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**COUNCIL SUB-COMMITTEE WORK SESSION AGENDA TUESDAY, SEPTEMBER 25, 2018
(B&C Program of Work)**

**3:30 PM – Council Sub-Committee Work Session (B&C Program of Work)
Community Auditorium – Conference Room
1915 Main Street
Forest Grove, OR 97116**

Council Sub-Committee: Timothy Rippe; Malynda Wenzl and Thomas Johnston, Council President

(PowerPoint Presentation)
Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

**COUNCIL SUB-COMMITTEE WORK SESSION: *Citizen
Advisory Boards, Commissions and Committees
(B&C) Program of Work***

The City Council Sub-Committee, consisting of Councilors Rippe and Wenzl and Council President Johnston, will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council Sub-Committee will take no formal action during the work session.

Council President Johnston

- 3:30** 1. **Called to Order:**
- 3:35 2. **B/C Council Rules Recommendation:**
- 3:40 3. **B/C Bylaw Template Recommendation:**
- 3:45 4. **Youth Advisory Recommendation:**
- 3:50 5. **Non-Statutory B/C Options & Recommendations:**
- 4:05 6. **Statutory B/C Options & Recommendations:**
- 4:15 7. **Discuss Outreach and Next Steps:**
- 4:30** 8. **Adjournment:**

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Boards and Commissions (B/C's) Youth Advisory Council (YAC)

City Council Subcommittee Work Session

September 25, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Recap

- August 28th Meeting Recap
 - Consensus to draft a Bylaw Template for further review
 - Consensus to draft Council Rules for further review that address:
 - Purpose for Boards and Commissions
 - Council and Staff Liaison Roles and Responsibilities
 - Appointments and Reappointments Process
- September 6th Meeting Recap
 - Reviewed draft Council Rules
 - Reviewed draft B/C Bylaw
 - Discussed Statutory B/C's
 - Outlined options for non-statutory B/C's
 - Consensus on YAC next steps

Agenda

Auditorium Conference Room

1. B/C Council Rules Recommendation 5 min
2. B/C Bylaw Template Recommendation 5 min
3. YAC Recommendation 5 min
4. Non-Statutory B/C Options & Recommendations 15 min
5. Statutory B/C Options & Recommendations 15 min
6. Discuss Outreach and Next Steps 15 min

October 22nd

City Council Work Session?

November 13th

City Council Agenda?

YAC Recommendations

- All B/C's, unless statutorily prohibited, shall have one Student member.
- All student members shall be voting members and serve two year terms.
- Student report to B/C is part of agenda template.
- City to make efforts to have a student event that brings all student members together.

YAC Recommendations

- D.C. Trip
 - City will award two trips per year to the NLOC National Conference for qualifying Student B/C members
 - Student B/C member must have the endorsement of the B/C to attend
 - Student B/C member to provide a one-page essay to City Recorder why they want to attend
 - Council to review and approve attendees
 - City Manager to designate chaperone

Non-Statutory B/C: EDC

Economic Development Commission

- Under new Council rules, would reduce from 19 to 9 members
- Consider adding URA duties to EDC. Other examples:
 - Sherwood (SURPAC): “...purpose of advising the Urban Renewal Agency Board of Directors.”
 - Tualatin (TURAC): “...advises and makes recommendations to the Tualatin Development Commission on matters pertaining to the Urban Renewal Plans, project plans, or any plan or project implementation proceeding.”
 - Beaverton (BURAC): “... to provide advice and recommendations on plan refinement and implementation.”

Non-Statutory B/C: PSAC

Public Safety Advisory Commission

- Core purpose in question
- Discussion whether to retain or retool
- Traffic Safety Committee considered as new purpose.

Examples include:

- Tigard: Transportation Advisory Committee: “Advises City Council and staff on transportation issues...”
- Hillsboro: Traffic Safety Commission: “...serve as the Traffic Safety Commission...advise the City on transportation/traffic system issues...”
- Newberg: Traffic Safety Commission: “...provide a liaison with the City and promote traffic safety within the community.”
- Beaverton: Traffic Commission: “...advise the City Council on issues pertaining to traffic safety...”

Non-Statutory B/C: PAC

Public Arts Commission:

- Forest Grove: “...advises the City Council and makes recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community.”
- Option: consider PAC under auspices of URA public art program.
- Beaverton: “...to improve the community through the promotion of art and culture.”
- Tualatin: “...was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection.”
- Hillsboro: “...promote and support the growth of arts and culture as assets for a vital, prosperous, and livable community.”
- Sherwood: “...serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities.

