

**CLACKAMAS COUNTY ENHANCED LAW ENFORCEMENT SERVICE  
DISTRICT CITIZENS ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I**

NAME. The name of the organization shall be the Clackamas County Enhanced Law Enforcement Service District (ELED) Citizens Advisory Committee.

**ARTICLE II**

BOUNDARIES. The boundaries of the Clackamas County Enhanced Law Enforcement Service District Citizens Advisory Committee shall be the designated areas receiving enhanced services, as indicated by the County Law Enhanced tax allocation made by the Clackamas County Assessment and Taxation.

**ARTICLE III**

PURPOSE. The citizens of Clackamas County created a service district, permanently funded to enhance law enforcement services within the service district. Geographical areas affected are those within the unincorporated Urban Growth Boundary of Clackamas County and Johnson City. The legal governing body of the Enhanced Law Enforcement Service District (District) is the Clackamas County Board of County Commissioners (BCC). The Clackamas County Sheriff (Sheriff) is charged with decision making and accountability for operations. A formal Citizens Advisory Committee (Committee) has been established by the BCC and consists of citizens residing within the District. The Committee shall meet regularly and provide input through the Sheriff to the BCC on service issues.

GOALS. The goals of the Committee are to assist the public and the Sheriff in identifying public expectations for the District, to recommend service priorities for the District, and to support the Sheriff's Office community outreach functions.

**ARTICLE IV**

MEMBERSHIP. Membership shall consist of eleven (11) positions and shall be as representative as possible of the geographic, demographic and philosophical entities of the District.

- a. Members of the Committee shall be selected from a pool of applicants solicited, received and appointed by the BCC. All interested applicants shall be considered. As Committee vacancies develop throughout the year, said vacancies shall be filled by the Board of County Commissioners from available lists of applicants, giving consideration to recommendations made by the Sheriff.

- b. The term for each position shall be three (3) years. Expiration dates for the terms shall be staggered so that no more than four of the members' terms will expire in any year and shall coincide with calendar years. Current Committee members seeking reappointment to the Committee are required to complete an application, and are subject to the review and selection process. Members appointed to fill a vacancy mid-term shall serve out the remainder of that term.
- c. All members are expected to serve on subcommittees and other projects at the request of the Committee.
- d. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income

#### AD HOC MEMBERS:

The Sheriff and members of the Sheriff's Management Team shall serve as technical advisors. They shall not have voting rights. The Committee, through its Chairperson, may request attendance of other government agents or citizens for special information reasons, but those persons shall have no voting rights.

#### REMOVAL:

In the event a member has unexcused absences from three (3) consecutive regular Committee meetings or other just cause arises calling into question the commitment to participation of a member by a majority of the Committee, the Chairperson may refer that member to the BCC with a recommendation for removal from the Committee.

### **ARTICLE V**

**OFFICERS.** Officers of the Committee shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of a quorum. Voting may be by written ballot or by a show of hands.

- a. Chairperson. The Chairperson (Chair) shall preside over the meetings of the Committee. The Chairperson, with the assistance of the Vice-Chairperson and Sheriff or his designee, will set an agenda for each meeting. The Chairperson or the Chairperson's designee shall be the spokesperson for the Committee in communicating with other organizations or to the public.
- b. Vice-Chairperson: The Vice-Chairperson (Vice-Chair) shall substitute for the Chairperson in fulfillment of the Chairperson's duties as required because of absence or other inability to serve.

The ELED shall provide the County Public and Government Affairs Department with a current list of officers.

**SELECTION OF OFFICERS.** Officer selection shall occur at the second regularly scheduled meeting of the calendar year. In the event of an Officer vacancy, an election shall occur at the next regularly scheduled meeting.

**TERM OF OFFICE.** The term of office for all officers shall be one (1) year, or for the remainder of the term when there is a vacancy. The incumbent officer shall continue to serve until a successor is elected or appointed to that office.

## **ARTICLE VI**

**MEETINGS.** Meetings of the ELED shall be held in accordance with the Oregon Public Meetings Laws. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. The Committee shall have meetings during the year as called by the Chairperson. Ten (10) days' notice shall be required in the scheduling of the meetings of the Committee unless an emergency exists. Members shall attend meetings in person or by telephone or videoconferencing. Location and time may be at the discretion of the Chairperson and Sheriff's Office staff.

The Chairperson may call a meeting of the Committee with less than ten (10) days notice to members when, with the concurrence of the Chairperson or the Chairperson's designee, two (2) Committee members deem an emergency to exist.

**QUORUM and VOTING.** A quorum must be present to take official action. A quorum shall consist of a majority of the Committee membership. Voting by the Committee when required shall be in person, by telephone or videoconferencing and decisions made by a simple majority vote of the quorum. Vote by proxy or other "in absentia" methods such as email shall not be permitted.

**RECORDS.** Minutes of each meeting shall be taken by Sheriff staff and recorded; copies shall be made available to all Committee members as soon as possible after meetings are adjourned. Minutes taken shall record date, time and location of the meetings, members and others present, summaries of discussions and decisions reached. In accordance with ORS 192.650, any matter requiring a vote shall be recorded exactly as stated and the results of the ballot recorded. Clerical support for the Committee records shall be maintained by the Sheriff's Office. Notice of meetings and minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law.

**FUNDING.** The Committee shall operate without funds but with in-kind support of the Sheriff's Office. In the event the Committee conducts programming which requires funding, the Committee shall seek funding from the Sheriff or other Department

approved voluntary funding sources. The Committee shall not become a funded organization for general operations.

ANNUAL REPORT. The Chairperson shall submit written reports reviewing the Committee's work as requested by the Sheriff.

## **ARTICLE VII**

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 ELED. 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 ELED may establish a more detailed meeting procedure to provide for an orderly process for holding public meetings. All meetings shall comply with the Oregon Public Meetings Law.

## **ARTICLE VIII**

COMMITTEES. The ELED may create sub-committees as required to promote the purposes and objectives of the ELED. A chairperson for each committee shall be selected by the ELED Chairperson.

## **ARTICLE IX**

DISSOLUTION. An action by the ELED that is determined by the BCC to be significant and contrary to these bylaws may be deemed void by the BCC. Thereafter, the BCC may dissolve the ELED or apply another appropriate remedy as determined.

## **ARTICLE X**

AMENDMENTS. These bylaws may be, amended. Proposed amendments shall be submitted to County Counsel for review. Upon review by County Counsel, proposed amendments shall be approved by the members of the Enhanced Law Enforcement Service District Advisory Committee. The amended bylaws shall supersede all previous bylaws and become the governing rules for the ELED.