



Boards and Commissions

City Council Work Session

October 22th, 2018

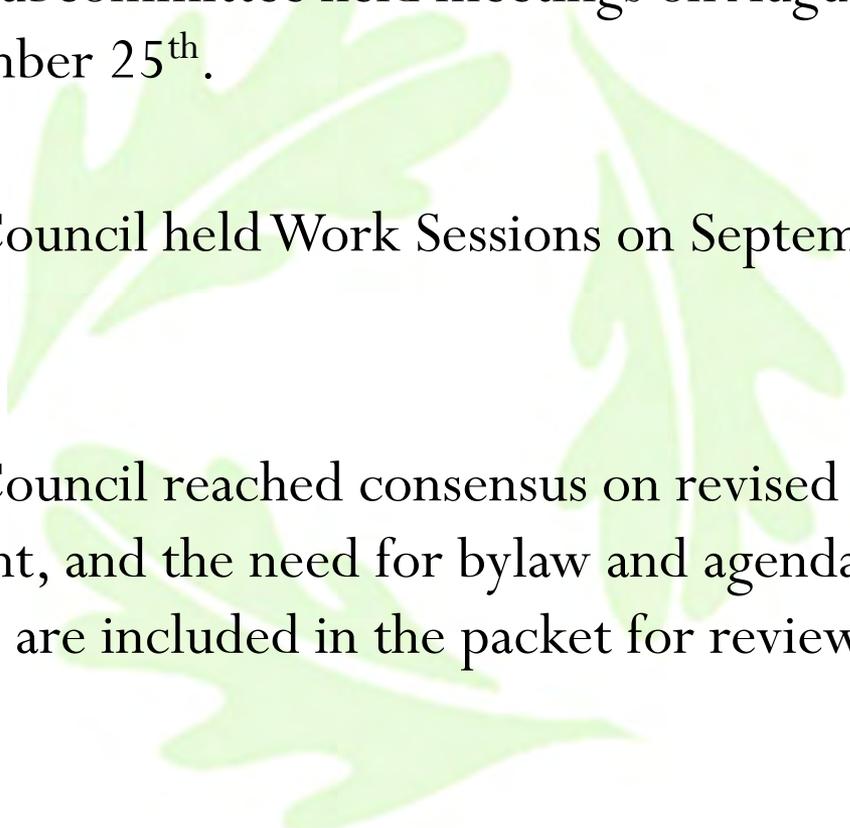
Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

