

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 12/13/16 **Approx. Start Time:** 3:30 p.m. **Approx. Length:** 15 minutes  
**Presentation Title:** Advisory Boards and Commissions (ABCs) Update/Bylaw approval  
**Department:** Public and Government Affairs  
**Presenters:** Gary Schmidt and Amy Kyle  
**Other Invitees:**

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

The Board of County Commissioners (BCC) has requested to approve the Advisory Boards and Commissions (ABC) bylaws as listed in this report.

### EXECUTIVE SUMMARY:

Public and Government Affairs (PGA) coordinates the recruitment and appointment process with the department liaisons for the Clackamas County Advisory Boards and Commissions (ABC) Program.

Following direction from the BCC, PGA has implemented the following changes to the ABC program.

- All ABC staff liaisons are to begin the recruitment process 90 days in advance of a vacancy
- Update and create standard bylaws approved by County Counsel to include term lengths, quorum rules and public meeting requirements including following Roberts Rules of Order
- Require each candidate to complete an application form including those seeking reappointment

Since the May 13, 2014 BCC directive PGA has been working with all the staff liaisons to fulfill the BCC requirements.

On October 20, 2015, March 22, 2016 and May 24, 2016 the BCC approved bylaws for those submitted by ABC liaisons. The BCC directed PGA to ensure that department liaisons coordinate with County Counsel to draft, update and approve bylaws for each committee.

Below is a list of ABCs whose bylaws are seeking BCC approval, and a list of those that are not.

ABCs seeking approval as of December 7, 2016:

- Board of Property Tax Appeals
- Committee for Citizen Involvement
- Leaders for Equity, Diversity and Inclusion Council
- Local Public Safety Coordinating Council
- Pedestrian-Bikeway Advisory Committee

ABCs not compliant/pending bylaws as of December 7, 2016:

- Clackamas County Library Board of Trustees – Oak Lodge Library
- SWMACC Lower Tualatin Basin Citizen Advisory Committee
- Tourism Development Council

PGA has also implemented additional procedures to enhance internal communication, ensure recruitment and appointment consistency and develop a stronger two-way communication with the public. This includes:

- Providing training to the staff liaisons to assist them on the ABC appointment process and required paperwork
- Working with Technology Services (TS) to create better access to the ABC web page and ease for the online application process
- Creating a new system to organize databases, documents and information about each ABC
- Corresponding with incoming and outgoing volunteers, thanking them for their interest or service

**FINANCIAL IMPLICATIONS (current year and ongoing):**

N/A

**STRATEGIC PLAN ALIGNMENT:**

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government
- This item aligns with the County's Performance Clackamas goals by building public trust through good government

**LEGAL/POLICY REQUIREMENTS:**

Each ABC follows requirements set forth in state statute, BCC ordinance or ABC bylaws.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

PGA provides support and guidance to county departments for the recruitment, appointment and creation of BCC appointed Advisory Boards and Commissions.

**OPTIONS:**

1. Approve the updated bylaws as submitted by each ABC in this report.
2. Do not approve the updated bylaws and require specific changes to the bylaws.

**RECOMMENDATION:**

Staff recommends:

Option 1. Approve the updated bylaws as submitted by each ABC in this report.

**ATTACHMENTS:**

Bylaws for the ABCs that are compliant but have not yet been approved by the BCC.

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval s/Gary Schmidt

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Gary Schmidt @ 503.742.5908
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**Bylaws of Board of Property Tax Appeals**  
**ARTICLE I**

NAME. The name of the organization shall be the Board of Property Tax Appeals.

**ARTICLE II**

PURPOSE. The purpose of the Board of Property Tax Appeals, under ORS 309.026, is to hear petitions for the reduction of the assessed value or specially assessed value of property as of January 1 or as determined under ORS 308.146 (6)(a) or 308.428; the real market value of property as of January 1 or as determined under ORS 308.146 (6)(a); the maximum assessed value of property as of January 1 or as determined under ORS 308.146 (5)(a) and 308.428; and corrections to value made under ORS 311.208. The board shall hear petitions for the reduction of value as provided above, but only if the value that is the subject of the petition was added to the roll prior to December 1 of the tax year. The board shall consider applications to waive liability for all or a portion of the penalty imposed under ORS 308.295 or 308.296. The board shall adjourn no later than April 15.

