

**Bylaws of Clackamas County's
Compensation Board for Elected Officials**

ARTICLE I

NAME. The name of the organization shall be the Compensation Board for Elected Officials.

ARTICLE II

PURPOSE. The purpose of the Compensation Board for Elected Officials is to comply with the Oregon Revised Statute (ORS) 204.112 related to County Compensation Board; compensation review and recommendations.

GOALS. The goals of the Compensation Board for Elected Officials are as follows:

a. Annually review the compensation paid to persons comparably employed within a labor market deemed appropriate by the Compensation Board for the following elected officials: Assessor, Clerk, Commissioner, District Attorney, Justice of the Peace, Sheriff, Treasurer.

b. Annually prepare and submit a recommended compensation schedule for the County's elected officers to the County's Budget Committee.

ARTICLE III

MEMBERSHIP. Membership shall consist of three in number and shall be as representative as possible of the geographic, demographic and philosophical entities of the County.

a. Members of the Compensation Board for Elected Officials shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Membership in the Compensation Board for Elected Officials shall be open to anyone 18 years of age or older who is a resident of the recognized area, or a property owner within the recognized area, or a designated representative of a business, corporation, or trust within Clackamas County.

b. Members shall be knowledgeable in personnel and compensation management.

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

- d. Members shall have an appointment term of four (4) years which shall expire on December 30. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than four (4) years. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the Compensation Board for Elected Officials shall submit an application at least ninety (90) days prior to the expiration of their current term. Members may have their membership on the Compensation Board for Elected Officials terminated early upon a majority vote of the Board of County Commissioners for (i) failure to follow the requirements and obligations set forth in these bylaws, (ii) having two or more unexcused absences from meetings, or (iii) inappropriate conduct or behavior that would decrease the Board's or public's trust in the work of the Compensation Board.

ARTICLE IV

OFFICERS. The officers of the Compensation Board for Elected Officials shall include a Chairperson. The Chairperson shall preside over all meetings of the Compensation Board for Elected Officials and shall read the board's final recommendations into the official meeting minutes.

The Compensation Board for Elected Officials shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The Chairperson shall be appointed annually by majority vote at the first meeting of the Compensation Board for Elected Officials.

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 Compensation Board for Elected Officials shall be held in accordance with the Oregon Public Meetings Laws. The Compensation Board for Elected Officials shall meet no less than twice per year prior to the first meeting of the County's Budget Committee.

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.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the Compensation Board for Elected Officials to transact business. A quorum consists of a

majority of all members of the Compensation Board for Elected Officials, not just those present. A vacancy on the board does not affect the quorum requirements. The Compensation Board for Elected Officials can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the Compensation Board for Elected Officials 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 Compensation Board for Elected Officials. 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 Compensation Board for Elected Officials 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 by the Board of County Commissioners. 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 Compensation Board for Elected Officials. 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 Compensation Board for Elected Officials.