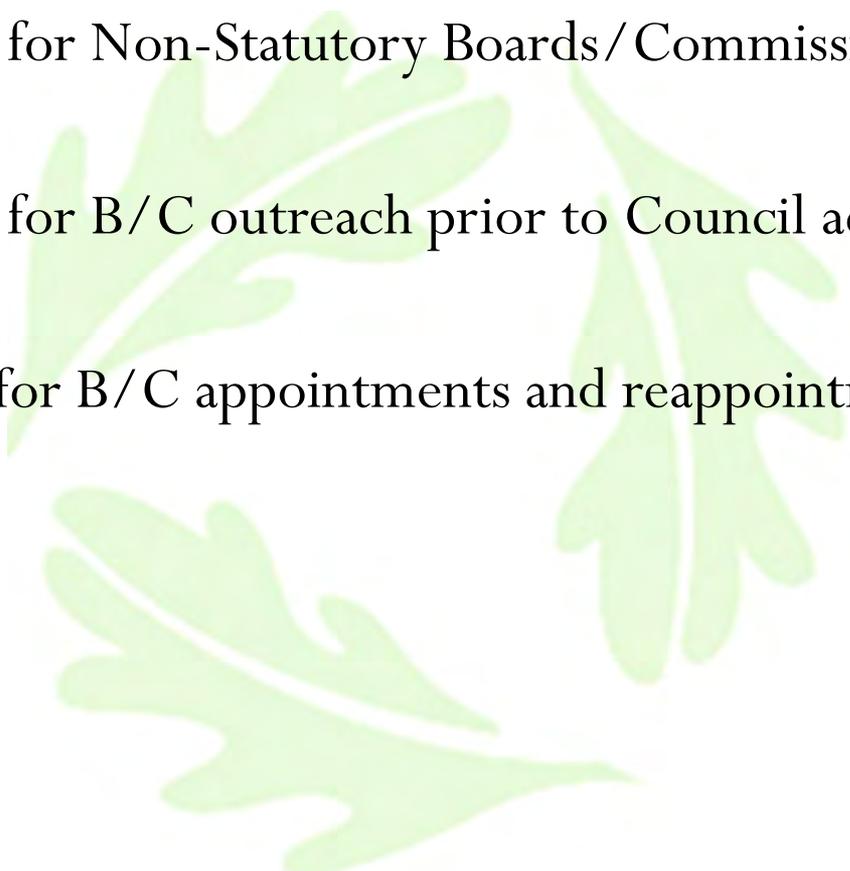
Purpose

- 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 and Agenda

- The B/C Subcommittee held meetings on August 28, September 6, and September 25th.
 - The City Council held Work Sessions on September 24 and October 8th.
 - The City Council reached consensus on revised Council rules, Youth Involvement, and the need for bylaw and agenda templates. Draft resolutions are included in the packet for review and comment.
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Agenda

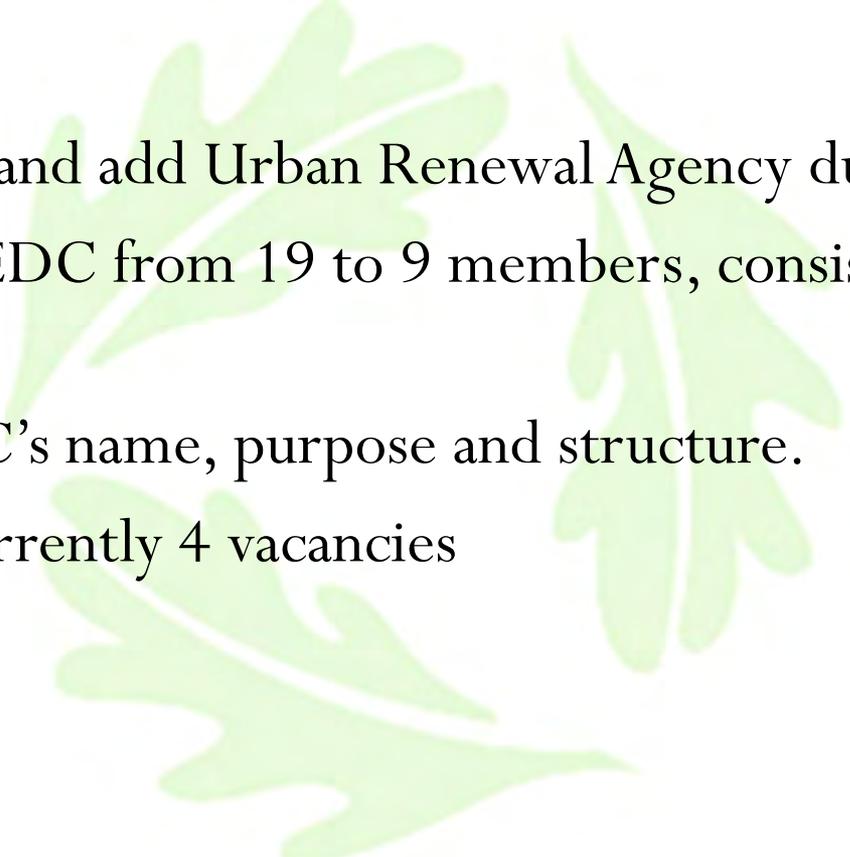
- Options for Non-Statutory Boards/Commissions
 - Options for B/C outreach prior to Council action
 - Process for B/C appointments and reappointments
- 

Non-Statutory B/C Recommendations



Economic Development Commission

The B/C Subcommittee forwarded the following:

- Retain EDC and add Urban Renewal Agency duties to it.
 - Reduce the EDC from 19 to 9 members, consistent with the other B/C's.
 - Address EDC's name, purpose and structure.
 - There are currently 4 vacancies
- 

Economic Development Commission

Adding URA duties would require changing EDC's name, purpose and structure.

- Potential Name: Economic Development and Urban Renewal Commission
- Existing Purpose: “Advises and make recommendations to City Council on economic development policy and issues and to support advancing the economy and prosperity of Forest Grove.”
- Potential Purpose: “Advise and make recommendations to City Council on economic development and urban renewal policy to support advancing the economy and prosperity of Forest Grove.”

Current Commission Structure

19 voting members. Currently 4 vacancies.

