

# **CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

## **Policy Session Worksheet**

**Presentation Date:** 5/24/16 **Approx. Start Time:** 10:30 a.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 and March 22, 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 May 17, 2016:

- CCSD #1 Budget Committee
- Clackamas County Arts Alliance
- Clackamas County Audit Committee
- Clackamas County Veterans Advisory Council
- Compensation Board of Elected Officials
- Design Review Committee
- Development Agency Budget Committee
- Historic Review Board
- Housing Advisory Board

- Library District of Clackamas County Budget Committee
- Mental Health and Addictions Council
- NCPRD Milwaukie Center Community Advisory Board
- Pedestrian-Bikeway Advisory Committee
- Solid Waste Commission
- SWMACC Budget Committee
- Traffic Safety Commission
- Tri-City Service District Budget Committee

ABCs not compliant/pending bylaws as of May 17, 2016:

- Board of Property Tax Appeals
- Clackamas County Library Board of Trustees – Oak Lodge Library
- Committee for Citizen Involvement
- Leaders for Equity, Diversity and Inclusion Council
- Public Safety Coordinating Council
- Tourism Development Council
- SWMACC Lower Tualatin Basin Citizen Advisory Committee

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
- Communicating regularly with Policy Coordinators with status updates of open and upcoming recruitments

**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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## **Clackamas County Service District No. 1 Budget Committee Bylaws**

### **ARTICLE I**

NAME. The name of the organization shall be the Clackamas County Service District No. 1 Budget Committee (“Budget Committee”).

### **ARTICLE II**

BOUNDARIES. The boundaries of the Budget Committee shall be the same as those established by Clackamas County Service District No. 1, a county service district (“CCSD#1”).

### **ARTICLE III**

PURPOSE. The Budget Committee shall be responsible for reviewing, commenting and receiving public comment on the proposed budget of CCSD#1 in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.305 – 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the Budget Committee.

### **ARTICLE IV**

MEMBERSHIP. Membership shall consist of the five members of the Board of County Commissioners and five citizen members at large.

- a. Membership in the Budget Committee shall be open to anyone who is a resident of the CCSD#1 service area.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying for the Budget Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on the third year from the date of appointment. Terms shall be staggered so that about one-third of the appointed terms end each year. There are no term limits and Members may seek reappointment. 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.

MEETINGS. The Budget Committee may meet prior to their first “official” meeting under ORS 294.426 when the budget message is delivered upon proper notice being published.

Discussion items prior to the first “official” meeting are limited based on ORS 294.426(6). 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 Affairs Office. All Budget Committee meetings and notices shall comply with Oregon Public Meetings 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. Any Budget Committee action requires the affirmative vote of the majority of the total Budget Committee membership.

RECORDS. All records of the Budget Committee shall be subject to Oregon Public Records Law.

## **ARTICLE V**

HEARING PROCESS AND PROCEDURE. The hearing process and procedure shall comply with Oregon Budget Law and the proceedings of the meeting shall be governed by ORS 294. All budget committee meetings shall employ Roberts Rules of Order and comply with the Oregon Public Meetings Law.

## **ARTICLE VI**

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 Budget Committee.

**BY-LAWS**

For

***CLACKAMAS COUNTY ARTS ALLIANCE  
ADVISORY COUNCIL***

**ARTICLE 1  
MISSION**

The mission and purpose of the Advisory Council is to serve as the county's designated arts and culture advocate, advisor and ambassador.

**ARTICLE II ADVISORY COUNCIL  
MEMBERS**

Section 1. Duties. Advisory Council members serve as an arts and culture resource to the Board of County Commissioners. Advisory Council members also monitor local arts and culture issues and are information conduits, offering resources to guide Arts Alliance policy and program decisions.

Section 2. Number. The Advisory Council shall consist of a maximum of fourteen members.

Section 3. Appointment. Advisory Council members are appointed by the Board of County Commissioners.

Section 5. Term. Advisory Council terms shall generally be three years although two year terms are permitted. Each member may serve two consecutive terms, in addition to initially filling a partial term left by vacated Member. Council members may reapply for membership after a period of one year has elapsed from the conclusion of two consecutive terms of service

Section 6. Removal. Any Advisory Council member may be removed if said Member fails to attend half of the scheduled annual meetings.

Section 7. Vacancies. Any and all vacancies are filled through an open public recruitment process coordinated by the County's Department of Public and Government Affairs. An Advisory Council team interviews applicants, and recommendations for appointment are provided to the Board of County Commissioners.

Section 8. Quorum and Action. A quorum at an Advisory Council meeting shall be a simple majority of the number of Council members appointed by the Board of County Commissioners. If a quorum is present, action shall be taken by a majority vote of the Members present.

## ARTICLE IV MEETINGS

Section 1. Regular Meetings and Notice. Regular meetings shall be held at least quarterly each year at a time and place designated by the Advisory Council. When and if appropriate, meetings will be conducted following Roberts Rules of Order. All meetings are open to the public and notice of the date, time, place, and purpose of these meetings is provided in Arts Alliance newsletters and website as required by Oregon's Public Records Law.

Section 2. No Salary. Advisory Council members shall not receive salaries for their services.

## ARTICLE V COMMITTEES

The Advisory Council generally functions as a committee of the whole, but may appoint sub-committees from time to time for specific purposes. The membership, purpose and term of a committee shall be determined by the Council at the time the committee is created. No committee shall have the authority to act on behalf of the Advisory Council except as expressly authorized by the Council.

## ARTICLE VI OFFICERS

Section 1. Titles. The officers of the Advisory Council shall be the Chair and the Co-Chair.

Section 2. Election. The Advisory Council shall elect its officers each June, to serve one year terms. An officer may be reelected without limitation on the number of terms he or she may serve.

Section 3. Chair. The Chair conducts and leads each meeting, and works with staff to set meeting agendas.

Section 4. Co-Chair. The Co-Chair conducts and leads meetings in the Chair's absence and assists in setting meeting agendas with staff upon request.

ARTICLE VII  
AMENDMENTS TO BYLAWS

These By-laws may be amended or repealed, and new By-laws adopted, by the by a majority vote of the Members of the Advisory Council. Prior to the adoption of the Amendment, each Member shall be given at least two days written notice of the proposed Amendment which notice shall include a copy of the proposed Amendment. Amendments are not effective until approved by the Board of County Commissioners.

*Revised January 2016*  
*Adopted March 17, 2016*



# **BYLAWS OF THE CLACKAMAS COUNTY AUDIT COMMITTEE**

## **RECITALS**

**WHEREAS**, it is recognized that financial oversight of all county departments, districts, and agencies is a core responsibility of the Clackamas County Board of Commissioners in its capacity as the county governing body, with sound financial reporting being an essential element of public accountability; and

**WHEREAS**, it is further recognized that county management is responsible for the fair presentation in the financial statements in conformity with generally accepted accounting principles, and independent auditors also share responsibility for auditing the quality of financial reporting, and formation of an Audit Committee is a practical tool for ensuring that the governing body maintains effective oversight and control of financial reporting; and

**WHEREAS**, it is further recognized that an audit committee will help to preserve and enhance the objectivity and independence of the audit function by furnishing a forum in which the independent auditors can candidly discuss audit-related matters with members of the governing body;

**NOW, THEREFORE**, the Board hereby adopts the following Bylaws:

### **ARTICLE I**

#### Name

1.01. These Bylaws shall govern the actions of the Clackamas County Audit Committee (“Committee”) established by the Board of Clackamas County Commissioners (“Board”).

### **ARTICLE II**

#### Purposes, Duties, and Powers

2.01. It is the responsibility of the Committee to provide independent review and oversight of the County’s financial reporting processes, internal controls and independent auditors. In carrying out its responsibilities the Committee shall have the following powers:

- 2.01.1 Review and approve the Committee’s work program on an annual basis.
- 2.01.2 Review and approve preliminary financial auditing reports performed by County offices.
- 2.01.3 Review responses and actions taken by audited County offices.
- 2.01.4 Ensure that accounting policies and procedures utilized by the County offices are appropriate and in accordance with applicable accounting standards.
- 2.01.5 Ensure that County accounting policies and procedures comply with all applicable laws, rules and regulations.

