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TO: Caroline Hill

From: Gary Schmidt, Director PGA

Date: October 19, 2015

Subject: October 20, 2015 Policy Session – Advisory Board and Commissions (ABCs)
Update

Please amend the October 20 Policy Session regarding the ABC Bylaws. There are three budget committees with updated bylaws: Clackamas County Budget Committee, Enhanced Law Enforcement District Budget Committee and the OSU Extension 4H Budget.

I have included the three updated bylaws and updated spreadsheet that lists each advisory board.

Enclosures

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Bylaws of the Clackamas County Budget Committee

ARTICLE I

The name of the organization shall be the Clackamas County Budget Committee, hereinafter called “budget committee.”

ARTICLE II

PURPOSE. The budget committee meets publicly to review the budget document as proposed by the budget officer. The budget committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. The budget committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

The budget committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and public notices are required for all meetings. All meetings are held in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.503 to 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the budget committee.

ARTICLE III

MEMBERSHIP. The budget committee shall consist of the members of the Clackamas County Board of Commissioners (governing body) and an equal number of members who are electors of the municipal corporation (county) appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

Appointive members of the budget committee may not be officers, agents or employees of the county and shall receive no compensation for their services.

TERMS: Appointive members of the budget committee shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year. If an appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completing of the term for which the member was appointed, the governing body shall fill the vacancy by appointment for the unexpired term. If the number of members of the governing body is reduced or increased, the governing body shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body.

Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the budget committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

ARTICLE IV

OFFICERS. The budget committee shall at its first meeting after its appointment elect a chairperson from among its members. After the first election, the election of officers of the committee shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The budget committee may also elect a secretary from among its members.

The chairperson shall preside over all meetings of the budget committee and have the responsibility of the performance of such duties as prescribed in these bylaws. The chairperson will act as a point-of-contact between county officials and the budget committee.

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.

ARTICLE V

MEETINGS. Meetings of the budget committee shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be publicized in advance of the meeting date in accordance with applicable law. Meetings shall be held at least once a year. All records of the budget committee shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the budget committee to transact business. A quorum consists of a majority of all members of the budget committee, not just those present. The budget committee can take official action only with the affirmative vote of a majority of all members. Proxy votes are not allowed.

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 budget committee. 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 budget 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 budget 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.

Bylaws of the Clackamas County Enhanced Law Enforcement District Budget Committee

ARTICLE I

The name of the organization shall be the Clackamas County Enhanced Law Enforcement District Budget Committee, hereinafter called "budget committee."

ARTICLE II

PURPOSE. The budget committee meets publicly to review the budget document as proposed by the budget officer. The budget committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. The budget committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

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Bylaws of the Clackamas County Extension and 4-H Service District Budget Committee

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ARTICLE II

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	A	B	C	D	E	F	G	H
1	Committee	Bylaws Date	Quorum	Seats	Term Length	Term Limit (Optional)	Roberts Rules	Notes GREEN = Compliant, YELLOW= 1 or 2 missing items, RED=3 or more missing items
2	Aging Services Advisory Council	1/24/2013	Yes	21	3	2	Yes	
3	Board of Property Tax Appeals	8/9/2007	Yes	3	1		Statutory	9/9/15:Liaison said they have never seen bylaws. I forwarded what we had. Sherry Hall called regarding a couple requirements. She said they follow the IRS rules. She said she would call Gary S. As of 10/12, she has not called Gary S. Only item missing is the mention of Roberts Rules
4	CCSD #1 Budget Committee	8/20/2007	No	5	3		Statutory	
5	CCSD #1 Riverhealth Advisory Board	5/21/2009	Yes				Collegial	
6	CCSD #5 Budget Committee	5/22/2014	Yes	5	3	2	Yes	
7	Clackamas County Arts Alliance Advisory Council	Revised 9/2015	Yes	maximum 14	3 (2 okay)	2 consecutive	Yes	Received updated bylaws 9/2015
8	Clackamas County Audit Committee	3/20/2014	No	7 (Two seats for citizens)		2	Yes	
9	Clackamas County Budget Committee	10/15/2015	Yes	5	3	2	Yes	
10	Clackamas County Fair Board	8/10/2007	Yes	3 to 7		3	May reapply at end of term Yes	
11	Clackamas County Vector Control District Board of Trustees	12/2/2013	Yes	5	4		No	Will meet again in November, open recruitment right now with closes 11/16 and they have roberts rules 11th edition in office. Told her to contact Gary to let him know the status and cc me.
12	Clackamas County Veterans Advisory Council	2/27/2014	Yes	15	2	3	Yes	
13	Clackamas County Community Health Council	3/27/2013	Yes	9 to 25	3	2	Yes	
14	Clackamas County Community Action Board	12/1/2008	Yes	9 minimum	3		Yes	
15	Compensation Board for Elected Officials	8/9/2007	No	3 to 5			Statutory	Heather asked Chris S. about it again on Monday 10/5 . He still needs to go over it. Heather sent draft to Chris Storey on Oct. 1. It has the required info. Just need to hear back from her. Heather Pedersen said she would take a look and get back to me. 9/1/15. Original email sent 6/29/15
16	County Library District Budget Committee	9/30/2015	Yes	5, plus 5 Commissioners	3		Oregon Budget Law ORS 294	
17	County Parks Advisory Board	10/5/2015	Yes	9 members, 3 alternates	4		Yes	
18	Design Review Committee	5/1/2015	Yes	7	NO		Yes	Term length needs to be mentioned in bylaws.
19	Development Agency Budget Committee	2/24/2014	Yes	5	1		Yes	
20	Developmental Disabilities Council	6/27/2011	Yes	7 to 12 (or 18)	3	2	No	
21	Diversity Leadership Council	5/27/2014	Yes	19	3		Yes	
22	Economic Development Commission	3/1/2011	Yes	25	3	2	Yes	