1. Chamber of Commerce
2. Pacific University
3. Public Schools: FGSD
4. Workforce Development (PCC)
5. Utility
6. Hispanic Community Rep.
7. Large Manufacturer-Technology
8. Small Manufacturer or Traded Sector
9. Food/Beverage Processor
10. Wood Product/Ag-related Business
11. Health/Medical Care
12. Residential Developer
13. Industrial/Commercial Broker
14. Commercial/Industrial Property Owner
15. Large Commercial Retail Business
16. Small Commercial Retail Business
17. Financial Institution
18. Downtown Retail Business
19. Citizen At-Large

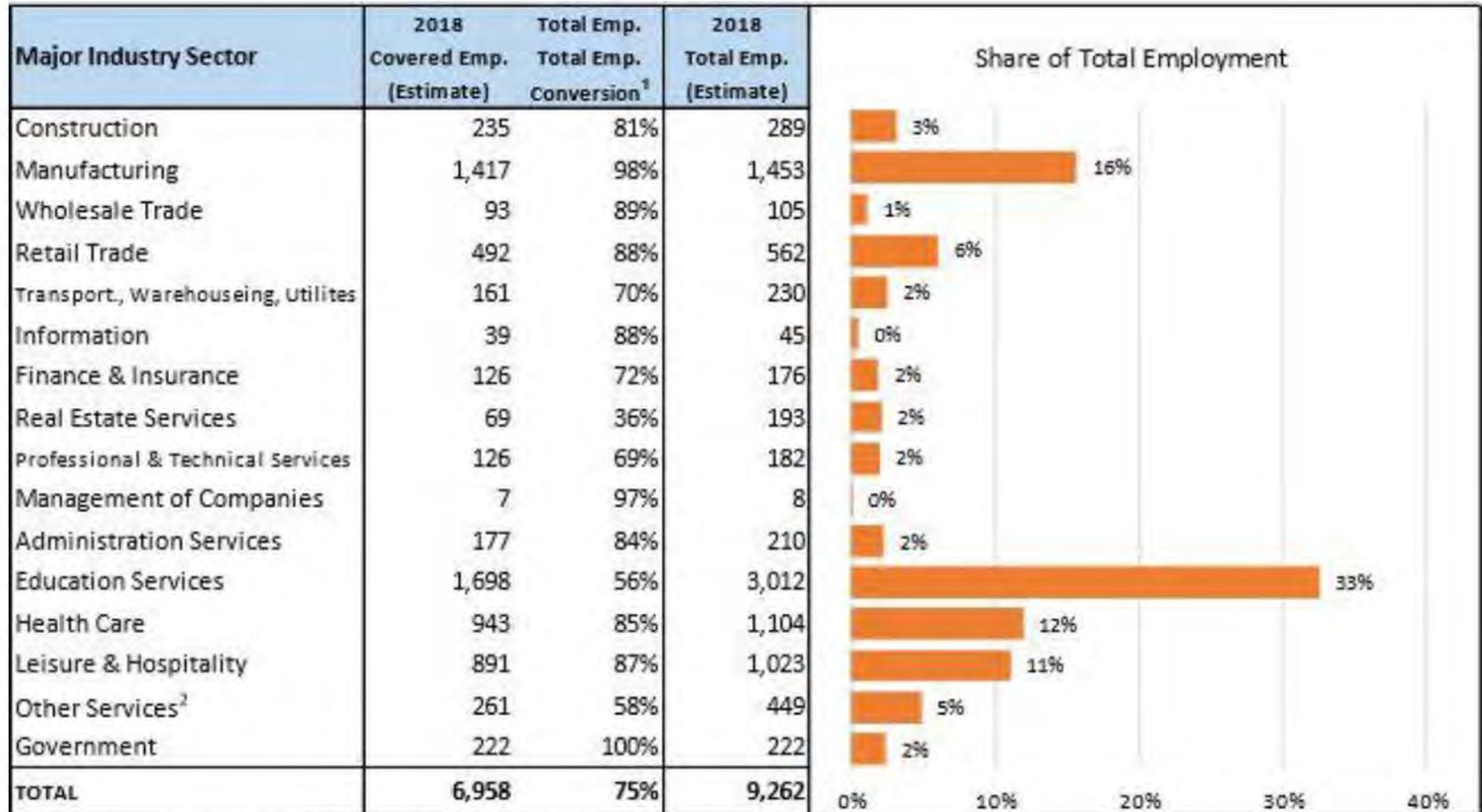
Potential Commission Structure

Option 1: Allow EDC to recommend a new Commission Structure of 9 and the basis for it.