- 2.01.6 Ensure that appropriate systems of accounting and financial controls are established by County offices to manage and minimize financial risk.
- 2.01.7 Ensure that effective internal monitoring systems are in place so that County offices may achieve their objectives without unacceptable risk.
- 2.01.8 Confer with independent external auditors retained by the County and discuss their timetable, audit plan and any problems the external auditors may have experienced in accounting policies, accounting errors, or in their dealings with County personnel.
- 2.01.9 Review any significant financial adjustments arising from the annual financial audit.
- 2.01.10 Ensure that adequate procedures are in place to address any fraudulent or corrupt activities that may affect the County.
- 2.01.11 Report on any matter that the Committee considers appropriate under its purview.
- 2.01.12 Request any information the Committee determines is relevant to its activities from any County office.
- 2.01.13 Seek legal advice from the Office of County Counsel or District Attorney.
- 2.01.14 Request that that Board approve the hiring of a firm or individual to provide professional services to the Committee.
- 2.01.15 Other specific tasks of the Committee include: a) determining the appropriate scope of the independent audit; b) determining the appropriate scope of “nonaudit” services to be performed by the independent auditor; c) managing the audit procurement process; d) selecting the independent auditors; e) reviewing the financial statements; f) reviewing the independent auditor’s reports and following up on corrective action; g) reviewing the comprehensive framework of internal control; h) assessing the performance of the independent auditors; and i) providing an independent forum for internal auditors to report findings of management abuse or control override.

### **ARTICLE III**

#### Audit Committee Administration

#### Membership

3.01 Members of the Committee will be appointed by the Board. The Committee shall consist of seven (7) members: Two (2) members of the Board; one (1) attorney from the County Counsel’s Office; two (2) County Department heads; and two (2) citizen members selected for their familiarity with/expertise in financial matters. The County’s Audit Manager will be assigned as staff to the Audit Committee, to assist in the delivery of any information requested.

3.02 All members of the Committee shall have knowledge and/or expertise in governmental auditing and financial practices. Committee members shall serve a term of two (2) years, after which they shall be subject to reappointment at the discretion of the Board. The Board may remove a Committee member for any reason it deems appropriate.

3.03 Consistent with the best practices for audit committees recommended by the Government Finance Officers Association, an important benefit of an Audit Committee is its ability to meet with independent auditors apart from county management. Therefore, no member of the

Committee shall be an appointed or elected official who exercises financial management responsibilities within the scope of the audit.

#### Duties of Membership

3.04 Each member of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the County with such care as an ordinarily prudent person in a similar position would use under similar circumstances.

#### Meetings

3.05 The Committee shall meet at least quarterly. The Committee Chair may set meeting dates to accommodate special circumstances, and may call a meeting any time deemed appropriate.

3.06 Meetings of the Audit Committee are public meetings.

3.07 Members shall be given the agenda and related materials/documents pertaining to the items before the Committee one week prior to the meeting date.

3.08 To the extent not contrary to these bylaws, Roberts Rules of Order shall govern all meetings of the Committee.

3.09 A quorum shall be present and in attendance to conduct audit committee business. A quorum is defined as a majority of the full membership not just a majority of those present.

#### Procurement of Outside Financial Expert

3.09 The services of an outside financial expert may be procured by the Committee to assist it in its duties.

#### Budget

3.10 Each year the Committee shall advise the County Administrator of any potential budgetary needs prior to March First.

### **ARTICLE IV: OFFICERS**

4.01 The officers of the Committee shall consist of a Chairperson and Vice-Chairperson, who shall both be Board members.

### **ARTICLE V: BOOKS AND RECORDS**

5.01 The Committee shall keep general minutes of the proceedings of all meetings, which shall be circulated to all Committee members.

5.02 The records of the Committee shall be public records, unless otherwise exempt from disclosure, as governed by the Oregon Public Records Law.

**ARTICLE VI: AMENDMENT**

6.01 These bylaws may be repealed or amended, and additional bylaws may be adopted, by a majority vote of the Board.

**ARTICLE VII: ANNUAL REPORT**

7.01 The Committee shall conclude its work each year by submitting a written report to the Audit Committee Chair on how it has discharged its duties and met its responsibilities. The information gathered by the Committee shall, at a minimum, include the identification and assessment of issues relevant to its functions and responsibilities as set forth in these Bylaws.

**ARTICLE VIII: SIGNATURE**

I HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the Bylaws of the Clackamas County Audit Committee, in effect on this \_\_\_\_ day of \_\_\_\_\_, 2016.

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John Ludlow  
Chair, Board of County Commissioners  
Clackamas County

CLACKAMAS COUNTY  
Veterans Advisory Council

BYLAWS

Adopted April 21, 2016

ARTICLE I: NAME AND AUTHORITY

This Council shall be known as the Clackamas County Veterans Advisory Council and is created pursuant to the authority conferred in Board Order Number 2012-33.

ARTICLE II: PURPOSE

The Council Shall:

- A. Serve as an advisory body to the Clackamas County Board of Commissioners (BCC) and the Department of Health Housing and Human Services (H3S);
- B. Advise the BCC and H3S on:
  - a. all matters relating the provision of services to veterans, their families and dependents;
  - b. how to ensure that the needs of veterans, their families and dependents are recognized and addressed in a timely manner;
  - c. current issues affecting veterans, their families and dependents and will make recommendations regarding those issues.

ARTICLE III: MEMBERSHIP

SECTION 1: Members

- A. The Council shall be composed of no more than 15 members. All members shall be veterans, close relatives of veterans, or have work or volunteer responsibilities that include providing services to veterans.
- B. All members shall be appointed to provide good representation between branches of service, service in different wars and conflicts, and eras of peacetime service.

C. At least 85% of members will be veterans

## SECTION 2: Appointment and Tenure

- A. Members of the Veterans Advisory Council are appointed by the Clackamas County Board of County Commissioners.
- B. The Council shall consist of not more than 15 voting members.
- C. After consideration of the recommendations from the Executive Committee, the Council shall recommend to the Department of Health, Housing and Human Services (H3S) qualified candidates for appointment, or reappointment, to each vacant position.
- D. Each Member shall serve for a period of two (2) years, with one-half of the Regular Members' appointment expiring each year. A Council member may be appointed to two additional terms. A Council member, appointed to fill an unexpired term, may be re-appointed for three additional consecutive terms.
- E. Vacancies which occur before the expiration of a Member's term shall be filled for the unexpired portion of the term by H3S, upon recommendation of the Council after it has considered the recommendation of the Executive Committee.
- F. To be excused from a meeting, a Council member must notify the Council secretary or Chairperson and H3S staff prior to the meeting.
- G. Two unexcused consecutive absences from regularly scheduled meetings of the Council shall constitute automatic resignation by that absent member. Three absences in any twelve-(12) month period, excused or unexcused, by a member will require an Executive Committee review to determine probable future attendance. If termination is recommended by the Executive Committee, a two-thirds vote of members at a Council meeting, with a quorum present, shall constitute automatic termination of that member. Approved leave of absence may be granted by the Executive Committee and shall not be counted in the above formula.

## SECTION 3: Voting Privileges

Each Member of the Council present at a Veterans Advisory Council meeting shall be entitled to one vote on all issues presented at regular and special meetings.

SECTION 4: Recall

A member may be recalled by the BCC with or without cause. Members can also be removed by a 2/3 vote of the membership.

ARTICLE IV: Meetings

SECTION 1: Schedule

- A. The Council shall meet at least quarterly at a preannounced location. Special meetings may be called by the Executive Committee or any five (5) members of the Council.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all Council and sub-committee meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of regular members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of Council members present, unless otherwise provided in the bylaws.
- E. No member of the Council shall be authorized to speak on behalf of the Council until the Council takes a position by formal action.
- F. In the event a Council member engages in business with the County that could present an actual or potential conflict of interest with matters within the Council's purpose, such member will declare the actual or potential conflict and announce its nature. In the event of a potential conflict, the member may participate and vote on the matter following the declaration.

ARTICLE V: OFFICERS AND DUTIES

SECTION 1: Officers

The officers of the Council shall be a Chairperson, a Vice-Chairperson, and a Secretary elected from the Members.

SECTION 2: Election

An election shall be held during the regularly scheduled Committee meeting in July. The Executive Committee shall present a slate of officers

during the regularly scheduled Council meeting in May. Additional nominations may be made during the regularly scheduled Council meeting in July.

SECTION 3: Term of Office

Each officer shall hold office during one fiscal year July 1 - June 30 or until relieved of the position by a two-thirds vote of the Members. Officers may hold succeeding terms of office, but may serve no longer than three consecutive terms.

SECTION 4: Duties

- A. The Chairperson shall preside at all meetings that he or she attends, and shall be responsible for the expeditious conduct of the business.
- B. The Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence.
- C. The Secretary shall perform all the duties of the Chairperson during the absence of the Chairperson and the Vice-Chairperson.
- D. The Secretary is responsible for reviewing Council meeting attendance records and for advising the Chairperson regarding any Council member with absences requiring action in accordance with Article III, Section 2, item "G".

ARTICLE VI: SUB-COMMITTEES

SECTION 1: Executive Committee

- A. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Past Chairperson. Should an immediate past Chairperson not be available, the Chairperson shall appoint a replacing member-at-large from the Council to serve for the remainder of the fiscal year. The Executive Committee shall determine the agenda of regular and special Veterans Advisory Council meetings. A quorum shall consist of a majority of the members of the Executive Committee.
- B. The Executive Committee shall select and nominate members to the Council, including interviewing candidates for appointment or reappointment. Final recommendations will be made to the Council for action.



