

## **Bylaws of the Joint Peace Officers/Clackamas County Benefits Committee**

### **ARTICLE I**

**NAME.** The name of the organization shall be the Joint Peace Officers/Clackamas County Benefits Committee.

### **ARTICLE II**

**MISSION STATEMENT.** The Joint Peace Officers/Clackamas County Benefits Committee believes that employee benefits are an integral part of each employee's total compensation. A well designed employee benefits program should:

- a. Provide comprehensive coverage for the protection of the health and welfare of employees and their dependents.
- b. Be responsive to the needs of employees.
- c. Provide competitive benefits that assist in attracting and retaining qualified employees.
- d. Maintain reasonable costs to employees and the County taxpayers.

**AUTHORITY AND RESPONSIBILITY.** The Joint Peace Officers/Clackamas County Benefits Committee was established by agreement between the Board of County Commissioners and the Clackamas County Peace Officers Association.

The Joint Peace Officers/Clackamas County Benefits Committee is responsible for reviewing, developing and designing medical, dental, life and disability insurance programs for members of the Peace Officers Association. The Committee may also review and make recommendations to the Board of County Commissioners regarding other benefit plans and issues.

The Joint Peace Officers/Clackamas County Benefits Committee does not have authority or responsibility for making decisions regarding the funding, cost sharing or administration of the benefits program.

### **ARTICLE III**

**MEMBERSHIP.** The Peace Officers Association will select voting members ("Represented Voting Member") as provided in their collective bargaining agreement. The County's Department of Human Resources will select one non-represented voting member ("Non-represented Voting Member") for each Represented Voting Member. The Represented and Non-represented Voting Members are collectively referred to as "Voting Members." There may be other non-voting members (represented and non-represented) who attend meetings to facilitate discussion, provide advice and information and consult with Voting Members as needed.

## ARTICLE IV

MEETINGS. Meetings of the Joint Peace Officers/Clackamas County Benefits Committee shall be held in accordance with the Oregon Public Meetings Laws. Regular meetings will be held as business dictates on a schedule agreed to by the Voting Members. Meetings may be held more frequently during the annual renewal process as determined by the Benefits Manager or their designated representative.

A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

The Benefits Manager or designated representative will facilitate the meetings and agendas.

Joint Peace Officers/Clackamas County Benefits Committee members are expected to:

- a. Be dedicated to the mission of the Joint Peace Officers/Clackamas County Benefits Committee.
- b. Follow the County's Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.
- c. Treat their colleagues with respect, dignity, and courtesy and avoid conflicts of interest, or the appearance of such conflicts.
- d. Strive toward upholding Clackamas County's equity, diversity and inclusion standard where people thrive, have a sense of safety, connection, and belonging, so that everyone is honored and celebrated for the richness in diversity they bring.
- e. Represent the interest of fellow employees, regardless of group affiliation.
- f. Have the ability to establish and reach both short and long term goals.
- g. Contribute innovative and creative ideas and concepts.
- h. Regularly attend and contribute to meetings.
- i. Keep up to date on issues reviewed and discussed at meetings.
- j. Notify the Benefits and Wellness Division when unable to attend a meeting.
- k. Comply with all other aspects of Oregon public records law, public meeting law, and ethics law.

VACANCIES. The Joint Peace Officers/Clackamas County Benefits Committee recognizes the importance of regular attendance to the success of the committee. As such, the Peace Officers Association and the County Department of Human Resources shall consider replacing Voting Members who miss three or more meetings in a calendar year.

The Peace Officers Association shall have sole authority in appointing and removing its Represented Voting Members to and from the Joint Peace Officers/Clackamas County Benefits Committee for any reason, with or without cause.

The County Department of Human Resources shall have sole authority in appointing and removing its Non-represented Voting Members to and from the Joint Peace Officers/Clackamas County Benefits Committee for any reason, with or without cause.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the Joint Peace Officers/Clackamas County Benefits Committee to transact business. A quorum consists of a majority of all Voting Members of the Joint Peace Officers/Clackamas County Benefits Committee, not just those present. A vacancy on the board does not affect the quorum requirements. The Joint Peace Officers/Clackamas County Benefits Committee can take official action only with the affirmative vote of a majority of all members. Meetings may be held by in person or by telephone, video, or through some other electronic or virtual means.

The voting on all questions coming before the Joint Peace Officers/Clackamas County Benefits Committee shall be by voice vote, where, to the extent practicable based on the nature of the meeting, each member clearly states their name and vote. If a meeting is held through electronic or virtual means whereby voting is impracticable or unavailable, voting may occur through some other means whereby a Voting Member's vote may be recorded.

RECORDS. All records of the Joint Peace Officers/Clackamas County Benefits Committee shall be subject to disclosure except as allowed under applicable law.

REVIEW & EVALUATION. The Joint Peace Officers/Clackamas County Benefits Committee will review its mission and goals annually and may periodically establish standards to measure its success in meeting its mission and goals.

## **ARTICLE V**

PROPOSAL PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Joint Peace Officers/Clackamas County Benefits Committee. The Joint Peace Officers/Clackamas County Benefits Committee shall be guided by these principles in deciding any procedural questions. The Joint Peace Officers/Clackamas County Benefits Committee's decision on procedural matters may be overruled by a majority of the members voting on the question.

The Joint Peace Officers/Clackamas County Benefits Committee may establish a more detailed voting procedure to provide for an orderly process for holding a committee meeting. In addition, the following general procedures shall be followed:

- a. Only Voting Members can make proposals, but nonvoting members may ask Voting Members to make a proposal, taking into consideration the cost to the County budget and the cost to employees.
- b. The Joint Peace Officers/Clackamas County Benefits Committee will review proposals one at a time.
- c. A person making a proposal will provide the reasoning and background of the proposal.
- d. Upon receiving the reasoning and background for a proposal, the Joint Peace Officers/Clackamas County Benefits Committee will allow all members to discuss the pros and cons of the proposal, conducting a straw poll as appropriate to maintain focus and forward motion.
- e. Proposals that do not receive unanimous support or rejection during a straw poll may be subject to further discussion and reconsideration.

## **ARTICLE VI**

**DISSOLUTION.** The Joint Peace Officers/Clackamas County Benefits Committee shall be considered inactive if it fails to meet the requirements of these bylaws or if the Peace Officers Association collective bargaining agreement is amended in such a way that the purpose of the Joint Peace Officers/Clackamas County Benefits Committee is no longer necessary. An inactive Joint Peace Officers/Clackamas County Benefits Committee shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the Joint Peace Officers/Clackamas County Benefits Committee be dissolved, disbursement of the Joint Peace Officers/Clackamas County Benefits Committee funds, if any, shall be returned to the County upon dissolution of the Joint Peace Officers/Clackamas County Benefits Committee.

## **ARTICLE VII**

**AMENDMENTS.** These bylaws may be amended. The proposed amendments shall be approved by the members of the Joint Peace Officers/Clackamas County Benefits Committee. Proposed amendments shall be submitted to the County Counsel for approval. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Joint Peace Officers/Clackamas County Benefits Committee.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Joint Peace Officers/Clackamas County Benefits Committee.