

## DTD STAFF REPORT APPROVAL SHEET

X Consent Item

Discussion Item (Call Mary (ext. 5912) to schedule)

Public Hearing (Call Mary (ext. 5912) to schedule)


SUBJECT: Clackamas County Service District No. 5 Budget Committee Bylaws

For Board Meeting Agenda Date: May 22, 2014

### APPROVED BY:

  
\_\_\_\_\_  
Wendi Coryell, Preparer

5-12-14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Nathan Boderman, County Counsel

5/12/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dan Johnson, Manager  
Development Review

5/13/14  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Barb Cartmill, Director  
Dept of Transportation & Development

\_\_\_\_\_  
Date



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

May 22, 2014

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Bylaws for the  
Clackamas County Service District No. 5

<b>Purpose/Outcomes</b>	The Bylaws outline the purpose, eligibility requirements, the length of term, election of officers, and other procedural requirements for the Service District No. 5 Budget Committee.
<b>Dollar Amount and Fiscal Impact</b>	None.
<b>Funding Source</b>	None required.
<b>Safety Impact</b>	None.
<b>Duration</b>	
<b>Previous Board Contact</b>	There has been no previous action on this issue by the Board of County Commissioners.
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Clackamas County Service District No. 5 (CCSD#5) has a Budget Committee which consists of the five members of the Board of County Commissioners and five citizen members who are recruited from various areas of the Service District boundaries and each serve a three-year term. The Committee's task is to assist staff and advise the Board of County Commissioners in the process of developing the annual budget for CCSD#5. The District has drafted a set of Bylaws which outlines the eligibility requirements and responsibilities for the citizen members of the Committee.

The Bylaws are attached for your review and approval.

The Bylaws' content and format have been approved by County Counsel.

**RECOMMENDATION:**

It is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve the Bylaws for the Clackamas County Service District No. 5.

Respectfully submitted,

Wendi Coryell,  
Service District Specialist

## **Bylaws of Clackamas County Service District No. 5 Budget Committee**

### **ARTICLE I**

The name of the organization shall be the Clackamas County Service District No. 5 (CCSD#5) Budget Committee.

### **ARTICLE II**

**PURPOSE.** The purpose of the Clackamas County Service District No. 5 Budget Committee is to advise the Board of County Commissioners (BCC) in regard to the budget needs of the CCSD#5.

**GOALS.** The goals of the CCSD#5 Budget Committee are as follows:

Act as an advisory board to the Board of County Commissioners and others on matters affecting the CCSD#5 annual budget.

### **ARTICLE III**

**MEMBERSHIP.** Membership shall consist of the five members of the Board of County Commissioners and five citizen members and shall be as representative as possible of the geographic, demographic and philosophical entities of the County and the Cities of Happy Valley and Damascus.

- a. Members of the CCSD#5 Budget Committee shall be selected from a pool of applicants solicited, received and appointed Clackamas County Service District staff. Membership in the CCSD#5 Budget Committee shall be open to anyone who is a resident of the County, and/or within the cities of Happy Valley and/or Damascus.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying or the Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on third year from the date of appointment. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the CCSD#5 Budget Committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

The Chairperson may call special meetings at any time upon the request of two (2) of the officers or any three (3) members of the CCSD#5 Budget Committee. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the CCSD#5 Budget Committee to transact business. A quorum consists of a majority of all members of the Committee, not just those present. Action may be taken by the committee at any regular meeting by a majority vote of those present and voting.

**RECORDS.** All records of the CCSD#5 Budget Committee shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

## **ARTICLE VI**

**HEARING 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 CCSD#5 Budget Committee. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The Committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

## **ARTICLE VII**

**AMENDMENTS.** These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the CCSD#5 Committee. 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 Chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Committee.