SECTION 2: Other Sub-committees

Standing and special sub-committees may be established as deemed necessary by the Council. The Council Chairperson will appoint each Sub-committee Chairperson.

SECTION 3: Sub-committee Membership

Sub-committee membership shall be determined by the respective Sub-committee Chairperson. A majority of the members of any sub-committee must be members of the Committee. The Chair of each sub-committee must be a member, in good standing, of the Advisory Council.

ARTICLE VII: REPORTING PROCEDURES

The Council shall make its reports and findings and recommendations to the Clackamas County Board of Commissioners and the Department of Health, Housing and Human Services through its officers and designated spokesperson.

ARTICLE VIII: AMENDMENTS TO BYLAWS

Amendments or repeal can occur only by a two-thirds (2/3) vote of members at a regular or special meeting. Any proposed change must be mailed to all members at least two weeks prior to the meeting at which the vote is to be held. No amendment shall be effective until approved by the Board of County Commissioners.

ARTICLE IX: DISSOLUTION

The Council may be dissolved at any time with or without cause by the Clackamas County Board of County Commissioners.

**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.

**IN THE MATTER OF ADOPTING A SET OF BYLAWS AND OPERATING  
PROCEDURES  
FOR THE CLACKAMAS COUNTY DESIGN REVIEW COMMITTEE**

The Clackamas County Design Review Committee hereby adopts the following Bylaws and Operating Procedures for the purposes of transacting business and guiding the Design Review Committee in its operation.

**CLACKAMAS COUNTY DESIGN REVIEW COMMITTEE  
BYLAWS AND OPERATING PROCEDURES**

ARTICLE I

GENERAL

Section 1. EXPLANATION

- A. A seven-member Design Review Committee (DRC) has been established by Clackamas County pursuant to the Clackamas County Zoning and Development Ordinance (ZDO). DRC members serve four-year terms, except as provided by the ZDO for the filling of partial terms.
- B. The adoption of these Bylaws and Operating Procedures replaces and repeals the Bylaws and Operating Procedures adopted by the Design Review Committee on November 3, 2015.

ARTICLE II

RESPONSIBILITIES OF THE DRC

Section 1. RESPONSIBILITIES

- A. The DRC shall act as an advisory body on matters pertaining to the design review process established by the ZDO.
- B. The DRC shall hold public meetings and take action, as prescribed by state and county laws, on matters that are within the DRC's purview. The matters within the DRC's purview are set forth in Sections 1102 and 1307 of the ZDO.

- C. The DRC shall adopt and periodically review and amend Bylaws and Operating Procedures for the operation of the DRC's business.

## ARTICLE III

### OFFICERS

#### Section 1. OFFICERS

The officers of the DRC shall be a Chair and Vice Chair.

#### Section 2. ELECTION

- A. The Chair and Vice Chair shall be elected at the first meeting in May for a term of one calendar year and shall serve until their successors are elected.
- B. Nominations shall be by oral motion. At the close of nominations, the DRC shall vote upon the names nominated for the office. If requested by any member, written ballots shall be used for voting purposes.
- C. Election of officers shall be by majority vote of the quorum.
- D. If the office of Chair becomes vacant, the Vice Chair shall serve as Chair for the remainder of the unexpired term. If the office of Vice Chair becomes vacant, the DRC shall elect a successor from its membership to serve the remainder of the unexpired term.
- E. Members of the DRC holding office at the time of adoption of these Bylaws and Operating Procedures shall continue to hold office for the term for which they were elected and until their successors are elected.
- F. The member holding the position of Chair or Vice Chair may be removed from office by majority vote of the whole DRC.

#### Section 3. CHAIR

- A. The Chair shall have the duty and power to:
  - 1. Preside over all deliberations and meetings of the DRC;

2. Preserve order and decorum at DRC meetings and decide questions of order, subject to action by a majority vote of the quorum;

Section 4. VICE CHAIR

In the absence of the Chair, the Vice Chair shall act as Chair. In the absence of the Chair and the Vice Chair, a temporary Chair shall be elected.

ARTICLE IV

RESPONSIBILITIES OF THE PLANNING DIRECTOR

Section 1. RESPONSIBILITIES

- A. The Planning Director shall:
  1. Prepare the agenda for all DRC meetings;
  2. Give all notices required by law;
  3. Inform the DRC of correspondence relating to the DRC business and conduct all correspondence of the DRC;
  4. Attend all meetings of the DRC;
  5. On all land use applications to be reviewed by the DRC, present a staff report that includes background material and recommended action;
  6. Compile and maintain all required records.

Section 2 ALTERNATE DESIGNEES

The Planning Director may designate other county staff to fulfill those responsibilities of the Planning Director established by these Bylaws and Operating Procedures.

ARTICLE V

MEETINGS

Section 1. REGULAR MEETINGS

Regular meetings of the DRC shall be held on Tuesdays as needed, beginning at 8:00 a.m., or such other time as may be designated by the Planning Director in order to accommodate public meeting items. Any meeting may be cancelled by the Chair or Planning Director. Notice of cancellations shall be given in person or by telephone, email or mail to all members of the DRC and the Planning Director not less than 48 hours in advance thereof. In case of an emergency, a meeting may be cancelled upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the DRC.

Section 2. SPECIAL MEETINGS

Special meetings may be called by the Chair or Planning Director. Notice of all special meetings shall be given in person or by telephone, email or mail to all members of the DRC and the Planning Director not less than 48 hours in advance thereof. In case of an emergency, a special meeting may be held upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the DRC.

Section 3. OPEN MEETINGS

All DRC meetings shall be publicized in advance of the meeting date and are subject to the Oregon Public Meetings Law, Oregon Revised Statutes 192.610 et seq.

Section 4. AGENDA: ORDER OF BUSINESS

- A. The order of business at all meetings shall be determined by the agenda, which shall generally include the following items:
  - 1. Call to order;
  - 2. Review of land use application(s);
  - 3. Other business;
  - 4. Planning Director communications;
  - 5. Adjournment.
- B. Any item may be taken out of order by direction of the Chair.



- C. The DRC may take a short recess at the end of an item on the agenda, or at other times at the discretion of the Chair.
- D. Actions of the DRC are not limited to the prepared agenda.

Section 5. PUBLIC MEETING PROCEDURE

- A. Public meetings for the consideration of a land use application shall be conducted in the following manner, as closely as possible:
  - 1. The meeting is opened;
  - 2. The Chair makes an introductory presentation regarding the nature of the proposal and the process for conducting the meeting;
  - 3. The Planning Director makes a presentation, including background and recommendation;
  - 4. Correspondence turned in at the meeting and concerning the public meeting item may be read into the record by the Planning Director, if requested by the Chair, and shall be made part of the written record by the Planning Director;
  - 5. As a supplement to the Planning Director's presentation, technical information may be provided by other government officials;
  - 6. The applicant, or representative, may present the application;
  - 7. A discussion about the application may occur between HRB members, the applicant (or representative) and the Planning Director, wherein questions may be asked, suggestions made and opinions offered regarding the merits of the application and its compliance with relevant county approval criteria;
  - 8. The DRC takes the item up for discussion and action. The Planning Director may continue to respond to questions from the DRC and participate in the discussion.

Section 6. ATTENDANCE

If a member of the DRC is unable to attend a meeting, he or she is expected to notify the Chair or Planning Director. Continuity is necessary for effective operation of the DRC. Therefore, if—without reasonable cause—any member is absent from six meetings within one calendar year or three consecutive meetings, then upon majority vote of the whole DRC, that position shall be declared vacant. The DRC shall forward their action to the Board of County Commissioners, who shall fill the vacant position.

Section 7. QUORUM

For any item requiring a DRC vote, attendance of a majority of the DRC members shall be necessary for a quorum. Attendance may be in person or by teleconference. No action shall be taken in the absence of a quorum except to adjourn the meeting and to continue the meeting to a time and place certain. Work sessions may be held in the absence of a quorum.

Section 8. VOTING

- A. The Chair may entertain but shall not make or second motions.
- B. Except as provided by state or county law or these Bylaws and Operating Procedures, each member of the DRC is entitled to vote on all matters, at all meetings of the DRC.
- C. Unless otherwise specified herein, a majority of the quorum is necessary to determine any question before the DRC.
- D. When a matter is called for a vote, the Chair shall, before a vote is taken, restate the motion or ask another member or the Planning Director to restate the motion. The Chair shall announce the decision of the DRC after such a vote.
- E. Voting shall be by voice vote, or by show of hands or roll call vote at the request of any member.
- F. Voting “in absentia” or by proxy is not permitted. However, if a member attends by teleconference, voting may occur through this medium.