**ARTICLE III**

MEMBERSHIP. Membership, under ORS 309.020, shall consist of three (3) in number and shall be as representative as possible of the geographic, demographic and philosophical entities of the service district.

The Board of Property Tax Appeals shall consist of those persons selected by the county clerk from the pool of board members appointed under ORS 309.067. The clerk shall complete the selection prior to the commencement of the board session as provided in ORS 309.026. The board shall consist of one member of the pool described in ORS 309.067 (1)(a) and two members of the pool described in ORS 309.067 (1)(b).

Before October 15 of each year, or at any other time upon the request of the county clerk, the county governing body shall appoint a pool of members of the county governing body or the governing body's designees and a pool of nonoffice-holding residents of the county who are not employees of the county or of any taxing district within the county. All individuals need to be eligible and willing to serve as members of the Board of Property Tax Appeals.

The pools of appointed persons are filed with the county clerk. The county clerk selects one person from the county governing body or the governing body's designee pool and two persons from nonoffice-holding resident and non-county to employee pool to serve on the board. Selections are made prior to the first meeting of the Board of Property Tax Appeals, which may be on or after the first Monday in February of each year, but not later than a date necessary for the Board to complete its business by April 15.

Each person appointed as a member of a pool shall complete training, under ORS 309.022, approved by the Department of Revenue for the term of appointment. The department by rule may prescribe alternative methods of training on the basis of educational effectiveness, cost and accessibility to members.

Provision shall be made in the county budget, under ORS 309.022, for any amount sufficient to defray the reasonable expenses of the boards, the necessary traveling and living expenses of each person whose name appears in the pools while completing training approved by the Department of Revenue, and to compensate any appraiser hired by the board under ORS 309.024.

Additional boards of property tax appeals may be selected by the county clerk if necessary for the efficient conduct of business. Each additional board shall consist of one member of the pool described in ORS 309.067 (1)(a), and two members of the pool described in ORS 309.067 (1)(b).

Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Membership will be granted upon signing the official membership register. All new members signing up will be required to show proof of eligibility.

The county governing body may appoint one non-office-holding county resident to serve on a board instead of appointing a member of the county governing body. Any non-office-holding county resident appointed to the pool may serve on any board as needed for the efficient conduct of business.

A particular member of a board shall not participate in the determination of a petition after the hearing if the board member did not hear and consider, as a member of the board, the evidence presented at the hearing.

#### **ARTICLE IV**

**OFFICERS.** The officers of the Board of Property Tax Appeals shall include the following:

- a. Chairperson. The Chairperson of the board shall be the member of the county governing body, if present. If the governing body member is replaced, the governing body member's replacement shall be the Chairperson unless the board votes unanimously to elect one of the other nonoffice-holding members present as chairperson of the board.

**TERM OF OFFICE.** The term of each member of a county Board of Property Tax Appeals, under ORS 309.020, shall begin on the date of appointment and shall end on the June 30 next following appointment or when the member resigns or is replaced, whichever comes first.

VACANCIES. In the event of the inability or unwillingness of any member to serve, such indisposition continuing for more than seven consecutive days, the member shall be replaced in the manner of an original appointment.

## **ARTICLE V**

MEETINGS. Meetings of the Board of Property Tax Appeals shall be held in accordance with the Oregon Public Meetings Laws. The board may convene on or after the first Monday in February of each year, but not later than the date necessary for the board to complete the functions of the board by April 15.

The board shall meet at the County Clerk building. If the meeting place is other than the County Clerk building or annex, notice of the meeting place shall be posted daily at the County Clerk building. The board shall continue its sessions, exclusive of legal holidays, until its functions are completed. Public notices for the Board of Property Tax Appeals shall be done in accordance with the Oregon Department of Revenue manual governing the Board of Property Tax Appeals.

The Chairperson may call special meetings at any time upon the request of officers or any three (3) members of the Board of Property Tax Appeals. The time and location shall be determined by the Board of Property Tax Appeals. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be recorded with an audio recorder and will be transcribed as necessary for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting audio recordings or transcriptions of audio recordings shall be provided to the County Public and Government Affairs Office upon request.