Option 2: Discussed previously was 9 members composed of the top business sectors identified in the Economic Opportunity Analysis.

- Discuss Non-Voting Liaisons
- Discuss minimum number of voting members from within URA

Economic Development Commission



¹ Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

² "Other Services" includes most personal services not considered retail activity, such as beauty and hair care, repairs, dry cleaning religious services, advocacy, and others.

Source: Oregon Employment Department, Johnson Economics



Forest Grove Urban Renewal Area



Public Safety Advisory Commission

The B/C Subcommittee forwarded the following:

- Discontinue PSAC as it has served its original purpose.
- Make PSAC an Ad-Hoc committee that convenes commensurate with the levy cycle to assist in public education.
- Add Traffic Safety to PSAC's duties and address name, purpose and structure.

Public Safety Advisory Commission

- Existing Mission: “To serve as ambassadors focused on promoting and supporting efforts to keep Forest Grove a safe and healthy community.”
- Existing Responsibilities: “To advise...regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy, and livable neighborhoods. To advise Council on educating the community about public safety and health issues, concerns and programs. To review and recommend public safety and health policies and plans. To facilitate Forest Grove community involvement in public safety and health and increase citizen awareness of both.”
- Existing Structure: Nine voting members appointed at large with at least 7 members from within the city limits and 2 could be from within the Forest Grove Rural Fire District. Non-voting liaisons include: FGSD, Pacific, and Chamber of Commerce.

Traffic Safety – Existing Process

- Traffic Safety is currently addressed through the Traffic Control Review Board (TCRB).
- The TCRB is advisory to staff. It meets at the discretion of the Director of Public Works or City Manager.
- The TCRB is not embodied in a Council resolution.
- The TCRB is composed of city employees from Public Works, Police, Fire, and Community Development.

Traffic Safety – Options

- Option 1: Clarify the TCRB’s purpose, intent, and scope and add citizens to it.
- Option 2: Change PSAC’s name, purpose, and structure to add Traffic Safety.
 - Potential Name: Traffic and Public Safety Advisory Commission
 - Potential Purpose: “To advise City Council on traffic and public safety issues, to educate the community about traffic and public safety, and to increase citizen awareness of both.”
 - Potential Structure: Retain existing structure. Discuss non-voting liaisons.
 - Staff Liaison would be one person from Public Works or Police or Fire.

Public Arts Commission

The B/C Subcommittee forwarded the following to consider:

- Retain Public Arts Commission but augment its purpose by considering a public arts program.
- Examples of PAC's with public art programs include:
 - 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."