Non-Statutory B/C's Options

Sustainability Commission

- Under new Council rules, would reduce from 13 to 9 members
- Review composition of Board
- Staff to provide update to B/C Subcommittee on current SWOT analysis

Staff Comments

- Staff Liaisons met September 18th to discuss recommendations
- Supportive of process; encouraged Council addressing issue
- Discussed but made no recommendation(s) to combine B/C's
- Allow members to take minutes but provide them training and include duties in bylaws. Five B/C's currently have members take minutes
- Some B/C's eager and enthusiastic for a purpose
- Support four year terms and annual appointments process
- Support for bylaw template
- Support to staff liaison role and responsibilities
- Support for standardizing number of members

Review: Forest Grove B/C's

	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

Discussion Points

1. B/C Council Rules Recommendation
2. B/C Bylaw Template Recommendation
3. YAC Recommendation
4. Non-Statutory B/C Recommendations
5. Statutory B/C Recommendations
6. Discuss Outreach and Next Steps



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“DRAFT”
RESOLUTION NO. 2018- XX
EXHIBIT A
(Repealing Resolution No. 2006-10)

**AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

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.

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.

14.4 Composition – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

14.5 Quorum – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum.

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 at the same time.

14.7 Registry – The City Recorder’s Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. A copy of the

roster shall be provided to Council at least once year or upon any substantial change in membership.

14.8 Councilmember Liaisons – The Mayor shall appoint a Council liaison to any B/C. Council Liaisons shall be a non-voting member. Their role is to communicate between the Council and the B/C to assure each group’s collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff members shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. Staff shall review the agenda in consultation with the B/C chair or member designee, prepare minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal public notices for review and copies of approved minutes to the City Recorder’s Office, report to the City Recorder’s Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (ORS 166-200), and publicly post B/C documents on various media.

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.

14.11 Attendance – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record the absence as excused or unexcused as determined by the Chair in consultation with the Staff Liaison. The City Recorder’s Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member’s position vacant for three (3) or more consecutive unexcused absences.

14.12 Resignations and Vacancies – A member shall submit a written resignation to the Chair and the City Recorder’s Office and make every effort to allow for a thirty-day notice. To

fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda – The Chair, or member designee, shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City. The meeting packet shall be distributed to the B/C at least five (5) days prior to the meeting. In January of each year, the B/C shall adopt a schedule of its tentative meetings for the upcoming year, including meeting dates for holidays and canceled meetings. The meeting schedule shall be filed with the City Recorder's Office and published on the City's website by the staff liaison. Meeting cancellation notice shall be posted at the meeting location prior to the meeting date/time.

14.14 Open Meetings, Written Minutes and Public Records – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). Meetings are defined as two or more members meeting who have the authority to advise or make recommendations to the B/C. Written minutes are required of all meetings. The minutes shall follow a standard template provided by the City. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required.

14.15 Bylaws – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting – The Chair, or member designee, shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

14.17 Conflicts of Interest and Ethics Law – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.

14.18 Reimbursement for Expenses – B/C members serve without compensation, but may be reimbursed for pre-approved training and conference-related expenses. Such requests must be approved by the City Manager.

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RESOLUTION NO. 2018- XX

EXHIBIT A

(Repealing Resolution No. 2006-10)

AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14, ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

~~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).

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.

14.4 Composition – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

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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 at the same time.

14.7 Registry – The City Recorder's Office shall ~~maintain~~ ~~prepare, keep current and retain on file in the Office of the City Recorder,~~ a **current roster** list of all members, including appointment date of appointment, length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Council members at least once year or upon any substantial change in membership.

14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees – The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee.~~ Councilmembers, ~~who have been appointed as~~ Council Liaisons shall be a non-voting member. ~~Their role is to communicate between the Council and the B/C to assure each group's collective interest is accurately, succinctly, and effectively represented to the other.~~ This includes ~~actively attending and reporting to each entity at their regular scheduled meetings.~~ Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff members shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. Staff shall review the agenda in consultation with the B/C chair or member designee, prepare minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal public notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (ORS 166-200), and publicly post B/C documents on various media.

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.

14.11 Attendance – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record

the absence as excused or unexcused as determined by the Chair in consultation with the Staff Liaison. The City Recorder's Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

14.12 Resignations and Vacancies – A member shall submit a written resignation to the Chair and the City Recorder's Office and make every effort to allow for a thirty-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda – The Chair, or member designee, shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City. The meeting packet shall be distributed to the B/C at least five (5) days prior to the meeting. In January of each year, the B/C shall adopt a schedule of its tentative meetings for the upcoming year, including meeting dates for holidays and canceled meetings. The meeting schedule shall be filed with the City Recorder's Office and published on the City's website by the staff liaison. Meeting cancellation notice shall be posted at the meeting location prior to the meeting date/time.

14.14 Open Meetings, Written Minutes and Public Records – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). Meetings are defined as two or more members meeting who have the authority to advise or make recommendations to the B/C. Written minutes are required of all meetings. The minutes shall follow a standard template provided by the City. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required.

14.15 Bylaws – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting – The Chair, or member designee, shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

14.17 Conflicts of Interest and Ethics Law – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the

Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.

14.18 Reimbursement for Expenses – B/C members serve without compensation, but may be reimbursed for pre-approved training and conference-related expenses. Such requests must be approved by the City Manager.



A place where families and businesses thrive.

Insert B/C Logo Here

**DRAFT
BYLAW TEMPLATE**

Section 1: Name (herein referred to as B/C)

Section 2: Established

Section 3: Purpose

Section 4: Powers and Responsibilities/Objectives

1. Review and/or insert existing bylaw language.
2. To advise the City Council on matters pertaining to
3. To facilitate community involvement and input in...