QUORUM and VOTING. A quorum, under ORS 309.020, shall be a minimum of two members. A quorum shall be present at a meeting in order for the Board of Property Tax Appeals to transact business. A vacancy on the board does not affect the quorum requirements. The Board of Property Tax Appeals can take official action only with the affirmative vote of a majority of all members. Proxy votes are not allowed.

RECORDS. All records of the Board of Property Tax Appeals 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 Board of Property Tax Appeals. The Chairperson shall be guided by these principles in deciding any procedural questions. The Chairperson's decision on procedural matters may be overruled by a majority of the members voting on the question. The Board of Property Tax Appeals 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**

**DISSOLUTION.** The Board of Property Tax Appeals shall be considered inactive if it fails to meet the requirements of these bylaws. An inactive Board of Property Tax Appeals shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the Board of Property Tax Appeals be dissolved, disbursement of the Board of Property Tax Appeals funds, if any, shall be to a non-profit organization, preferably within the Board of Property Tax Appeal's area. This organization shall be selected by the Board of Property Tax Appeal's membership in attendance at the final meeting. Funds provided to the Board of Property Tax Appeals by the County shall be returned to the County upon dissolution of the Board of Property Tax Appeals.

## **ARTICLE VIII**

**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 Board of Property Tax Appeals. 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 Board of Property Tax Appeals.

# COMMITTEE FOR CITIZEN INVOLVEMENT OF CLACKAMAS COUNTY

## BYLAWS

September 2016

### ARTICLE I - NAME

The name of this organization shall be the Committee for Citizen Involvement of Clackamas County, hereinafter called the "CCI".

### ARTICLE II - PURPOSE

The CCI shall be responsible for advising and assisting the Clackamas County Board of Commissioners (BCC), Public and Government Affairs (PGA) and others with the development and coordination of the Public Involvement Program structured to promote and enhance citizen involvement and to provide guidance, oversight and direction for the Hamlet and Villages and Community Planning Organization programs, provide the BCC with annual updates, evaluations and recommendations regarding the Public Involvement Program.

### ARTICLE III- MEMBERSHIP

The committee shall consist of one non-voting PGA staff liaison and no fewer than five and up to nine members appointed by the Board of Commissioners. There shall always be an odd number of voting members. Members shall be a resident of or business owner in Clackamas County and shall be as representative as possible of the geographic, demographic and diverse characteristics of the County. Following a public recruitment process, CCI members shall work with PGA to make recommendations to the Board of Commissioners regarding applicants for vacant positions.

### ARTICLE IV - TERM OF OFFICE

The membership term shall be three (3) years. Expiration dates for terms shall be staggered so that no more than one-third of the members' terms will expire in any year. To stagger membership terms, initial appointments can be made for one or two year terms. Reappointments will be for three-year terms. Members may request reappointment for one additional term. A member's term shall not officially expire until a new member is sworn in to that position.

### ARTICLE V - VOTING

A vote shall be decided by a simple majority of the CCI members present or by teleconference at a meeting at which a quorum is present.

A quorum shall be a majority of the current CCI members.

### ARTICLE VI – MEETINGS

Regular meetings of the membership will be held at the recommendation of PGA, the BCC or by the CCI Chair, but at least annually.

Approved September 20, 2016

All CCI meetings shall be publicized in advance of the meeting date in accordance with Oregon Public Meetings Law and will follow “Roberts Rules of Order” and otherwise conduct themselves consistent with the requirements of applicable law.

Oregon Public Records Law applies to the CCI and the PGA staff member shall ensure that appropriate minutes are taken and records preserved.

#### ARTICLE VII - ELECTION OF OFFICERS

The officers of the CCI shall be Chair and Vice Chair. Election of officers will be held annually by secret ballot by the members of CCI, and the Chair and Vice Chair shall each serve one year terms. The Chair may serve no more than two consecutive one year terms as Chair. Temporary appointments as officers can be made as needed by a vote of the majority of the CCI.

#### ARTICLE VIII - DUTIES OF OFFICERS

The Chair shall preside at all meetings of the CCI and be an ex-officio member of all Task Forces.

The Vice-Chair shall preside in the absence of the Chair and carry out such duties as assigned by the Chair.

#### ARTICLE IX- TASK FORCES

Task Forces may be created by the Chair, based on the CCI recommendations as deemed necessary to implement the objectives and purposes of the CCI and carry out its directives.

