



Boards and Commissions Appointments/Reappointments Process

City Council Work Session

September 24th, 2018

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Recap

- Address Council Objective 3.22, Board and Commissions:
“Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition.”
- Address Council Objective 3.21, Youth Advisory Council:
“Conduct Work Session to discuss YAC models, resources, and vision.”

Recap

	BOARD/COMMISSION	Members	Term (Years)	Meets	Established	Staff	Req by City or State Law
1	BUDGET	14	3	As Needed	1963	Admin (4)	Y
2	PLANNING	7	4	1/month	1969	CD (4)	Y
3	LIBRARY	7	2	1/month	1974	LIB (1)	Y
4	PARKS AND RECREATION	9	4	1/month	1974	PR (2)	Y
5	HISTORIC LANDMARKS	7	4	1/month	1980	CD (1)	Y
6	COMMUNITY INVOLVEMENT	7	4	1/month	1987	CD (2)	Y
7	COMMUNITY FORESTRY	7	3	1/month	1992	CD (2)	Y
8	URA	7	4	As Needed	2015	CD/ADM (3)	Y
9	PUBLIC SAFETY	9	4	1/month	2005	POL/FIRE (3)	N
10	PUBLIC ARTS	9	3	1/month	2006	LIB/PR (3)	N
11	ECONOMIC DEVELOPMENT	19	3	1/month	2007	ED (2)	N
12	SUSTAINABILITY	13	4	1/month	2013	Admin (2)	N



Non-Statutory

Recap: Other Cities

City	# of B/C
Beaverton	16
Hillsboro	14
Forest Grove	12
Tigard	11
Tualatin	9
Wilsonville	9
Sherwood	8
Newberg	8
McMinnville	7

Of the non-statutory B/C's:

- Three or more cities had an Audit, Arts, Youth Advisory, and/or Transportation/Traffic Commission
- None had an Economic Development, Public Safety, or Sustainability Commission (one had a Police Commission)

Subcommittee Recap

- Two Subcommittee Meetings thus far: August 28th and September 6th
 - Consensus to review statutory and non-statutory B/C purposes
 - Consensus to draft a Bylaw Template
 - Consensus to draft Council Rules that address:
 - Purpose for Boards and Commissions
 - Council and Staff Liaison Roles and Responsibilities
 - Appointments and Reappointments Process

Subcommittee Recap

- Next Subcommittee Meeting is September 25th. Purpose is to make final recommendations:
 - Council Rules
 - Bylaw Template
 - YAC
 - Options to reduce or repurpose B/C
 - Discuss Outreach
- October 22nd Potential City Council Work Session
- November 13th Potential City Council Resolution

Purpose of Tonight's Meeting

- Address the italicized portion of Council Objective 3.22, Board and Commissions: “*Review appointment process, procedural consistencies regarding Council interaction*, and Commission/Board makeup, including size, number, and composition.”
- This includes reviewing draft Council Rule language.
- The remaining portion of the Council Objective 3.22 will be addressed at a later Work Session.

Proposed Council Rules Changes

- Recall there is little guidance in the Charter and Council Rules that establishes the purpose and governance of B/C's.
- In tandem with the Subcommittee's review, housekeeping efforts were made to update and assure consistency.
 - **Red** denotes new language. Some language was in Resolution 2006-10, however, since it is new to the Council Rules, it is shown as new language.
 - ~~ABC~~ denotes language that would be deleted
 - Black denotes retention of existing language

Proposed Council Rule Change: Purpose

~~SECTION 14 – CREATION OF CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES AND OTHER COUNCIL AD-HOC COMMITTEES~~

14.1 Citizen Advisory Boards, Commissions, and Committees and Other Council Ad-Hoc Committees – ~~At any time, The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) or Council Ad-Hoc Committee or Task Force deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, shall appoint~~s members of B/C’s established by ordinance or resolution.

14.2 Purpose Qualifications – ~~The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. To encourage broad-based community representation and to advise Council on public policy issues effecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible and advisory to the Council. unless the Council has delegated specific responsibilities to the group for independent actions. All citizen advisory boards, commissions and committees shall be subject to and comply with the Oregon Public Meetings Law (pursuant to ORS 192).~~

Proposed Council Rule Change: Purpose

SECTION 14 –ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

14.1 Advisory Boards, Commissions, and Committees - The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose – To encourage broad-based community representation and to advise Council on public policy issues effecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

Proposed Council Rule Addition: Membership

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided by the adopted bylaws. Student appointees must be high school or college grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in official capacity except through the action of the B/C. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City.

Proposed Council Rule Change: Terms and Appointment/Reappointment Process

14.6 Terms of Office and Officers – Unless required by state law, all B/C member terms shall be four (4) years. Student member terms shall be two (2) years. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. Appointments to vacant positions will fill out the remainder of the unexpired term. The Chair shall be elected from among voting members every twelve (12) months and may not serve more than twenty-four (24) consecutive months. Members may not serve on more than two (2) B/C's at the same time.

14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

Appointments/Reappointments Process

Propose to have member recruitment once a year, September – December. Mid-term vacancies would be filled by applications kept on file resulting from this process.

- October
 - New & Incumbent B/C Recruitment
 - 23 member terms expire 12/31/18
 - Advertise UB insert and FGNT
- November
 - Close B/C Recruitment
 - Interviews (Two Subcommittee's?)
 - Council deliberation
- December
 - Resolution making appointments
 - Mandatory New Member Orientation
- January
 - 4-Year Term Begins
 - B/C Recognition Dinner

Discussion

- Proposed Rules
 - Purpose
 - Membership
 - Terms and Appointment/Reappointment Process
- Proposed Appointment/Reappointment Schedule



THE END