Section 5: Organization and Structure

1. Membership:
 - a. Members of the <fill in name> shall be composed of (#) members who shall be appointed by City Council.
 - b. (#) may reside outside of corporate limits of the city.
 - c. Description, i.e., zones, qualifications.
 - d. All B/C members are required to attend training courses as assigned and approved by Council.
 - e. An individual member may not act in official capacity except through the action of the B/C.
 - f. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
2. Terms of Office:
 - a. The term of each member of the <fill in name> shall be four (4) years.
 - b. The term of each student member shall be two (2) years.
 - c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
 - d. Members must apply and be interviewed by City Council after each term to continue service.
 - e. Members may not serve on more than two (2) B/C at the same time.
 - f. Vacancies shall be filled by the City Council for the remainder of the unexpired term.

3. Officers:
 - a. At the first meeting of each year, the members shall elect a Chair, Vice-Chair and Secretary who shall be voting members.
 - b. The Chair and Vice Chair position may serve no more than twenty-four (24) consecutive months.
4. Powers and duties of the officers include:
 - (1) Chair:
 - a. Preside at all meetings.
 - b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
 - c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
 - d. The agenda shall follow a standard template provided by the City.
 - e. Ensure that all actions are properly taken and recorded and sign findings and decisions as required.
 - f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison
 - g. Submit an Annual Report to the City Council listing the <fill in name> major activities for the year before and objectives for the coming year.
 - (2) Vice Chair:

During the absence, disability, or disqualification of the Chair, exercise and perform the duties of the Chair.
 - (3) Recording Secretary:

The city staff are assigned to prepare or review summary minutes of all meetings, sign the approved minutes, and inform the members of pertaining correspondence.

Section 6: Meeting Procedures and Quorum

1. Meetings:
 - a. All meetings and hearings are subject and shall be held in compliance with Public Meetings Law (ORS Chapter 192) at a designated date, place and time.
 - b. The <insert name> shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C.
 - c. In January of each year, the B/C shall adopt a schedule of its tentative meetings for the upcoming year, including meeting dates for holidays and canceled meetings.
 - d. The meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.

- e. All meetings are open to the public. Anyone wishing to speak to the <insert name> may do so under Citizen Communications. In the interest of time, comments may be limited to three (3) minutes, unless additional time is granted by the presiding officer.
- f. Meetings are defined as two (2) or more members who have the authority to advise or make recommendations to the full B/C.
- g. Special meetings may be called by a vote of the <fill in name> at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more members.

2. Minutes:

- a. All meetings are subject to Public Records Law (ORS Chapter 192).
- b. Written minutes of all meetings are required.
- c. The minutes shall record absences as excused or unexcused as determined by the Chair in consultation with the staff liaison.
- d. Minutes should include a brief summarized record of what took place and must include all action items. Verbatim minutes are not required.
- e. Minutes shall follow a standard template provided by the City.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence.
- c. Any member who has three (3) or more unexcused absences in a 12-month period will be notified that they must reapply to be considered by the Council to finish their original appointed term.
- d. The Chair, with the consent of the B/C, may submit a recommendation to the City Council to deem a member's position vacated for three (3) or more consecutive unexcused absences.

4. Quorum:

- a. Unless otherwise required by state law, a majority of the total voting members constitutes a quorum.

5. Voting and Decision Making:

- a. The rules contained in Robert's Rules of Order Newly Revised shall govern this <insert name> in all cases where these Bylaws are insufficient in specification of procedure.
- b. The <insert name> will operate in the general public interest serving the community as a whole. The <insert name> will serve no special interest(s) and will not endorse any commercial product or enterprise.

- c. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
6. Conflicts of Interest and Ethics Law:
 - a. Members are considered public officials subject to ORS 224, which defines conflicts of interest and seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of the status as a public official.
 - b. Members are subject to ORS 260, Restrictions on Political Campaigning, when acting in official capacity. (Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest form with the Oregon Ethics Commission by April 15 of each calendar year).
 - c. Civil penalty may be imposed by the state for each violation for any provision of the ORS.
7. Role of Council and Staff Liaison:
 - a. The Council Liaison shall be appointed by Council and shall be a non-voting member. Their role is to communicate between the Council and the <insert name> to assure each groups collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the <insert name>.
 - b. Staff Liaisons shall be appointed by the City Manager and shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. The staff liaison shall review the agenda in consultation with the Chair or presiding officer, prepare or review minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting, publicly post B/C documents on various media. The staff liaison shall report any B/C member who has three (3) or more unexcused absences to the City Recorder's Office. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.
8. Reimbursement for Expenses:

B&C members serve without compensation, but may be reimbursed for pre-approved training and conference-related expenses. Such requests must be pre-approved by the City.
9. Registry:

The City Recorder's Office shall maintain a current roster of all B&C members. A copy of the roster is subject to Public Records Law. A

copy of the roster will be provided to Council Liaison and staff liaison at least once year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the <insert name> bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.

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