Task Forces shall present plans of work to the CCI and no action shall be undertaken without approval of the CCI.

A task Force shall be dissolved upon completion of its objectives and submission of a final report to the CCI.

#### ARTICLE X – AMENDMENTS

The by-laws may be amended upon a two-thirds membership vote. The amended bylaws shall be sent to the BCC for approval. Amendments are not effective until approved by the BCC.

#### ARTICLE XI– ATTENDANCE

Three unexcused absences are grounds for removal from CCI. Six absences per year will be grounds for removal from the CCI. The BCC may remove members from the CCI for actions, statements, or behavior inconsistent with the purpose of the CCI or that reflects poorly on Clackamas County.



# BYLAWS

## CLACKAMAS COUNTY LEADERS FOR EQUITY, DIVERSITY AND INCLUSION COUNCIL

Adopted April 27, 2004  
Revised April 22, 2008  
Revised October 28, 2014  
Revised April 26, 2016

### ARTICLE I NAME

SECTION 1 The name of this organization is the  
“Leaders for Equity, Diversity and Inclusion Council”

### ARTICLE II PURPOSE

SECTION 1 The Leaders for Equity, Diversity and Inclusion Council (hereinafter “Council”) was formed by the Clackamas County Board of County Commissioners on May 15, 2003.

At the direction of the Board of County Commissioners (hereinafter “BCC”) and in conjunction with the recommendations from the complete communities report, the main purpose of the Council is to act as a liaison to the County government on behalf of underserved communities.

In addition, some of the duties of the Council are to:

- Act in an advisory capacity to evaluate policies and practices of the County on diverse communities. This may include examining county processes to recommend and facilitate changes that foster greater inclusiveness in a manner consistent with the state law.
- Use strategic community engagement practices to build diversity based on age, race, ethnicity, color, national origin, language, gender, gender identification, sexual orientation, political affiliation, religion, homelessness and leaders advocating for those experiencing a mental health crisis or mental disability. Upon request, provide interpretation and/or translation of Council meetings for non-English speakers.
- Develop leadership from diverse communities.

- Coordinate with other County agencies to develop and implement educational and training programs for current and emerging community leaders.
- Partner with service providers to improve community members' access to County services.

**ARTICLE III MEMBERSHIP**

SECTION 1 The Council may consist of up to 19 members all appointed by the Clackamas County BCC.

SECTION 2 Members of the Council shall be appointed to terms not to exceed three years. The BCC may appoint a member for additional terms or may limit the number of terms that a member may serve at their sole discretion.

SECTION 3 When a vacancy exists, the Chair shall appoint an Ad Hoc Nominations Committee to establish a list of candidates for the Council's endorsement and BCC approval. Nothing herein, including a lack of endorsement by the Council, shall be construed as limiting the BCC's general authority to appoint any applicant it deems appropriate.

SECTION 4 The majority of Council members shall be non-county employees who either work or live in Clackamas County. The Assistant County Administrator will serve in an advisory capacity to the Council.

SECTION 5 It is the BCC's goal that appointments to the Council reflect the county's diverse populations and expertise along the full spectrum of services provided by the County. A criteria that will be considered for membership is knowledge of the issues and needs of the diverse communities and underserved populations in Clackamas County.

SECTION 6 Regular attendance at meetings is expected of each Council member. Council members anticipating absence from official Council meetings shall notify the Chair or her/his staff designee, at least 24 hours in advance of a meeting and be excused by the Chair or her/his staff designee.

In an emergency, the member shall contact them as soon as reasonably possible. After three absences the Chair will discuss the matter with the Council member in question. The

Chair will bring his/her findings to the full Council. The council recognizes the subjective nature of the issue and will make recommendations on a case-by-case basis. A motion may be made to recommend that the position be declared vacant due to a pattern of absenteeism.

Upon a 2/3 affirmative vote, the council will recommend to the board that the position be declared vacant, and shall be filled according to the provisions of this Article.

## **ARTICLE IV            OFFICERS**

SECTION 1    The Chair and Vice-Chair of the Council shall be Clackamas County residents who are not employed by the county. The Chair will be appointed by the Board of County Commissioners on recommendation of the Council. The Chair and Vice-Chair shall serve for one-year terms beginning on September 1 of each year and may be reappointed, upon recommendation of the Council and approval of the BCC, for a maximum of one additional one-year terms.