- G. A motion to reconsider can be made only at the same meeting the vote to be reconsidered was taken. Further, a motion to reconsider may only be made by a member who voted on the prevailing side of the issue.
- H. For land use applications where the DRC makes a recommendation to the Planning Director, the DRC may recommend approval, approval with conditions or denial of the application.

Section 9. RULES OF PROCEDURE

All rules of order not herein provided for shall be determined in accordance with the latest edition of "Robert's Rules of Order Newly Revised."

Section 10. RECORDINGS

- A. The Planning Director shall provide for the sound, video or digital recording of the proceedings of all DRC public meetings.

ARTICLE VI

PUBLICATION AND AMENDMENT OF BYLAWS AND OPERATING PROCEDURES

Section 1. PUBLICATION AND DISTRIBUTION

A copy of these approved Bylaws and Operating Procedures shall be:

- A. Placed on record with the Planning Director;
- B. Available at each DRC meeting;
- C. Distributed to each member of the DRC at the beginning of their term; and
- D. Available to the public upon request.

Section 2. AMENDMENT AND SUSPENSION

- A. These approved Bylaws and Operating Procedures may be amended by majority vote of the quorum .

- B. Any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of the quorum.

ARTICLE VII

EFFECTIVE DATE

These Bylaws and Operating Procedures shall take effect on June 1, 2016.

Adopted by majority vote of the quorum of the DRC of Clackamas County, Oregon at its meeting of April 19, 2016, and signed by the members in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CLACKAMAS COUNTY DESIGN REVIEW COMMITTEE

\_\_\_\_\_

Rita Baker, Chair

\_\_\_\_\_

Dave Humber, Vice Chair

\_\_\_\_\_

Todd Iselin

\_\_\_\_\_

Cedomir Jesic

\_\_\_\_\_

Dwight Mason

\_\_\_\_\_

Darrel Mulch

\_\_\_\_\_

Elizabeth Thorstenson

# **Bylaws of the Clackamas County Development Agency Budget Committee**

## **ARTICLE I**

The name of the organization shall be the Clackamas County Development Agency Budget Committee.

## **ARTICLE II**

**PURPOSE.** The purpose of the Clackamas County Development Agency Budget Committee is to advise the BCC in regard to the budget needs of the Clackamas County Development Agency.

**GOALS.** The goals of the Clackamas County Development Agency Budget Committee are as follows:

Act as an advisory board to the Board of County Commissioners and others on matters affecting the development of the Develop Agency's annual budget.

## **ARTICLE III**

**MEMBERSHIP.** Membership shall consist of the five members of the Board of County Commissioners and five citizen members and shall be as representative as possible of the geographic, demographic and philosophical entities of the County.

- a. Members of the Development Agency Budget Committee shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Membership in the Development Agency Budget Committee shall be open to anyone who is a resident of the County, but not a resident of a city within the County that has an urban renewal agency.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying to the Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on December 31st of the third year of service. Expiration dates for the terms shall be staggered so that no more than two of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than three (3) years. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the Development Agency Budget Committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

## ARTICLE IV

OFFICERS. The officers of the Development Agency Budget Committee shall include the following:

- a. Chairperson. The Chairperson shall preside over all meetings of the Development Agency 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 Development Agency Budget Committee.
- 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 Development Agency Budget Committee. 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 Committee.

The County Liaison, Mary Anderson, shall provide the County Public and Government Affairs Department with a current list of officers and members.

SELECTION OF OFFICERS. The first election shall be held at the first meeting of the Development Agency Budget Committee. 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 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 Board of County Commissioners. 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.

## ARTICLE V

MEETINGS. Meetings of the Development Agency Budget Committee shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year, with the annual meeting being held once per year for the purpose of electing officers and such other business as deemed necessary.

The Chairperson may call special meetings at any time upon the request of two (2) of the officers or any three (3) members of the Development Agency Budget Committee. 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 Affairs Office.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the Development Agency Budget Committee to transact business. A quorum consists of a majority of all members of the Committee, not just those present. The Committee can take official action only with the affirmative vote of a majority of all members.

**RECORDS.** All records of the Development Agency Budget Committee 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 Development Agency Budget Committee. 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 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 by laws 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 Development Agency 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.

**IN THE MATTER OF ADOPTING A SET OF BYLAWS AND OPERATING  
PROCEDURES  
FOR THE CLACKAMAS COUNTY HISTORIC REVIEW BOARD**

The Clackamas County Historic Review Board hereby adopts the following Bylaws and Operating Procedures for the purposes of transacting business and guiding the Historic Review Board in its operation.

**CLACKAMAS COUNTY HISTORIC REVIEW BOARD  
BYLAWS AND OPERATING PROCEDURES**

ARTICLE I

GENERAL

Section 1. EXPLANATION

- A. A seven-member Historic Review Board (HRB) has been established by Clackamas County pursuant to the Clackamas County Zoning and Development Ordinance (ZDO). HRB members serve four-year terms, except as provided by the ZDO for the filling of partial terms.
- B. The adoption of these Bylaws and Operating Procedures replaces and repeals the Bylaws and Operating Procedures adopted by the HRB on September 10, 2015.

ARTICLE II

RESPONSIBILITIES OF THE HRB

Section 1. RESPONSIBILITIES

- A. The HRB shall act as an advisory body on matters pertaining to the Historic Landmark, Historic District, and Historic Corridor overlay zoning district established by the ZDO.
- B. The HRB shall hold public meetings and take action, as prescribed by state and county laws, on matters that are within the HRB's purview. The matters within the HRB's purview are set forth in Sections 707 and 1307 of the ZDO.



- C. The HRB shall adopt and periodically review and amend Bylaws and Operating Procedures for the operation of the HRB's business.

## ARTICLE III

### OFFICERS

#### Section 1. OFFICERS

The officers of the HRB shall be a Chair and Vice Chair.

#### Section 2. ELECTION

- A. The Chair and Vice Chair shall be elected at the first meeting in May for a term of one calendar year and shall serve until their successors are elected.
- B. Nominations shall be by oral motion. At the close of nominations, the HRB shall vote upon the names nominated for the office. If requested by any member, written ballots shall be used for voting purposes.
- C. Election of officers shall be by majority vote of the quorum.
- D. If the office of Chair becomes vacant, the Vice Chair shall serve as Chair for the remainder of the unexpired term. If the office of Vice Chair becomes vacant, the HRB shall elect a successor from its membership to serve the remainder of the unexpired term.
- E. Members of the HRB holding office at the time of adoption of these Bylaws and Operating Procedures shall continue to hold office for the term for which they were elected and until their successors are elected.
- F. The member holding the position of Chair or Vice Chair may be removed from office by majority vote of the whole HRB.

#### Section 3. CHAIR

- A. The Chair shall have the duty and power to:

1. Preside over all deliberations and meetings of the HRB;
2. Preserve order and decorum at HRB meetings and decide questions of order, subject to action by a majority vote of the quorum.

Section 4. VICE CHAIR

In the absence of the Chair, the Vice Chair shall act as Chair. In the absence of the Chair and the Vice Chair, a temporary Chair shall be elected.

ARTICLE IV

RESPONSIBILITIES OF THE PLANNING DIRECTOR

Section 1. RESPONSIBILITIES

- A. The Planning Director shall:
1. Prepare the agenda and minutes for all HRB meetings;
  2. Give all notices required by law;
  3. Inform the HRB of correspondence relating to the HRB business and conduct all correspondence of the HRB;
  4. Attend all meetings of the HRB;
  5. On all land use applications to be reviewed by the HRB, present a staff report that includes background material and recommended action;
  6. Compile and maintain all required records.

Section 2 ALTERNATE DESIGNEES

The Planning Director may designate other county staff to fulfill those responsibilities of the Planning Director established by these Bylaws and Operating Procedures.

## ARTICLE V

### MEETINGS

#### Section 1. REGULAR MEETINGS

Regular meetings of the HRB shall be held on the second Thursday of the month as needed, except on an official county holiday, beginning at 7:00 p.m., or such other time as may be designated by the Planning Director in order to accommodate public meeting items. Any meeting may be cancelled by the Chair or Planning Director. Notice of cancellations shall be given in person or by telephone, email or mail to all members of the HRB and the Planning Director not less than 48 hours in advance thereof. In case of an emergency, a meeting may be cancelled upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the HRB.

#### Section 2. SPECIAL MEETINGS

Special meetings may be called by the Chair or Planning Director. Notice of all special meetings shall be given in person or by telephone, email or mail to all members of the HRB and the Planning Director not less than 48 hours in advance thereof. In case of an emergency, a special meeting may be held upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the HRB.

#### Section 3. OPEN MEETINGS

All HRB meetings shall be publicized in advance of the meeting date and are subject to the Oregon Public Meetings Law, Oregon Revised Statutes (ORS) 192.610 et seq.

