

10-07-89

*Proposed
"Interim"*

~~CHANGE NO. 1~~

CHARTER
CLACKAMAS COUNTY

TIMBER SALE ADVISORY COMMITTEE

I. PURPOSE OF COMMITTEE:

1. The Committee will serve in an advisory capacity to the Clackamas County Board of Commissioners on all matters pertaining to the sale of County Forest Program timber. The purpose of the Committee is to meet as needed to review the Amended Draft Plan, to hear public comments, and make a recommendation regarding the proposed timber sale plan to the Board of County Commissioners.
2. The Committee will render advice and recommendations to the Commissioners on all matters submitted by the Commissioners to the Board for their consideration.
3. The Committee will initiate advice to the Commissioners based on Board member observations, review of the Amended Sale Plan and public comment.
4. The Committee will furnish advice and recommendations to the Commissioners, in writing, by memorandum signed by the Committee Chairperson or that person's designated alternate.

II. MEMBERSHIP:

1. The Committee shall consist of five (5) members appointed by the Board of County Commissioners. The members shall consist of: two (2) members of the Forestry Advisory Board, two (2) members of the Parks Advisory Board and one (1) representative at large from the Community affected by the timber sale.
2. The term of appointment for each Advisory Committee member will be four (4) years. At the Board of County Commissioners' option, Committee members may be reappointed to successive terms.
3. Membership will be terminated (prior to appointive term) if a member fails to comply with individual attendance or responsibility requirements. The Committee chairperson or designated alternate will advise the Board of County Commissioners in writing of the need for terminated action. A copy of this correspondence will be furnished to the individual in question. Final termination decisions will be the responsibility of the Board of County Commissioners.

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III. ATTENDANCE:

1. Advisory Committee members are expected to attend all regularly scheduled committee meetings and to participate on all assigned activities.
2. Failure of a Committee member to attend any two (2) consecutive regularly announced meetings or absence from more than four (4) regularly announced meetings in any one calendar year will constitute noncompliance. Should this occur, the Committee will review the member's attendance record and, allowing for absences with good cause, make any recommendations necessary to the Commissioners for termination.

IV. MEETINGS:

1. Regularly Announced Meetings.

Meetings will be held as required to review Amended Draft Plans for proposed timber sales, or as directed by the Board of County Commissioners.

2. Notice of Meetings.

Notice of the meetings shall be sent to each member by mail, at least two (2) weeks before each scheduled meeting. Public notice shall be given, in accordance with Oregon State Statutes of all regularly and specially scheduled Advisory Committee meetings.

If it becomes necessary to change or eliminate a meeting, the Chairperson should notify each member by mail at least one (1) week prior to the scheduled meeting, if at all possible.

V. CONDUCT OF MEETINGS:

1. Officers

- a. The elected officers of the Advisory Committee shall be a Chairperson and a Vice Chairperson. The Chairperson will preside over all meetings and shall be the official spokesperson for the Committee. The Vice Chairperson will serve for the Chairperson in that person's absence.
- b. A recording secretary will be provided by the County for all regularly scheduled meetings.

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2. Voting

- a. Three (3) voting members (chairperson included) are required to constitute a quorum. Advisory Committee members will be voting members at all meetings where present.
- b. A member must be present at a Committee meeting in order to exercise the right to vote.
- c. All members will have the right to vote on all procedural or policy issues relative to the operation of the Timber Sale Advisory Committee.

3. Minutes

- a. The designated Recording Secretary will maintain written minutes of all meetings.
- b. Minutes will be published and distributed to all Committee members no later than two (2) weeks after the meeting.
- c. Minutes must be approved or amended and approved by an Advisory Committee quorum prior to becoming a matter of record.
- d. The Chairperson will be responsible for insuring that minutes, Public testimony or other written records, as appropriate, are recorded at all meetings. All such information will be submitted for approval at the following regularly scheduled meeting.
- e. Approved minutes of all meetings will be forwarded to the County Commissioners for their information files.

VI. RECOMMENDATIONS:

1. Recommendations concerning the Timber Sale Plan will be forwarded to the Board of County Commissioners.
1. A copy of recommendations concerning the Timber Sale Plan will be forwarded to the County Forester for the preparation of the "Final" Timber Sale Plan to be submitted to the Board of County Commissioners for a Public hearing, no later than thirty (30) days from the completion of the Timber Sale Committee meeting.

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VII. ELECTION OF OFFICERS:

1. Officers shall be elected for one-year terms of office at the first scheduled meeting of the Advisory Committee in the calendar year
2. A simple majority vote will be required to elect a member to the designated office.
3. The Chairperson will be selected from the four members of the Timber Sale Advisory Committee charged with review of all Timber Sales and not an area representative.

VIII. AMENDMENTS:

1. This charter is subject to amendment at the discretion of the Board of County Commissioners of Clackamas County.
2. The Timber Sale Advisory Committee can make recommended amendments by a 2/3 majority of the Board.