SECTION 2    The Chair shall call and preside at meetings, establish work groups and committees, and serve as an *ex-officio* member of all committees and task groups. The Vice-Chair shall perform the duties of the Chair in his/her absence and shall serve as an *ex officio* member of all committees and work groups. In the absence of both Chair and Vice-Chair, a designee will be assigned to preside.

## **ARTICLE V            COMMITTEES AND TASK GROUPS**

SECTION 1    Executive Committee: The following shall serve on this Committee. Chair, Vice-Chair, and the immediate past Chair, if still an active member of the Council. In the Chair's absence the Vice-Chair shall preside at the Executive Committee meetings.

Meetings and Duties: The Executive Committee shall meet to develop and review agendas; review and approve requests from agencies and individuals wishing to come before the Council; recommend to the Council new or updated policies and procedures, and review and make recommendations on other items to come before the Council.

In between meetings and during months when the Council does not meet, the Executive Committee shall have general supervision of the affairs of the Council. Notice of items to come before the Executive Committee will be given to Council members.

SECTION 2 Other Committees: Additional committees and work groups may be appointed at the discretion of the BCC or the Chair, and shall continue until the purpose is completed or as determined by the Council Chair. The Chairs of standing committees and work groups shall be current Council members.

## **ARTICLE VI MEETINGS**

SECTION 1 The Council shall hold a minimum of four regular business meetings per year. All meetings of the Council shall comply with the provisions of the Oregon Public Meetings Law, ORS 192.610 to 192.695, as amended.

SECTION 2 Council meetings will be held within the geographic boundaries of the county.

SECTION 3 Special meetings may be called by the Chair, or by any three members of the Council.

SECTION 4 A regular or special meeting of the Council may be held by telephone, video conferencing, or other electronic means in which all Council members may hear each other so long as it complies with the Oregon Public Meetings Law.

If a Council member is unable to attend any meeting in person, the member may participate via telephone, video conferencing or other electronic means, providing that all participants can hear each other and members of the public attending the meeting can hear any Council member who speaks during the meeting. Council members attending through such electronic means shall be included in constituting a quorum.

SECTION 5 A quorum of the Council shall consist of a majority of appointed members. A majority of appointed members is needed to take any action. No proxies shall be allowed. Council members granted an approved leave of absence do not count toward the calculation of a quorum.

SECTION 6 Notice of scheduled meetings of the Council, its committees and work groups, together with their agendas and minutes, shall be made available to all Council members and to the public at least ten (10) business days prior to such meetings,

or if ten days' notice is not practicable, then such lesser notice as is practicable; however, notice shall comply with Oregon Public Meetings Law at all times. If a special meeting of the Council is called, members shall be provided a minimum of (3) business days' notice.

Typed draft summary of all meetings of the Council, its committees and work groups shall be distributed to all Council members and made available to the public no later than ten (10) business days after the meeting and are subject to amendment and approval at the next meeting of the Council.

The Council and its support staff shall maintain all records in accordance with the Oregon Public Records Law. The Council records, such as formal documents, discussion drafts, transcripts, meeting summaries, and exhibits are public records. The Council communications (oral, written, electronic, etc.) are not confidential and may be disclosed.

SECTION 7 It is the policy of the Leaders for Equity, Diversity and Inclusion Council that members who have an actual conflict of interest are precluded from voting on or participating in the deliberation of funding allocations, or performance review of contract activities or actions.

A declaration of potential or actual conflict of interest will be noted in the minutes. Minutes shall include outcome of each vote or action in which a conflict of interest was declared.

Definitions:

1. Potential conflict of interest may arise when a Council member takes official action that could financially impact the Council member, the Council member's relatives, or business with which the Council member or relative is associated.
2. Actual Conflict of Interest may arise when a Council member takes official action that would financially impact the Council member, a relative or an associated business.
3. Deliberation is a discussion leading to a vote on funding or prior to a decision on funding, which either decides or limits alternatives or choices in funded activities. Deliberations included those taking place separate from voting process.

**ARTICLE VII            PARLIAMENTARY PROCEDURE**

SECTION 1    The parliamentary procedure for meetings and operations of the Council shall be the responsibility of and within the authority of the Chair. Robert’s Rules of Order, Newly Revised, shall be followed.