#### Section 4. AGENDA: ORDER OF BUSINESS

A. The order of business at all meetings shall be determined by the agenda, which shall generally include the following items:

1. Call to order;
2. Minutes of previous meetings;
3. Review of land use application(s);

4. Other business;
  5. Planning Director communications;
  6. Adjournment.
- B. Any item may be taken out of order by direction of the Chair.
  - C. The HRB may take a short recess at the end of an item on the agenda, or at other times at the discretion of the Chair.
  - D. Actions of the HRB are not limited to the prepared agenda.
  - E. HRB meetings will end no later than 10:00 p.m., unless by majority vote of the quorum, the meeting is extended.

Section 5. PUBLIC MEETING PROCEDURE

- A. Public meetings for the consideration of a land use application shall be conducted in the following manner, as closely as possible:
  1. The meeting is opened;
  2. The Chair makes an introductory presentation regarding the nature of the proposal and the process for conducting the meeting;
  3. The Planning Director makes a presentation, including background and recommendation;
  4. Correspondence turned in at the meeting and concerning the public meeting item may be read into the record by the Planning Director, if requested by the Chair, and shall be made part of the written record by the Planning Director;
  5. As a supplement to the Planning Director's presentation, technical information may be provided by other government officials;
  6. The applicant, or representative, may present the application;
  7. A discussion about the application may occur between HRB members, the applicant (or representative) and the Planning Director, wherein questions may be asked, suggestions

made and opinions offered regarding the merits of the application and its compliance with relevant county approval criteria;

8. The HRB takes the item up for discussion and action. The Planning Director may continue to respond to questions from the HRB and participate in the discussion.

Section 6. ATTENDANCE

If a member of the HRB is unable to attend a meeting, he or she is expected to notify the Chair or Planning Director. Continuity is necessary for effective operation of the HRB. Therefore, if—without reasonable cause—any member is absent from six meetings within one calendar year or three consecutive meetings, then upon majority vote of the whole HRB, that position shall be declared vacant. The HRB shall forward their action to the Board of County Commissioners, who shall fill the vacant position.

Section 7. QUORUM

For any item requiring a HRB vote, attendance of a majority of the HRB members shall be necessary for a quorum. No action shall be taken in the absence of a quorum except to adjourn the meeting and to continue the meeting to a time and place certain. Work sessions may be held in the absence of a quorum.

Section 8. VOTING

- A. The Chair may entertain but shall not make or second motions.
- B. Except as provided by state or county law or these Bylaws and Operating Procedures, each member of the HRB is entitled to vote on all matters, at all meetings of the HRB.
- C. Unless otherwise specified herein, a majority of the quorum is necessary to determine any question before the HRB.
- D. When a matter is called for a vote, the Chair shall, before a vote is taken, restate the motion or ask another member or the Planning Director to restate the motion. The Chair shall announce the decision of the HRB after such a vote.

- E. Voting shall be by voice vote, or by show of hands or roll call vote at the request of any member. All votes, whether positive, negative, or abstentions, shall be recorded in the minutes.
- F. Voting "in absentia" or by proxy is not permitted.
- G. A motion to reconsider can be made only at the same meeting the vote to be reconsidered was taken. Further, a motion to reconsider may only be made by a member who voted on the prevailing side of the issue.
- H. For land use applications where the HRB makes a recommendation to the Board of County Commissioners or the Planning Director, the HRB may recommend approval, approval with conditions or denial of the application.

Section 9. RULES OF PROCEDURE

All rules of order not herein provided for shall be determined in accordance with the latest edition of "Robert's Rules of Order Newly Revised."

Section 10. MINUTES

- A. The Planning Director shall prepare written minutes of each HRB public meeting, giving a true reflection of the matters discussed at the meeting and the view of the participants.
- B. Minutes shall be available to the public, upon request, within a reasonable time after a meeting. Minutes shall include the following:
  - 1. Members present;
  - 2. Motions, proposals, measures proposed and their disposition;
  - 3. Results of all votes, including the vote of each member by name;
  - 4. Substance of any discussion on any matter; and

5. Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.
- C. HRB members are expected to vote for approval of the minutes based on the accuracy of representation of events at the meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the HRB's actions memorialized in the minutes.
- D. Any HRB member not present at a meeting must abstain from voting on approval of the minutes of that meeting.

## ARTICLE VI

### PUBLICATION AND AMENDMENT OF BYLAWS AND OPERATING PROCEDURES

#### Section 1. PUBLICATION AND DISTRIBUTION

A copy of these approved Bylaws and Operating Procedures shall be:

- A. Placed on record with the Planning Director;
- B. Available at each HRB meeting;
- C. Distributed to each member of the HRB at the beginning of their term; and
- D. Available to the public upon request.

#### Section 2. AMENDMENT AND SUSPENSION

- A. These approved Bylaws and Operating Procedures may be amended by majority vote of the quorum.
- B. Any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of the quorum.

ARTICLE VII  
EFFECTIVE DATE

These Bylaws and Operating Procedures shall take effect on June 1, 2016.

Adopted by majority vote of the quorum of the HRB of Clackamas County, Oregon at its meeting of April 21, 2016, and signed by the members in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CLACKAMAS COUNTY HISTORIC REVIEW BOARD

\_\_\_\_\_  
Rita Baker, Chair

\_\_\_\_\_  
Edward Schettig, Vice Chair

\_\_\_\_\_  
Paul Edgar

\_\_\_\_\_  
Derek Metson

\_\_\_\_\_  
Mary Phillips

\_\_\_\_\_  
David Turville

\_\_\_\_\_  
Martha Waldemar



## Clackamas County Housing Advisory Board

### By-Laws

#### ARTICLE I: NAME AND MISSION

This Board shall be known as the Housing Advisory Board (HAB). The mission of the HAB is to advise the Board of Commissioners (BCC) and Housing Authority Board (HACC Board) on policy matters, housing issues, and programs and services for the low and moderate income residents of Clackamas County.

#### ARTICLE II: PURPOSE

The Housing Advisory Board shall:

- A. Review the "Housing Work Group Report" presented to the BCC in August, 2013 (Exhibit A) and:
  - i. Recommend a final set of principles, goals, and policies
  - ii. Identify priorities for further development, analysis, and implementation of key activities included in the report
- B. Consider the community's needs for lower income housing and the resources available to meet those needs and recommend programs accordingly;
- C. Review and comment on Clackamas County housing policies, funding, and organizational capacity;
- D. Review and make recommendations on other affordable housing matters and perform such other advisory functions as may be requested. These include:
  - i. Provide input on annual housing objectives;
  - ii. Provide input and review on achievement of housing goals and objectives;
  - iii. Communicate the County's affordable housing goals and objectives to the community;
  - iv. Act as a liaison between this board and other affordable housing organizations.

#### ARTICLE III: MEMBERSHIP

##### SECTION 1: Members

The Board shall at the least consist of the following members:

- A. One County Commissioner
- B. One Housing Authority Board Resident Member
- C. One local elected official or city manager
- D. One member drawn from elderly and minority groups
- E. One member involved in real estate management and/or development
- F. One member with expertise in affordable housing
- G. One member drawn from the housing finance or investment community

- H. One member drawn from the design or construction profession
- I. One member drawn from the legal profession
- J. Health, Housing, & Human Services Director – H3S (ex-officio)
- K. Housing & Community Development Director – HCD (ex-officio)

#### SECTION 2: Appointment and Tenure

- A. Members of the Housing Advisory Board are appointed by the Clackamas County Board of County Commissioners.
- B. The Board shall consist of not more than 11 voting members.
- C. The HCD and H3S Directors shall be ex-officio members
- D. Initial recommendations of qualified candidates to the BCC shall be made by the Health, Housing & Human Services department for their review and approval. Subsequent membership shall be made by application to the BCC.
- E. Five initial Board members shall be appointed to a one year term. The remaining initial Board members and all new Board members shall be appointed for two year terms. A Board member may be appointed to two additional terms upon approval of the BCC.
- F. Vacancies which occur before the expiration of a Member's term shall be appointed for the unexpired portion of the term by the director of H3S.
- G. To be excused from a meeting, a Board member must notify the Chairperson or staff to the Board prior to the meeting.
- H. Three unexcused consecutive absences from regularly scheduled meetings of the Board shall constitute automatic resignation by that absent member. Approved leave of absence may be granted by the Chair and shall not be counted in the above formula.

#### SECTION 3: Voting Privileges

Each Member of the Board shall be entitled to one vote on all issues presented at regular and special meetings. Proxy votes will not be allowed.

#### SECTION 4: Removal

Any member may be removed whenever the best interest of the Board will be served. Best Interests include but are not limited to instances where a member has failed to declare an actual or potential conflict of interest, and when a member has acted contrary to Board directives or applicable laws including these bylaws. The member whose removal is placed at issue shall be given prior notice of removal, and a reasonable opportunity to appear and be heard at a meeting of the Board. A member may be removed pursuant to this section by a vote of a majority of the total number of members then serving on the Board. The terms, actual and potential conflict of interest, have the same meaning as defined in ORS 244.