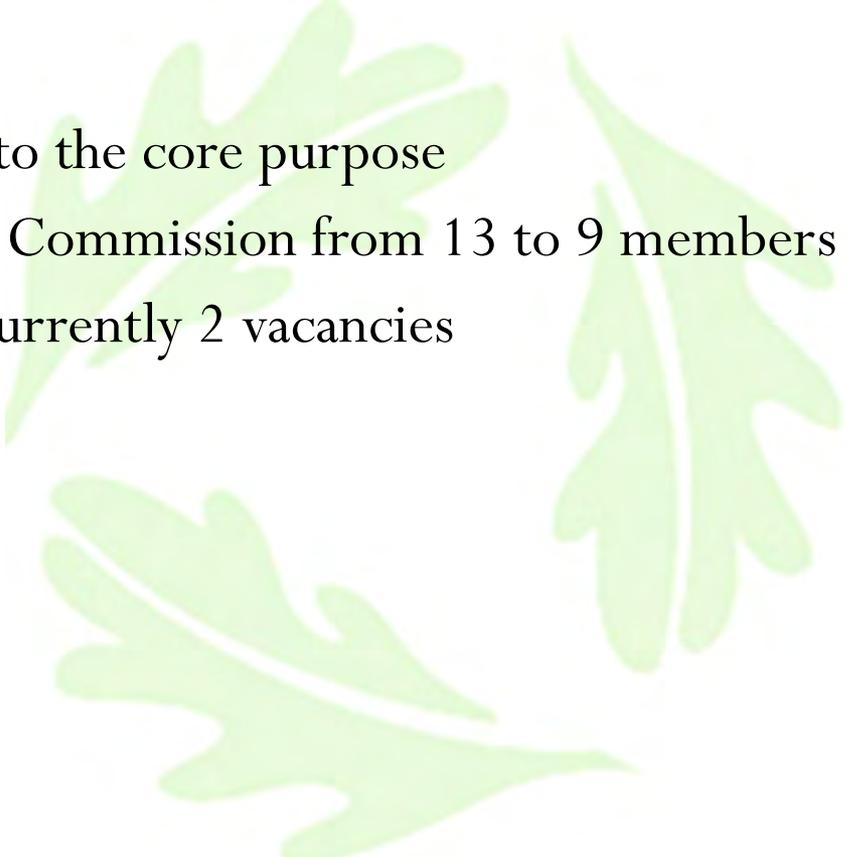
Public Arts Commission

Public Art could come from:

- Dedicated Community Enhancement Program Funds: set aside a certain amount prior to awarding CEP grants.
- Urban Renewal Agency: create a URA Public Arts Program in collaboration with the PAC for installation art in the town center. URA monies are restricted to installation art.

Sustainability Commission

The B/C Subcommittee forwarded the following options:

- No change to the core purpose
 - Reduce the Commission from 13 to 9 members
 - There are currently 2 vacancies
- 

Sustainability Commission

Current Structure:

- 13 Members from the groups below.
- Bylaws do not require member to reside in the city. 5 currently live outside the city.

1. Pacific University
2. Non-Profit
3. FGSD
4. Student of Pacific
5. Student of FGSD
6. Persons with interest in sustainable business practices, building and design, energy conservation
7. Educators
8. Persons with a diversity of ethnic or cultural affiliations
9. Persons with diverse economic backgrounds and interests
10. Members of community or neighborhood groups

Potential Structure:

- Option 1: Allow SC to recommend a new Commission Structure of 9 and the basis for it.
- Option 2: Have SC choose 9 from within the existing categories.
- Discuss Non-voting Liaisons
- Discuss inside/outside city

Proposed Outreach Process

October 22

- Council Work Session to review proposed changes

October 29

- Staff hold informational meeting with B/C Chairs to seek feedback

November 13

- Council consider Council Rules, Youth Involvement, and Templates

December

- Staff liaisons prepare draft bylaws for all B/C
- Staff liaisons hold informational meetings with all B/C on bylaws

January

- B/C's recommend revised bylaws

February

- Council adopt revised B/C bylaws

March

- Council consider revised ordinances placing all B/C's into City Code

Proposed Re/Appointments Process

October

- New B/C recruitment is underway, closes October 31
- Incumbent B/C recruitment is underway, closes November 9

November

- Council interviews and deliberation:
 - November 13th 4:00-5:30 p.m.
 - November 19th 4:00-7:00 p.m.
 - Length depends on # of applicants & if Council divides into subcommittees

December

- Resolution making B/C appointments, December 10
- Mandatory New Member B/C Orientation

January

- 4-Year Term Begins
- B/C Recognition Dinner January 17



THE END

“DRAFT”
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

- a) 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.
- b) 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

The purpose of the B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting 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 to apply for B/C’s:

- a) Applicants must be 18 years of age or older and residing in Forest Grove for the duration of the appointed term unless expressly provided otherwise by the adopted bylaws.
- b) Student applicants must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c) All appointed members are required to attend training courses as assigned and approved by Council.
- d) An individual member may not act in an official capacity.
- e) The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office.
- f) Voting members may not be employees of the City.
- g) All B/C members serve without compensation.

14.4 Composition

Unless otherwise 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 and Meetings

- a) Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
- b) Unless otherwise required by state law or city code, B/C’s 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’s shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.

14.6 Terms of Office and Officers

- a) Unless otherwise required by state law, all B/C members shall be voting members and shall serve four (4) year terms.
- b) Student members shall be voting members and shall serve two (2) year terms.
- c) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.
- e) Members may not serve on more than two (2) B/C's at the same time.
- f) Appointments to vacant positions shall fill out the remainder of the unexpired term.

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. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

14.8 Councilmember Liaisons

- a) The Mayor shall appoint a Council liaison to any B/C.
- b) Council Liaisons shall be non-voting members.
- c) Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
- d) 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

- (1) The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.
- (2) The staff liaison shall:
 - a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C member.
 - b) Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c) Prepare, distribute and publish on the City website, the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
 - d) Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member. Verbatim minutes are not required. Written minutes are required for all meetings. The minutes shall follow a standard template provided by the City.