**ARTICLE VIII           PRECEDENCE OF STATE LAW AND COUNTY ORDINANCE**

SECTION 1    In the event any provisions of these bylaws are in conflict with Oregon Revised Statutes, Oregon Administrative Rules, the ordinances or administrative policies of Clackamas County, these bylaws shall be subordinate.

**ARTICLE IX            AMENDMENTS**

SECTION 1    Proposed amendments to these bylaws may be recommended by 2/3 vote of the Council, provided notice of the proposed amendment, including it in full text, has been given in accordance with the notice requirements in Article VI of these Bylaws. Such recommendation shall be forwarded to the BCC who shall make a decision regarding such recommendations at its discretion.

## BY-LAWS

### CLACKAMAS COUNTY LOCAL PUBLIC SAFETY COORDINATING COUNCIL

Adopted 2/28/96

Revised 10/22/98

Revised 2016

#### ARTICLE I

##### General Provisions

##### **Section 1. NAME.**

The Clackamas County Local Public Safety Coordinating Council, formed by the Board of County Commissioners' Order No. 95-934, as required by the passage of Senate Bills 1 and 1145, 1995 Legislative Session, shall be referred to herein as the Council or LPSCC.

##### **Section 2. PURPOSE.**

The purpose of the LPSCC is to develop and recommend to the Board of County Commissioners, plans for the use of state and local resources to appropriately and effectively address the local adult and juvenile offender populations; to develop and recommend, a plan designed to prevent criminal involvement by youth; to coordinate local criminal justice policy among all criminal justice entities; to provide support for programs that strengthen and preserve families.

These plans shall be developed according to the principles of personal responsibility, accountability, and reformation within the context of public safety and restitution to the victims and to the community. Plans shall provide for a continuum of sanctions and services for both juvenile and adult offenders that, when combined, result in a seamless system that embodies the above principles while emphasizing the prevention of criminal activity generally. All plans developed and approved may be revised as conditions warrant.

##### **Section 3. REPORTS.**

All plans developed by the LPSCC are advisory in nature and must be submitted for approval and adoption by the Board of County Commissioners. It is recognized that not all plans would receive unanimous approval of the Council. In these cases, a minority report may be filed by 1 or more dissenting members. Minority reports shall be submitted to the Chair of the LPSCC as an attachment to the plan approved by the majority and shall be submitted jointly to the Board of County Commissioners for consideration and approval.

##### **Section 4. INTERPRETATION.**

These by-laws shall be liberally construed to meet the general purposes of the Council.

#### ARTICLE II

##### Board members of the LPSCC

##### **Section 1. MEMBERS.**

The Council shall consist, at a minimum, of 14 members, one of whom shall be a nonvoting member selected by the Superintendent of State Police. Other members shall be as follows:

- A police chief;
- The Sheriff;
- The District Attorney;
- A State Court Judge;

- A Public Defender or Defense Attorney;
- The Director of Community Corrections;
- A County Commissioner;
- The Juvenile Department Director;
- A Health or Mental Health Director or designee;
- At least one lay citizen;
- A city councilor or mayor;
- A city manager or other city representative;
- A representative of the Oregon Youth Authority.
- Manager of the Clackamas Branch of the Department of Human Services

**Section 2. TERMS.**

Members will serve for a term to be determined by the appropriate appointing authority. Elected officials will serve for a term concurrent with that of their elective offices. Department Directors will serve for the length of their employment in that position. All members will continue to serve until the Chair of the LPSCC is otherwise notified by an appointing authority.

**Section 3. VACANCIES.**

In the event of a Council vacancy, the Chair of the Council shall notify the appointing authority as designated in Article II, Section 1, within fourteen (14) days of knowledge that the vacancy exists.

**Section 4. RIGHTS OF MEMBERS.**

All members shall have equal rights and privileges except as otherwise provided by these by-laws.

**Section 5. COMPENSATION.**

The members of the LPSCC shall serve voluntarily and are not entitled to compensation, unless service on this Council is part of their regular employment. Obligation for compensation, where due, is the responsibility of the individual employer and not the LPSCC. The LPSCC may establish a reimbursement policy for necessary expenditures related to the Council's business.