### ARTICLE IV: OFFICERS AND DUTIES

#### SECTION 1: Officers

The officers shall be a Chairperson and a Vice-Chairperson elected from the Members.

SECTION 2: Election

Initial elections shall occur at the third meeting of the HAB. All subsequent elections shall be held during the regularly scheduled Board meeting in June.

SECTION 3: Term of Office

Each officer shall hold office during one fiscal year July 1 - June 30 or until relieved of the position by a two-thirds vote of the Members. Officers may hold succeeding terms of office, but may serve no longer than three consecutive terms.

SECTION 4: Duties

- A. The Chairperson shall preside at all meetings that he or she attends, and shall be responsible for the expeditious conduct of the business.
- B. The Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence. The Vice-Chairperson is also responsible for reviewing Board meeting attendance records and for advising the Chairperson regarding any Board member with absences requiring action in accordance with Article III, Section 2, item "H".
- C. The Board shall be staffed by HCD including providing meeting minutes, meeting notifications, and other support as directed by the Chair.

ARTICLE V: SUB-COMMITTEES

SECTION 1:

- A. Standing and special sub-committees may be established as deemed necessary by the Board. The Chairperson will appoint each Sub-committee Chairperson.
- B. Sub-committee membership shall be determined by the respective Sub-committee Chairperson. A majority of the members of any sub-committee must be members of the Committee. The Chair of each sub-committee must be a member of the Board.

ARTICLE VI: MEETINGS

SECTION 1: Schedule

- A. The Board shall meet at least monthly at a preannounced location. Special meetings may be called by the Chairperson and Vice-Chairperson.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all Board and sub-committee meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of voting members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of Board members present, unless otherwise provided in the bylaws.

- E. No member of the Board shall be authorized to speak on behalf of the Board until the Board takes a position by formal action.
- F. In the event a Board member engages in business with the County that could present an actual or potential conflict of interest with matters within the Board's purpose, such member will declare the actual or potential conflict and announce its nature on the record at the meeting. In the event of a potential conflict, the member may not participate and vote on the matter following the declaration.

#### ARTICLE VII: REPORTING PROCEDURES

The Board shall make its reports, findings and recommendations to the Clackamas County Board of Commissioners and Housing Authority Board through designated members and staff.

#### ARTICLE VIII: AMENDMENTS TO BYLAWS

Amendments or repeal can occur only by a two-thirds (2/3) vote of voting members at a regular or special meeting. Any proposed change must be mailed to all members at least two weeks prior to the meeting at which the vote is to be held.

## **Bylaws of Library District of Clackamas County Budget Committee**

### **ARTICLE I**

The name of the organization shall be the Library District of Clackamas County Budget Committee.

### **ARTICLE II**

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

### **ARTICLE III**

**PURPOSE.** The purpose of the Library District of Clackamas County Budget Committee is to receive the budget message and budget document, provide the opportunity for and hear public comment, and approve the budget for the LIBRARY DISTRICT OF CLACKAMAS COUNTY.

### **ARTICLE IV**

**MEMBERSHIP.** Membership shall consist of the five members of the Board of County Commissioners and five citizen members at large.

- a. Membership in the Library District of Clackamas County Budget Committee shall be open to anyone who is a resident of the Library District of Clackamas County.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying or the Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on third year from the date of appointment. Terms shall be staggered so that about one-third of the appointed terms end each year. There are no term limits and Members may seek reappointment. 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.

The Budget Committee may meet prior to their first “official” meeting under

ORS 294.426 at which the budget message is delivered and for which notice must be published. Discussion items prior to the first “official” meeting are limited based on ORS 294.426(6). 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 Affairs Office.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the Library District Budget Committee to transact business. A quorum consists of a majority of all members of the Committee, not just those present. Any budget committee action requires the affirmative vote of the majority of the total budget committee membership.

**RECORDS.** All records of the Library District of Clackamas County Budget Committee shall be subject to Oregon Public Records Law.

**MEETINGS.** All meetings shall be subject to the Oregon Public Meetings Law. When and if appropriate, meetings will be conducted following Roberts Rules of Order.

## **ARTICLE V**

**HEARING PROCESS AND PROCEDURE.** The Hearing Process and Procedure shall comply with Oregon Budget Law – and the proceedings of the meeting shall be governed by ORS 294. All budget committee meetings shall comply with the Oregon Public Meetings Law.

## **ARTICLE VI**

**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 Clackamas County Library District 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.

**CLACKAMAS COUNTY  
MENTAL HEALTH AND ADDICTIONS COUNCIL  
BYLAWS**

**ARTICLE 1 - NAME AND OFFICES**

The name of this advisory council, authorized by Oregon Revised Statutes (ORS), chapter 430, shall be known as the Clackamas County Mental Health and Addictions Council (Council), office address: 2051 Kaen Road, Oregon City, Oregon 97045.

**ARTICLE 2 - PURPOSE**

The Council Shall:

Section 1. Serve as an advisory body to the Clackamas County Board of County Commissioners and Director of Clackamas County Behavioral Health on community needs, gaps in services, barriers, and priorities related to providing mental health and addictions services in the County.

Section 2. Review grant proposals or other funding requests for state funds as required by ORS 430.350, and other grant requests as feasible.

Section 3. Review and comment on preliminary budget requests to the Board of County Commissioners by the Behavioral Health Division for mental health and addictions services.

Section 4. Participate in assessing the effectiveness of mental health and addictions services in Clackamas County and seek input from consumers, general public and service providers on services needed and how to improve existing services.

Section 5. Provide a link to the community at large through advocacy, public information, and education.

Section 6. Review, comment and make recommendations regarding the completion and clarity on applications of new service providers.

Section 7. Promote the provision of services to individuals without regard to age, race, sex, color, disability, sexual orientation, gender identity, political or religious beliefs, national origin, marital status or ability to pay.

**ARTICLE 3 - MEMBERSHIP**

Section 1: The Council shall have no fewer than nine (9) and no more than twenty-one (21) members appointed by the Clackamas County Board of County Commissioners. At least 20 percent of the membership of the Council shall be consumers with representation balanced by age in accordance with ORS 430.075.

Section 2: The Council shall consist of individuals who:

2.1 Reside or work within the boundaries of Clackamas County.

Or

2.2 Have family members who are or have received Mental Health or Addiction services who live in Clackamas County.

Or

2.3 Are consumers, family members of consumers or individuals who have a demonstrated interest in mental health and addictions services, or representatives of community organizations who will help to enhance the leadership role of the Council in developing community-based systems of service.

Or

2.4 Represent geographic and ethnic diversity of the County.

Section 3: MEMBERSHIP TERMS: A membership term is three (3) years and a member is limited to two (2) terms. Subsequent terms may be recommended by a majority vote of Council members present at a regular Council meeting. A term begins on the first day of the month that the member is approved, and ends on the last day before the anniversary date. Terms may be staggered to avoid excessive term expiration in any year.

Section 4: VACANCIES: A vacancy occurs when a Council member's term expires, or when a Council member moves out of the service area, dies, resigns, is removed or no longer meets the requirements stated in Section 2.

Section 5: REMOVAL: A member may be removed whenever the best interests of the County will be served. Best interests include but are not limited to instances where a member has failed to declare an actual or potential conflict of interest, or when a member has acted contrary to Council directives or applicable laws including these Bylaws. The member whose removal is placed at issue shall be given prior notice of removal, and a reasonable opportunity to appear and be heard at a meeting of the Council. A member may be removed pursuant to this section by a vote of a majority of the total number of members then serving on the Council.

Section 6: TRAINING: To carry out its duties and responsibilities the Council is responsible for identifying and assuring it meets its educational and training needs including orientation and training new Council members.

#### **ARTICLE 4 – OFFICERS**

Section 1: OFFICES & RESPONSIBILITIES: The Council officers shall consist of a President, Vice-President and Secretary. The President shall preside over meetings of the Council, prepare and ensure that an agenda is distributed prior to each regular meeting, and shall serve as Chair of the Executive Committee and ex-officio member of all other committees. The Vice-President shall perform the duties of the President in that person's absence. The Secretary will act as Chair of the Nominating and Screening Committee and will be responsible for monitoring meeting attendance and notifying the Executive Committee of excessive absences. All officers shall have such powers and shall perform such duties as prescribed by these Bylaws, resolutions or other directives of the Council.