	A	B	C	D	E	F	G	H
23	Emergency Medical Services Council	10/28/2008	Yes	11	3	2	No	
24	Enhanced Law Enforcement District Budget Committee	10/15/2015	Yes	5, plus 5 Commissioners	3	2	Yes	
25	Enhanced Law Enforcement District Citizen Advisory Committee	5/5/2014	Yes	11	3		No	
26	Forest Advisory Board	10/5/2015	Yes	5 members, 2 alternates	2 or 3		Yes	
27	Historic Review Board	9/10/2015	Yes	7	4		Yes	
28	Housing Advisory Board	7/28/2014	Yes	11	2	3	Yes	
29	Library Board of Trustees - Oak Lodge Library	10/13/2015	Yes	5	4	2	Yes	
30	Library District Advisory Committee of Clackamas County	IGA 7/1/2009 Rec'd bylaws 9/1/15	Yes	Nominee per library (currently 11)	no exp date		Yes	
31	Public Safety Coordinating Council	10/22/1998	Yes	14 (all professional or elected except for 1 citizen)	None		Yes	
32	Mental Health and Addictions Council	9/28/2010	Yes	9 to 21	3	2	Yes	
33	NCPRD Milwaukie Center/Community Advisory Board	3/1/2009	Yes	12	3	2	Yes	
34	NCPRD Advisory Board	9/12/2015	Yes	9	4		Yes	Final review on 10/14/15. Don't anticipate any changes.
35	NCPRD Budget Committee	9/30/2015	Yes	5, plus 5 Commissioners	3	No term limits	Oregon Budget Law ORS 294	
36	OSU Extension 4H Budget	10/15/2015	Yes	5, plus 5 Commissioners	3	2	Yes	
37	Pedestrian-Bikeway Advisory Committee	11/27/2013	No	6 to 10	3		Yes	Next meeting is November 10 per Lori, will go over bylaws then. 9/28/15: Talked to Lori, she is sending to Nate Boderman in County Counsel today. Once he goes over it, it will be voted on 11/10/15. She will let me know what Nate says about the bylaws in the meantime.

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38	Planning Commission	3/1/2012	Yes		4 years, but needs to be 9 in bylaws		Yes	Darcy Renhard: I have highlighted the areas in our Bylaws that address #4 below. As far as the term durations, those are set by ORS 215.030(1) "The county planning commission shall consist of five, seven or nine members appointed by the governing body for four-year terms, or until their respective successors are appointed and qualified; provided that in the first instance the terms of the initial members shall be staggered for one, two, three and four years". This is specifically indicated in ARTICLE I, Section 1, paragraph A of our Bylaws. Please let me know if this has to be literally called out in our Bylaws, or if this is actually sufficient.
39	Regional Arts & Cultural Council	11/18/2009	Yes	min 17, max 26	2	3 (directors)	Yes	Asked to have all members sent over, not just the 2 from Clack. County
40	Solid Waste Commission	11/28/2000	Yes	7	4		Yes	He said they follow Roberts Rules. I said it needs to be mentioned in bylaws.
41	SWMACC Budget Committee	4/26/2007	No	5	3		Statutory	Do not call
42	SWMACC Lower Tualatin Basin Citizen Advisory Committee							Have not met in 2 years. DO NOT CALL
43	Timber Sale Advisory Committee	10/5/2015	Yes	5	4		Yes	
44	Tourism Development Council	9/1/2015	Yes	4	3	2	Yes	
45	Traffic Safety Commission							working on - Nate Boderman. Barbara forwarded to me 10/6/15..
46	Tri-City Advisory Board							process of revising bylaws DO NOT CALL Under Review per liaison.
47	Tri-City Service District Budget Committee							DO NOT CALL
48	Waste Water Treatment Capacity Advisory Committee	Dec-09						sent email to liaison to have updated. BCC does not approve recruitments. DO NOT CALL Bylaws under review. PGA not responsible for this committee.
49	Clackamas Workforce Partnership (Workforce Investment Council)	Jun-15	Yes		3	3 terms		BCC APPROVED already. Sent email - couple questions on bylaws to clarify