- e) Post approved minutes on the City's website and submit copies to the City Recorder's Office.
- f) Post meeting dates/times, including cancellations, at the meeting location and City's website. Publicly post other B/C documents on various media.
- g) Submit a copy of the B/C annual meeting schedule and report any meeting date changes to the City Recorder's Office.
- h) Schedule the B/C's Annual Report presentation on the Council's 12-Month Meeting Calendar.
- i) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- j) Submit legal notices to the City Recorder's Office for review prior to publishing.
- k) Maintain official records in accordance with the city retention schedule (OAR 166.200).

14.10 Appointments and Reappointments

- a) Member recruitment shall begin in September and conclude by December 31st of each year.
- b) 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.
- c) Members must apply and be interviewed after each term to continue service.
- d) Interviews shall be conducted by the Council or Council Subcommittee.
- e) Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f) Once Council conducts interviews and makes appointment recommendations, the City Recorder's Office shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments shall be scheduled under the Consent Agenda at the next regular Council meeting.

14.11 Attendance

- a) Members are expected to attend every meeting.
- b) Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c) 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 absences in a 12-month period.
- d) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

14.12 Resignations and Vacancies

- a) Member shall submit a written resignation to the staff liaison and make every effort to allow for a 30-day notice.
- b) To fill vacancies occurring mid-term, the Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda

- a) The Chair 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.
- b) A B/C 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.

14.14 Open Meetings and Public Records

- a) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- b) 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).

14.15 Bylaws

Bylaws or rules, including changes, must be approved by the Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting

The Chair shall submit and present an Annual Report to the 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

- a) B/C 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.
- b) B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c) 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.
- d) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

“DRAFT”

**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 appoints 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. The purpose of the B/C is to encourage broad-based community representation and to advise Council on public policy issues affecting 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 to apply for B/C’s:

- a) Applicants must be 18 years of age or older and residing in Forest Grove for the duration of the appointed term unless expressly provided otherwise by the adopted bylaws.
- b) Student applicants must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c) All appointed members are required to attend training courses as assigned and approved by Council.
- d) An individual member may not act in an official capacity.
- e) The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office.
- f) Voting members may not be employees of the City.
- g) All B/C members serve without compensation.

14.4 Composition

Unless otherwise 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 and Meetings

- a) Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
- b) Unless otherwise required by state law or city code, B/C’s 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's shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.

14.6 Terms of Office and Officers

- a) Unless otherwise required by state law, all B/C members shall be voting members and shall serve four (4) year terms.
- b) Student members shall be voting members and shall serve two (2) year terms.
- c) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.
- e) Members may not serve on more than two (2) B/C's at the same time.
- f) Appointments to vacant positions shall fill out the remainder of the unexpired term.

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 and **staff liaison** at least once per year or upon any substantial change in membership.

14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees

- a) The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee. Councilmembers, who have been appointed as~~
- b) Council Liaisons shall be non-voting members.
- c) **Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.**
- d) 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

- (1) The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.
- (2) The staff liaison shall:
 - a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C member.
 - b) Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c) Prepare, distribute and publish on the City website, the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

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- e) Post approved minutes on the City's website and submit copies to the City Recorder's Office.
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- g) Submit a copy of the B/C annual meeting schedule and report any meeting date changes to the City Recorder's Office.
- h) Schedule the B/C's Annual Report presentation on the Council's 12-Month Meeting Calendar.
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- k) Maintain official records in accordance with the city retention schedule (OAR 166.200).

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- a) Member recruitment shall begin in September and conclude by December 31st of each year.
- b) 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.
- c) Members must apply and be interviewed after each term to continue service.
- d) Interviews shall be conducted by the Council or Council Subcommittee.
- e) Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f) Once Council conducts interviews and makes appointment recommendations, the City Recorder's Office shall notify applicants in writing of the Council's recommendation. Formal resolutions making appointments shall be scheduled under the Consent Agenda at the next regular Council meeting.

14.11 Attendance

- a) Members are expected to attend every meeting.
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- c) 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 absences in a 12-month period.
- d) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

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- a) Member shall submit a written resignation to the staff liaison and make every effort to allow for a 30-day notice.
- b) To fill vacancies occurring mid-term, the Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

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- a) The Chair 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.
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14.14 Open Meetings and Public Records

- a) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- b) 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).

14.15 Bylaws

Bylaws or rules, including changes, must be approved by the Council. The bylaws shall follow a standard template provided by the City.

