

PROCLAMATION

Celebrate Arbor Month 2019 and Forest Grove's Designation as a 2018 Tree City USA®

WHEREAS, Arbor Day was first observed in 1872 with the planting of more than one million trees in Nebraska; and

WHEREAS, the Forest Grove community continues this tradition of environmental stewardship by conserving, preserving, and restoring our local urban forest; and

WHEREAS, our community appreciates the many benefits trees provide; and

WHEREAS, the National Arbor Day Foundation named Forest Grove as a 2018 Tree City USA® to recognize our community's commitment to effective urban forest management during the year; and

WHEREAS, 2018 marks the 29th consecutive year Forest Grove received Tree City USA® designation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AS FOLLOWS:

Section 1. The Forest Grove City Council hereby designates Arbor Day in Forest Grove with a tree planting celebration at 11:00 a.m. at Thatcher Park on Tuesday, April 9, 2019.

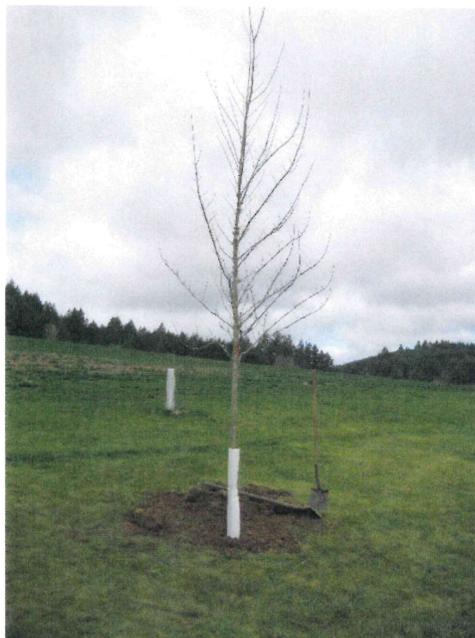
Section 2. The Forest Grove City Council encourages the community to support the tradition of the first Arbor Day by planting trees throughout the City during the month of April.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of April, 2019.

Peter B. Truax, Mayor, City of Forest Grove

Arbor Day Tree Planting 2019



“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.

- 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.

Proposed Next Steps

April 8th

- Council consideration of Council Rule changes and Bylaw Template.

May-July

- Staff and Council Liaisons collaborate with B/C members on updating Bylaws and educating new Council Rules.

August-September

- Council consider B/C updated Bylaws.