- Section 2: **NOMINATION & ELECTION:** The Secretary as the Nominating and Screening Committee chairperson shall be responsible for conducting the nominations and elections of the Executive Committee, comprised of Council officers and two additional members. Nominations will be presented at the May Council meeting. Additional nominations may be made from the floor. An election will be held at the June Council meeting. All officers shall be elected annually by majority vote of Council members present. Notwithstanding these provisions, at the time of the initial formation of the Council, nominations of officers shall be made at the first regular meeting, with elections to occur at the next regular meeting. Nominations may be made without regard to the general requirement that members have served on the Council for a minimum of six months before eligibility for nomination as provided in, Article 6, section 1.
- Section 3: **TERM OF OFFICE:** The term of office shall be one (1) year, or any portion of an unexpired term. A term shall start July 1 and terminate on June 30 of the following year, or shall continue until a successor has been elected. Officers may serve two consecutive full terms.
- Section 4: **VACANCIES:** Vacancies created during the term of an office shall be filled for the remaining portion of the term by special election at a regular meeting in accordance with this Article.

#### **ARTICLE 5 - MEETINGS**

- Section 1: **OPEN MEETINGS:** All regular and special Council meetings shall conform to Oregon Public Meetings Law (ORS 192.610 to 192.690).
- Section 2: **REGULAR MEETINGS:** The Council shall hold at least eight (8) monthly meetings per year beginning at the time and place designated in the notice for such a meeting. The time, place and location of the meetings shall be made known to the public by advertising or posting such notice and such notice shall be given to each Council member at least seven days in advance of the meeting date. When mailed and properly addressed, notice shall be deemed to have been given twenty-four (24) hours after it has been deposited in the United States Mail, postage paid.
- Section 3: **SPECIAL MEETINGS:** Special meetings may be called at any time by email, phone or in person by the Council President or a majority vote of the members then serving, or in response to a request by the County. Special meetings shall be held upon notice delivered by mail, email, telephone or personally to all Council members at their residence or usual place of business not less than seven days before the day of the meeting and specifying the place, day, hour and general purpose of such a meeting.
- Section 4: **VOTING:** A majority of current Council members shall constitute a quorum for the transaction of business at any meeting of the Council. If a quorum is present, the vote of the majority of the Council members present and entitled to vote shall be the act of the Council. Each member shall be entitled to one (1) vote. No proxy votes shall be accepted.
- Section 5: **MINUTES:** Minutes must be taken at each regular and special Council meeting. The minutes shall be reviewed and approved at each regular Council meeting. Minutes shall be stored and retained in accordance with Oregon Public Records Law.
- Section 6: **RULES OF ORDER:** Meetings shall be conducted using the latest edition of the general guidelines of *Robert's Rules of Order Newly Revised*.

Section 7: **ATTENDANCE:** Council members shall attend all Council regular and special meetings and committee meetings to which members are assigned. Any absence must be reported to the President or the staff liaison prior to the scheduled meeting. If a member is absent for three meetings with in a calendar year without prior notification the member's term will be deemed expired and a vacancy will occur. The Council may establish criteria for a policy that allows members to appear by telephone or other means of electronic communication in lieu of a personal appearance.

## **ARTICLE 6 - COMMITTEES**

Section 1: **NOMINATING AND SCREENING COMMITTEE:** The Council shall designate a Nominating and Screening Committee as a standing committee comprised of three members, in addition to the committee Chair. Members of the Nominating and Screening Committee shall be elected annually from a list of Council volunteers by a majority of Council members present. To be eligible, members shall have served on the Council for a minimum of six months to insure their understanding of Council duties and responsibilities. All members of the committee shall hold office for one (1) year with a maximum of three (3) years or until a successor is elected. The Committee shall select and nominate officers for the Council, with the concurrence of the Executive Committee. In addition, it will interview candidates for appointment or reappointment to the Council and ensure training and orientation with concurrence of the Executive Committee. Final recommendations will be made to the Council for action.

Section 2: **EXECUTIVE COMMITTEE:** The Council shall have a standing Executive Committee composed of the President, Vice-President, Secretary, and two (2) other members. The Executive Committee shall coordinate the activities of all committees, set the agenda for the Council meetings and perform such other duties as authorized and directed by the Council. It shall meet monthly, or as needed, and maintain written minutes of all regular and special meetings which shall be reported at the next regular meeting of the Council.

Section 3: **AD-HOC COMMITTEES:** The Council will identify goals annually to provide direction and focus for the formation of Ad-Hoc Committees to address particular issues and tasks. Ad-Hoc Committees may be established by the Council as needed. Once an Ad-Hoc Committee has completed assigned tasks, it shall cease to exist. A majority of the members of each Ad-Hoc Committee shall be Council members. Membership may also include individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field of endeavor.

## **ARTICLE 7 - CONFLICT OF INTEREST**

Section 1: Oregon's Government Standards and Practices (Oregon Revised Statutes (ORS), Chapter 244) govern Council members' conduct as public officials. Council members are required to follow the code of ethics set forth in ORS 244.040 and are prohibited from engaging in Actual Conflicts of Interest and must declare Potential Conflicts of Interest as those terms are defined in ORS 244.020. Members are to refrain from:

- 1.1 Using her/his Council appointment in any way to obtain financial gain for the Council member, a person in the member's household or relative, or for any business with which the Council member or a person in the member's household or relative is associated.

- 1.2 Taking any action on behalf of the Council, the effect of which would be a financial gain or loss to the member or a person in the member's household or relative.

Section 2: **ACTUAL CONFLICT OF INTEREST:** No member of the Council shall participate in any discussion or vote in a situation where an actual conflict of interest exists for that member, a person in the member's household or relative. An Actual Conflict of Interest exists if any action or any decision or recommendation by a Council Member *would* result in financial benefit to that member, a person in the member's household or relative. When an Actual Conflict of Interest exists the member must immediately declare the conflict orally to the Council President and explain the nature of the conflict in writing. Both the declaration and the nature of the conflict must be noted in the minutes of the next scheduled Council meeting.

Section 3: **POTENTIAL CONFLICT OF INTEREST:** When a potential conflict of interest exists a Council member must immediately declare the conflict of interest orally to the President and explain the nature of the conflict in writing prior to participating in any discussion, debate or vote on the issue at committee or Council level. Both the declaration and the nature of the conflict must be noted in the minutes of the next scheduled Council meeting. A Potential Conflict of Interest exists if any action or any decision or recommendation by a Council Member *could* result in financial benefit to that member, a person in the member's household or relative.

Section 4: **MEMBER CHALLENGE:** In addition to a Council member declaring a conflict of interest, any Council member may challenge any other member (s) as having a conflict of interest. It shall be the responsibility of the Council President to identify any conflict of interest, either by declaration or challenge.

Section 5: **DETERMINATION OF POTENTIAL CONFLICT OF INTEREST:** The determination of whether a potential conflict of interest exists shall be made at a Council meeting by recorded roll call vote prior to the Council's further consideration at committee or Council level of the issue from which the conflict arises. The Council member(s) at issue shall not participate in the roll call vote.

#### **ARTICLE 8 - COMPENSATION**

No payment shall be paid to a member for services as a member of the Council whether actual or in-kind and a member is not entitled to reimbursement of expenses for services.

#### **ARTICLE 9 – GENERAL PROVISIONS**

Section 1: **PUBLIC REPRESENTATION:** Any form of public representation regarding the operation of Clackamas County Mental Health and Addiction Treatment programs may originate only from the Director of Clackamas County Behavioral Health, or designee, in consultation with the Board of Clackamas County Commissioners and the Council President. In accordance with Council direction, the Council President may act or speak on behalf of the Council. Otherwise individual members are not authorized to act or speak on behalf of the Council or County.

Section 2: RECORDS RETENTION: Records of the Council and its committees are public records and shall be retained in accordance with the administrative rules of the Oregon State Archivist.

**ARTICLE 10 - BYLAW ADOPTION AND AMENDMENTS**

The bylaws may be repealed or amended, or new bylaws may be adopted at any meeting of the Council at which a quorum is present, by two-thirds (2/3) of those present and voting. At least twenty (20) days written notice must given to each member of the intention to alter, amend, repeal, or to adopt new bylaws, as well as the written alteration, amendment or substitution proposed. Bylaw amendments approved by the Council must comply with the authority granted in these Bylaws, Clackamas County policies, state and federal laws. No amendment is effective until approved by the Board of County Commissioners.

**[Enacted; June 22, 2010]**

Clackamas County Mental Health and Addictions Council Bylaws Approved:

\_\_\_\_\_  
Clackamas County Mental Health and Addictions Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**CENTER/COMMUNITY ADVISORY BOARD  
MODEL BYLAWS**

**Article I. Name**

The name of this board is the Center/Community Advisory Board (C/CAB).

