

County Parks Advisory Board Bylaws

ARTICLE I

NAME. The name of the organization shall be the County Parks Advisory Board (PAB).

ARTICLE II

BOUNDARIES. The boundaries of the PAB shall be the same as those established by Clackamas County. These boundaries take into account natural boundaries, commercial patterns, community organizations and historic factors.

ARTICLE III

PURPOSE. The purpose of the PAB is to serve the residents within the boundaries of the PAB in matters concerning county parks including budget, operations and capital projects and community issues in general.

GOALS. The goals of the PAB are as follows:

- a. The PAB will serve in an advisory capacity to the Board of Clackamas County Commissioners on all matters pertaining to County Park policy, management, development, acquisition, and the disposition of park property, and other significant matters pertaining to Park administrative decisions.
- b. The PAB will render advice and recommendations to the Commissioners on all matters submitted by the Commissioners to the PAB for their consideration.
- c. The PAB will initiate advice to the Commissioners based on PAB member observations of park operations, public concerns expressed to the PAB, and other input that is either brought before or initiated by individual PAB members.
- d. The PAB will furnish advice and recommendations to the Commissioners, in writing, by memoranda signed by the PAB Chairperson or that person's designated representative.
- e. The PAB will review and evaluate the park budget at a regular meeting, as submitted by the appropriate county agency, one month prior to submittal to the County Budget Committee.

ARTICLE IV

MEMBERSHIP. Board membership shall consist of 9 regular members and up to 6 alternate members, to be appointed by the Board of County Commissioners. Candidate names for new regular member positions and new alternate member positions will be

submitted by the PAB to the Board of County Commissioners for approval as soon as possible after each position becomes vacant.

- a. 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.
- b. The term of appointment for each PAB member will be four (4) years. At the Board of County Commissioners' option, Parks Advisory Board members may be re-appointed to successive terms. Alternate members may be appointed to fill board vacancies. There are no term limit requirements but the Board of County Commissioners encourages as many citizens as possible to have the opportunity to serve on advisory boards.
- c. PAB members are expected to attend all regularly scheduled meetings and to participate on all assigned sub-committees.
- d. Failure of a PAB regular or alternate member to attend any two consecutive regularly scheduled meetings, or more than four regularly scheduled meetings in any one calendar year, will constitute noncompliance. Should this occur, the PAB will review the member's attendance record and, after allowing for absences with good cause and having been excused from attendance, shall make any recommendation to the Board of County Commissioners for termination, if necessary.
- e. Membership will be terminated, prior to conclusion, if a member fails to comply with individual attendance or responsibility requirements. The PAB Chairperson or designated alternate will advise the Board of County Commissioners in writing, of the need for termination action. A copy of this correspondence will be furnished to the member in question. Final termination decisions will be the responsibility of the Board of County Commissioners.

ARTICLE V

OFFICERS. The officers of the PAB shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the PAB, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all committees.
- b. **Vice-Chairperson:** The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.

- c. Secretary: The Secretary shall keep accurate records of all meetings of the PAB. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the PAB. The Secretary shall be responsible to maintain the membership registry required by these bylaws.

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

SELECTION OF OFFICERS. Officers shall be elected for one-year terms of office at the first regularly scheduled meeting of the Parks Advisory Board at the beginning of the calendar year.

- a. Elections shall take place each year by secret ballot of the Parks Advisory Board members present at the first regularly scheduled meeting of the calendar year.
- b. A simple majority vote will be required to elect a member to a designated office.

All members are eligible for election to officer positions. The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote. Proxy votes shall not be allowed.

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

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the PAB. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

NOMINATING COMMITTEE. Nominating Committee shall be appointed by the Chairperson at least thirty (30) days prior to the annual meeting. This committee shall present its recommended list of candidates to the PAB. If possible there shall be at least two (2) people nominated for each office. No person may be confirmed as a nominee without the permission of the nominated person.

ARTICLE VI

MEETINGS.

- a. The PAB will hold one regularly scheduled meeting per calendar month. The time and place of each meeting shall be published on the County Parks' website, and be provided to PAB members one month in advance. Regular monthly meetings are set for the third Tuesday of each calendar month. Meetings of the PAB shall be held in accordance with the Oregon Public Meetings Laws.

- b. An annual meeting will be held once per year for the purpose of electing officers and such other business as deemed necessary.
- c. Special meetings may be called by the Chairperson at any time upon the request of two (2) of the officers or any five (5) members of the PAB. The time and location shall be determined by the Chairperson. 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 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 Relations Office.
- d. Notice of the meetings shall be sent to each member by electronic mail or through the US Postal Service mail upon member request, one week (if possible) before each scheduled meeting. County Parks will provide meeting notices on the County Parks webpage. Public notice shall be given in accordance with Oregon State Statutes of all regularly and specially scheduled Parks Advisory Board meetings.
- e. If it becomes necessary to change or eliminate a meeting, county staff should notify each member by email or through the United States Postal Service mail at least one week prior to the scheduled meeting, if at all possible.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the PAB to transact business. A quorum consists of a majority of all members of the PAB, not just those present. A vacancy on the board does not affect the quorum requirements. The PAB can take official action only with the affirmative vote of a majority of all members.

- a. Seven voting members (chairperson included) constitute a quorum. PAB members will have voting members at all meetings. An absentee member may assign voting rights to a specific alternate member in case of anticipated absence. If an absentee member does not assign voting rights to a specific alternate member, the alternate members present will decide who will exercise the absentee's voting privilege.
- b. The Chairperson or other designated presiding officer is allowed to vote only in the case of a tie vote among the Board members present and voting.
- c. A member must be present at a Board meeting in order to exercise the right to vote, except in those situations where prior notice is given on a resolution to be acted upon at the next meeting. In that event, a voting member may vote by proxy. Such proxies shall be in writing and signed by the Board member granting them, or can be designated through electronic mail to the Chairperson and board Secretary.

- d. Alternate members will participate on standing or special committees, as appointed by the Chairperson. Both regular and alternate members will have voting rights within their limited, assigned committees.

RECORDS. All records of the PAB shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

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 PAB. 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 PAB 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.

CONDUCT OF MEETINGS.

- a. The Chairperson will preside over all meetings and shall be the official spokesperson for the Board. The Vice Chairperson will serve for the chairperson' in that person's absence.
- b. A recording secretary will be provided by County Parks' staff for all regularly scheduled meetings.

MINUTES.

- a. The designated Recording Secretary will maintain written minutes of all regularly scheduled meetings.
- b. Minutes will be published and distributed to all Parks Advisory Board members no later than one week prior to the next scheduled regular meeting.
- c. Minutes must be approved or amended and approved by quorum of the Parks Advisory Board prior to becoming a matter of record.
- d. The Chairperson will be responsible for insuring that minutes or other written records, as appropriate, are recorded at all special meetings and at all committee meetings. All such information will be submitted to the membership for approval at the following regularly scheduled meeting.
- e. A copy of the approved minutes of all meetings will be forwarded to the Board of County Commissioners for their information.

ARTICLE VIII

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

ARTICLE IX

AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. The Parks Advisory Board can propose amendments that have been voted on and approved by a 2/3 majority of the Board members. 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 Chairperson.

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