14.16 Annual Reporting

The Chair shall submit and present an Annual Report to the 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

- a) B/C 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.
- b) B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c) 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.
- d) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

Insert B/C Logo Here

**“DRAFT”
BYLAW TEMPLATE**

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

Section 2: Established (Resolution/Ordinance No.)

Section 3: Purpose

1. The purpose of the B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives.
2. Review and/or insert other existing/amended language...

Section 4: Powers and Responsibilities/Objectives

1. Review and/or insert existing/amended 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. Members are required to attend training courses as assigned and approved by Council.
 - e. An individual member may not act in official capacity.
 - 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.
 - g. Members serve without compensation.
2. Terms of Office:
 - a. The term of each member of the <fill in name> shall be four (4) years unless otherwise required by state law.
 - 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. 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.
- e. Members must apply during open recruitment and be interviewed by Council after each term to continue service. Members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by Council for the unexpired term.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 24-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- 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 B/C 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, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The meeting agenda and B/C packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. 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.
- e. The student member may provide a report to the <fill in name> at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the 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.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

2. Minutes:

- a. The meeting minutes shall be prepared by the staff liaison, briefly summarizing what took place and must include any action items, attendance and vote of each member. Verbatim minutes are not required.
- b. Written minutes are required for all meetings.
- c. The 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 staff liaison prior to the regular meeting to report an absence.
- c. 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 absences in a 12-month period.
- d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:
Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
5. Voting and Decision Making:
 - a. *Roberts Rules of Order Newly Revised* shall govern all <insert name> proceedings unless they conflict with these rules.
 - b. 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.
 - c. The <insert name> shall operate in the general public interest serving the community as a whole. The <insert name> shall serve no special interest(s) or endorse any commercial product or enterprise.
6. Conflicts of Interest and Ethics Law:
 - a. B/C 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.
 - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
 - c. *Remove if not* [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.
 - d. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
7. Role of Council Liaison:
 - a. The Council liaison shall be appointed by the Mayor, with the consent of the Council, and shall be a non-voting member.
 - b. Council Liaison's role is to collaborate between the Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
 - c. 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>.
8. Role of Staff Liaison:
 - (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
 - (2) The staff liaison shall:
 - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
 - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.

- c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
- d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per 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 or rules, including changes, must be approved by the Council.
- d. Bylaws shall follow a standard template provided by the City.

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“DRAFT”
RESOLUTION NO. 2018-XX

RESOLUTION ADOPTING A YOUTH INVOLVEMENT PROGRAM

WHEREAS, the City Council deems youth involvement and participation critical and beneficial to the establishment of public policy; and

WHEREAS, the City Council has created Boards and Commissions (B/C) to advise Council on public policy issues affecting Forest Grove; and

WHEREAS, the City Council recently conducted a comprehensive review of the B/C Program and actively sought ways to increase youth involvement and participation to assure their voices are included in the public policy process; and

WHEREAS, to assure youth involvement participation, the City Council amended its Council Rules to appoint one high school grade level student to all B/C's, unless required otherwise by statute, as a voting member who serves a two-year term and provides a student report on every B/C agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby adopts the Youth Involvement Program as outlined in Exhibit A.

Section 2. The City Manager is authorized to execute the Youth Involvement Program on behalf of the City.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this ? day of ?, 2018.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this ? day of ?, 2018.

Peter B. Truax, Mayor

RESOLUTION NO. 2018-XX
EXHIBIT A

In an effort to promote youth involvement, the City shall hold events that bring students together for a common activity and advertise in various city-sponsored media.

The City shall make available one paid-in-full trip per year for at least two Board or Commission (B/C) appointed student members to attend the National League of Cities (NLC) annual legislative conference held in March of each year in Washington, D.C. Additional trips may be made available depending upon expenses incurred for that year in the applicable budget line item.

Student members may apply August 1st through October 31st of each year. If a student advisor acquires more than three absences in a 12-month period, they are not eligible to attend the NLC conference.

To apply, the student member must:

1. Obtain a written recommendation from their respective B/C and submit it to the City Recorder; and
2. Submit a 1-2 page written essay to the City Recorder's Office stating their interest and reasons why they want to attend.
3. If selected, the student must submit a parent release form.

The City Council shall review the applications and approve the selection of B/C student members in November/December. The City Manager shall designate a chaperone to accompany the student members.