shall be discussed with and approved by the City Council in a joint work session.

(2) Staff Support. The city will provide for necessary staff support for the board, commission, or committee including postage, meeting place, administrative support service, new member orientation and training.

(3) Meetings. Staff sets the agenda. 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 staff person in conjunction with the chairperson. All meetings shall be subject to the requirements of ORS 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.

(4) 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.

(5) 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 audio or written minutes for each board, commission, or committee shall be made available to Council for information.

(6) Chairperson and Vice-Chairperson. At its first meeting in January of each year members of the committee shall elect a chairperson and vice-chairperson.

(7) Ethics Law. Board, commission, and committee members appointed by the 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).

(8) 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.

History: Ord. 1484 §1 (Exh. A), 2018.

CITY OF GLADSTONE
ADVISORY 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 Gladstone. 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 will be useful for a successful tenure. They are a supplement to the existing statutes governing conduct, which includes ethics laws 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 Gladstone 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 3 meetings a year. Year refers to a calendar year.

Individual Conduct of Board Members

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

- Be honest with fellow board members, the public and others.
- Credit others' contributions in moving our community 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

Individuals representing the City must adhere to the City's Social media policy. A copy will be provided to you when you are appointed. 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 the opinion of your board or commission.

Gladstone Municipal Code and Board By-laws

City boards, commissions and committees are established by the City Council as authorized in the Gladstone Municipal Code Chapter 2 referencing the appointment and removal process for members and also explain the purpose and membership of each board, commission, or committee.

Chapter 2.20
PARK AND RECREATION ADVISORY BOARD

Sections:

2.20.010 Established—Purpose.

2.20.020 Membership—Qualifications.

2.20.010 Established—Purpose.

The City of Gladstone is responsible for the operation and maintenance of the city's parks and recreation programs.

The Park and Recreation Advisory Board is established for the purpose of advising and making recommendations to the City Council regarding Gladstone's recreation programs and facilities. The Park and Recreation Advisory Board shall be responsible for, but is not limited to, the following activities:

(1) Surveying recreation and leisure time needs of city residents through the neighborhood associations and recommending the roles the city should or ought to pursue in meeting such needs;

(2) Serving in an advisory capacity to the City Council 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;

(3) Identifying desirable future park locations consistent with established plans and standards;

(4) Maintaining the master plan;

(5) Exploring the feasibility of meeting community park and recreation needs through consolidating grounds and programs with local public and private entities;

(6) Identifying park acquisition and development priorities and recommending current or potential locations and financing methods to the City Council;

(7) Participating in planning and development processes for park and recreation programs or facilities which provide services benefiting Gladstone citizens;

(8) Establishing, evaluating and monitoring maintenance standards of city parks and advising Council of the status; and

(9) Such other activities as the Council may assign.

History: Ord. 1484 §1 (Exh. A), 2018.

2.20.020 Membership—Qualifications.

The Board shall consist of 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.

History: Ord. 1484 §1 (Exh. A), 2018.