**ARTICLE III**

Officers of the LPSCC

**Section 1. OFFICERS.**

The officers of the LPSCC shall be the Chair and Vice-Chair and such other officers as the Council may determine to be necessary. Officers shall be elected by majority vote at the last regular meeting of the year and assume office at the first regular meeting of the fiscal year. Officers of the LPSCC shall serve for terms of two (2) years and are eligible for re-election.

**Section 2. DUTIES OF THE CHAIR.**

Except as otherwise provided herein, the Chair shall have the duties and power to:

- Preside over all meetings of the LPSCC;
- Direct the preparation and distribution of agendas for all Council meetings;
- Vote on all questions before the Council;
- Call special meetings of the Council in accordance with these by-laws;
- Appoint committees and chairs thereof;
- Sign all resolutions or other documents arising from formal Council action;
- Shall represent the Council in all conferences or activities involving inter-organizational or intra-organizational planning and coordinating, unless another Council member is so designated;



- Shall function as the official spokesperson for the LPSCC in correspondence and with the media, unless another Council member is so designated;
- Perform other such duties as may be directed by the LPSCC.

**Section 3. DUTIES OF THE VICE-CHAIR.**

During the absence, disability or disqualification of the Chair, the Vice--Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

**ARTICLE IV**

Committees

**Section 1. CREATION AND APPOINTMENT OF COMMITTEES.**

The Chair shall have the authority to create committees and to appoint the members, subject to confirmation by the Council. Members of committees are not required to be members of the LPSCC. Terms of members shall be for a set time established by the Chair, until the project is completed, until the member resigns, or until the member is replaced by the Chair. All committees shall be advisory in nature and have no authority to act on behalf of or commit the LPSCC to any position or act.

**Section 2. EFFECT OF COMMITTEES.**

Committees cannot reverse decisions made by the LPSCC and must report all their actions at the next Council meeting. All meetings of committees shall be conducted in accordance with the public meeting and records law of the state of Oregon. The LPSCC retains the right to reject, amend, or accept in full or in part, any recommendations, positions or suggestions of any committee.

**ARTICLE V**

Meetings

**Section 1. REGULAR MEETINGS.**

Regular meetings shall be held at locations to be determined by the LPSCC. Meeting locations and times shall be established with due consideration of the needs and schedules of members and accessibility by the general public and other interested parties. Notice of each regular meeting shall be sent to members together with the proposed agenda for that meeting. The agenda may change as matters arise.

**Section 2. CANCELLATIONS.**

A regular meeting may be canceled or rescheduled by the Chair if a lack of quorum is apparent or for other good cause.

**Section 3. SPECIAL MEETINGS.**

Special and emergency meetings and executive sessions of the Council may be called upon notice as provided in the public meeting law, by the Chair or by a majority of the LPSCC members.

**Section 4. ATTENDANCE.**

If a member is unable to attend a meeting, the member, as a courtesy to the Chair and other members, shall notify the Chair or designated staff. Any member who misses three (3) consecutive regularly scheduled meetings without excuse or notification of the Chair of an extended absence may be subject to a recommendation for removal and replacement to the appropriate appointing authority upon majority vote of the LPSCC.

**Section 5. VOTING/QUORUM.**

Each member, including the Chair, but with the exception of the representative appointed by the Superintendent of State Police, is entitled to vote at a meeting, regular or special. Non-voting members are entitled to actively

participate in discussions and the members of the LPSCC shall take into consideration the interests of non-voting members.

A quorum of the Council is the number of members required in attendance so that business can be legally transacted. A quorum consists of a majority of the voting members of the full Council. Decisions of the Council shall be by a majority of the voting members at a meeting at which a quorum is present.

**Section 6. RULES OF PROCEDURE.**

The latest edition of Roberts' Rules of Order shall be used to resolve any procedural dispute not provided for in these by-laws or capable of being resolved by consensus of the members.

**Section 7. PUBLIC COMMENT.**

Time will be provided on all agendas for comment by the public and other interested parties on issues before the Council. The Council, in the form of the Chair, retains the right to place time limits on the public testimony of individuals. At the Council's discretion, certain interested parties may be invited to participate in the discussion of the Council on issues germane to their areas of expertise. Written comment and information provided by interested parties should be directed to the Chair and will be included in the meeting packets of the LPSCC for consideration and discussion by members.

**ARTICLE VI**

Additional Requirements

**Section 1. PUBLIC RECORDS.**

The public records of the LPSCC and its committees are subject to inspection pursuant to the Oregon Public Records Law as now in force and hereafter amended (ORS 192.410- 192.502).

**Section 2. RECORDS EXEMPT FROM PUBLIC INSPECTION.**

Any public record exempt from disclosure or inspection under any applicable law shall not be subject to disclosure except as otherwise determined by the LPSCC.

**Section 3. PUBLIC MEETINGS.**

The Oregon Public Meetings Law as now in force and as hereafter amended (ORS 192.610 - 192.690) shall apply to all regular and special meetings of the LPSCC and any committee thereof as required by law except as otherwise exempted by any applicable statute.

**ARTICLE VII**

Amendments to By-Laws

**Section 1. AMENDMENTS.**

Amendments to these by-laws may be proposed by any member of the Council. A copy of the proposed amendment shall be submitted to the Chair. The Chair shall distribute or cause to be distributed the proposed amendment in writing at least seven (7) days prior to action on the amendment. These by-laws may be amended by a two-thirds majority vote of the current voting members of the Council at any regular meeting or special meeting called for that purpose and at which all voting members of the Council are in attendance. No amendment to these bylaws is effective until approved by the Board of County Commissioners.

November 16, 2016  
**Clackamas County Pedestrian / Bikeway Advisory Committee  
Statement and By-laws**

The Clackamas County Pedestrian/Bikeway Advisory Committee is an advisory committee with membership approved by the Clackamas County Board of Commissioners.

**Purposes:**

1. Advise County Departments;
2. Forum for bicycle and pedestrian related issues;
3. Increase awareness of pedestrian and bicycle needs in the County;
4. Monitor County progress toward active transportation goals.

**Committee Membership:**

The Pedestrian / Bikeway Advisory Committee shall be comprised of 6-10 members representing residents of Clackamas County from diverse geographic and occupational interests.

**Appointments to the Committee:**

Appointments, reappointments or vacancies shall be submitted to the Board of County Commissioners for appointment after applications are reviewed by the committee. Committee vacancies will be advertised in local newspapers and other media outlets. All applicants will be considered.

**Term of Office:**

Each term of office shall be four years in length. Each new term officially begins on January 1<sup>st</sup> of the calendar year following the date of appointment or reappointment to the position. Should a vacancy occur prior to the expiration date of any term, appointments recommended by staff and approved by the Board of County Commissioners shall be made to fill the unexpired term.

**Officers:**

The officers of the Committee shall consist of a Chairperson, to be elected bi-annually at the first meeting of each odd-numbered calendar year.

**Duties of the Officers:**

The Chairperson shall preside at all meetings, assist in agenda development, appoint sub-committees and assure notice is provided for all regular and special meetings. .

**Meetings:**

Regular meetings shall be held at the date and time set by the Chairperson. Special meetings may be called by the Chairperson or by a majority of the Committee. Meetings shall be at least once a quarter.

The deliberation of the Committee shall be recorded in a brief summary of the items discussed. Copies of such record shall be available to the County Commissioners and to

the public. A copy shall be retained in the Pedestrian / Bikeway Advisory Committee files. Specific recommendations from the Committee shall be drawn up separately and apart from the minutes.

All meetings of the Committee shall be open to the public. All Committee meetings shall be publicized in advance of the meeting date and shall be conducted in accordance with the State of Oregon's Public Meeting laws. The Planning and Zoning, and Engineering Divisions of the Department of Transportation and Development shall ensure that appropriate notice is provided to all interested persons and agencies.

Quorum and Voting. A quorum shall be present at a meeting in order for the Committee to transact business. A quorum consists of a majority of all current members of the Committee. The Committee can take official action only with the affirmative vote of a majority of the quorum present at the meeting.

**Absences:**

Three consecutive, unexcused absences from the regular meetings shall constitute resignation from the committee.

**Staff Support:**

The Planning and Zoning, and Engineering Divisions of the Department of Transportation and Development shall provide support and technical advice to facilitate the activities of the advisory committee.

**Rules and Procedures:**

An attempt will be made to make decisions by consensus. Robert's Rules of Order, Revised, will be used when no consensus can be reached.