**Article II. Purpose, Authority and Duties**

- A. The purpose of this Board is to be the primary policy advisor with regards to the activities and operations of the Milwaukie Center. The Board will advise the North Clackamas Parks and Recreation District (NCPRD), Milwaukie City Council and Milwaukie Center staff regarding Center client/participant needs.
- B. The C/CAB is established in the August 20, 1992, Intergovernmental Agreement between North Clackamas Parks and Recreation District and the City of Milwaukie.
- C. The C/CAB's duties include addressing the programs and facilities of the Milwaukie Center concentrating on the problems, desires and needs of the senior citizens and others within the boundaries of NCPRD; making decisions regarding capital improvements, programs, maintenance, and operations policies that will have to be approved by both the Milwaukie City Council (deedholders to the property and facilities) and the NCPRD Board, and providing the NCPRD Board of Directors with budget recommendations.

**Article III. Membership**

- A. The C/CAB shall consist of eighteen members.
- B. Nine of the eighteen C/CAB members shall be appointed by the NCPRD Board and those members shall serve at the pleasure of that governing body. These nine members must reside within the NCPRD boundaries, but not within the City of Milwaukie. No member may be a NCPRD employee.
- C. Nine of the eighteen C/CAB members shall be appointed by the City of Milwaukie Mayor with the consent of Council, and those members shall serve at the pleasure of that governing body. The nine City of Milwaukie appointees must reside within the Milwaukie City limits. No member may be a City of Milwaukie officer, agent or employee.
- D. Terms are for a period of three years. Board members shall serve no more than two consecutive full terms. The body which appointed a particular C/CAB member (the Milwaukie City Council or the NCPRD Board as the case may be) may waive this limitation if it is in the public interest to do so.
- E. Vacancies are filled in the same manner as the original appointments and for the unexpired term of the vacant position.

- F. Upon failure of any member to attend two consecutive meetings without a valid excused absence, the C/CAB may recommend termination of that appointment to the governing body which made the appointment, and that governing body may remove the incumbent from the Board and declare the position vacant to be filled in the manner of a regular appointment. A valid excused absence requires that the C/CAB member notify a C/CAB officer or Milwaukie Center staff prior to the meeting to be missed except for the case of an emergency.
- G. All C/CAB members shall serve without compensation.

#### **Article IV. Officers and Staffing**

- A. Officers. The officers consist of a chairperson, vice chairperson and secretary who shall be selected by the C/CAB membership by simple majority vote and who shall serve at the pleasure of the membership for one year, July 1-June 30. Elections shall be held yearly in June. Officers may be re-elected.
- B. Chairperson. The chairperson shall be general supervisory and directional powers over the Board. The chairperson shall preside at all Board meetings, set Board agendas and establish committees and appoint committee chairpersons. The chairperson shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Board unless this responsibility is delegated in writing.
- C. Vice Chairperson. The vice chairperson shall execute all powers of the chairperson in the absence of the chairperson; the secretary in the absence of the secretary.
- D. Secretary. The secretary shall keep records of all Board meetings, correspondence and related documents.
- E. Temporary Appointments. The chairperson may fill a vacancy in any office by a temporary appointment not to exceed two regular meetings. An election by the C/CAB must be held by the third meeting to fill the vacancy and that member so elected shall serve for the remainder of the term of that office.

#### **Article V. Organizational Procedures**

- A. The C/CAB shall meet at least once each month (a “regular meeting”). All members shall be subject to the requirements of the Oregon Public Meetings Law and Public Records Law.
- B. Special meetings may be called by any two officers. Only business specified in the agenda for the special meeting may be considered.
- C. Fifty-one percent of the voting membership of the C/CAB shall constitute a quorum. The concurrence of a majority of the C/CAB members present shall be required to decide any matter.

- D. Bylaws may be amended at any regular C/CAB meeting providing written notice of the proposed amendment is submitted at a prior, regular meeting. In order to be effective, such amendments must also first be approved by the Milwaukie City Council and NCPRD Board. No Amendment shall be effective until it is approved by the BBC.
- E. The parliamentary authority for this board is *Robert's Rules of Order Revised* except where superseded by these bylaws or local, state or federal laws.

Adopted 8/9/96 by Center/Community Advisory Board

Adopted 9/3/96 by City of Milwaukie City Council

Adopted 9/12/96 by District Parks Advisory Board

Revised 1/12/01 by Center/Community Advisory Board

Adopted 9/23/01 by the District Parks Advisory Board

Adopted 10/01 by the Board of County Commissioners

Adopted 11/01 by the City of Milwaukie City Council

Revised and adopted 5/13/16 by the Center/Community Advisory Board

Clackamas County Pedestrian / Bikeway Advisory Committee  
Statement and By-laws

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

Purposes:

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

Committee Membership:

The Pedestrian / Bikeway shall be comprised of 6-10 members representing citizens 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 all applicants will be considered.

Term of Office:

Each term of office shall be three years in length beginning July 1<sup>st</sup>. Should a vacancy occur prior to the expiration date of any term, appointments shall be made to fill the unexpired term.

Officers:

The officers of the Committee shall consist of a Chair person and a Vice-chair person, to be elected annually at the first meeting after July 1<sup>st</sup>.

Duties of the Officers:

The Chair person shall preside at all meetings, develop agenda, appoint sub-committee and assure notice is provided for all regular and special meetings. The Vice chair shall perform all duties of the Chair person in the absence of the Chair person.



### Meetings:

Regular meeting shall be held at the date and time set by the Chair person. Special meetings may be called by the Chair person or by the 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 recommendation from the Committee shall be drawn up separate and apart from the minutes.

All monthly meetings of the Clackamas County Pedestrian / Bikeway Advisory 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 assure 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 Clackamas County Pedestrian / Bikeway Advisory Committee to transact business. A quorum consists of a majority of all current members of the Clackamas County Pedestrian / Bikeway Advisory Committee. The Clackamas County Pedestrian / Bikeway Advisory 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 decision by consensus, Robert Rules of Order, Revised, will be used when no consensus can be reached.

# **CLACKAMAS COUNTY SOLID WASTE COMMISSION BYLAWS AND OPERATING PROCEDURES**

## **ARTICLE I**

The name of the organization shall be the Clackamas County Solid Waste Commission (the "Commission").

## **ARTICLE II**

**BOUNDARIES.** The boundaries of the Commission shall be the same as those established by Clackamas County.

## **ARTICLE III**

**PURPOSE, GOALS AND DUTIES.** The purpose, general goals and duties of the Commission are as set forth in Chapter 10 of the Clackamas County Code

## **ARTICLE IV**

**MEMBERSHIP.** The Commission shall be made up of five voting members as set forth in Chapter 10 of the Clackamas County Code.

- 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. All new members signing up will be required to show proof of eligibility.
- b. Members of the Commission representing the public at-large and collection service franchise holders shall be 18 years of age or older and shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Those members of the Commission representing the public at-large shall be a resident of the recognized area.
- c. Except for public employees who serve by reason of and for the term of the position they hold, members shall have an appointment term of four (4) years. Members of the Commission shall serve until their successors are appointed and qualified. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. Current public members seeking a new term on the Commission shall submit an application at least ninety (90) days prior to the expiration of their current term. Collection service franchise holder members may not serve consecutive terms. The Clackamas County Refuse and Recycling Association (CCRRA) shall submit two candidates for consideration for each term appointment.

- d. The following shall be advisors to the Commission, if they so elect or desire:
  - i. Representatives of the Metro Council.
  - ii. The Director of D.E.Q., or his/her authorized representative.
  - iii. The Clackamas County Extension Agent, or his/her authorized representative.
  - iv. Clackamas County Counsel, or his/her authorized representative.
  - v. The Advisor to the Clackamas County Refuse and Recycling Association or its authorized representative.
  - vi. Representatives from the recycling Industry or persons interested or associated with recycling.
- e. Public employee members, or advisors or the Commission may designate alternatives to serve in their place.

## **ARTICLE V**

**OFFICERS.** The officers of the Commission shall include the following:

- a. Chairperson. The Chairperson shall preside over all meetings of the Commission and shall co-sign for all authorized expenditures, 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. The Vice-Chairperson shall maintain an accurate record of all income and expenses of the Commission and co-sign authorized expenditures. The Vice-Chairperson may maintain a bank account, if applicable, and present a statement of account at every meeting. The Vice-Chairperson's records shall be made available to any member or the public as required by the Oregon Public Records Law.
- c. The Commission shall provide the County Public and Government Affairs Department with a current list of officers and members.

**SELECTION OF OFFICERS.** The election of officers of the Commission 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 Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote.

**TERM OF OFFICE.** The term of office for all officers shall be two (2) years, 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 Board of County Commissioners. 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.

## **ARTICLE VI**

MEETINGS. Meetings of the Commission shall be held in accordance with the Oregon Public Meetings Laws. An annual meeting shall be held once per year for the purpose of electing officers and such other business as deemed necessary.

The Chairperson, the Board, or any three members of the Commission may call special meetings at any time upon ten days notice to other members of the Commission; provided however, members may waive such notice. The time and location shall be determined by the Commission. 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 Commission to transact business. A quorum consists of four members of the Commission, not just those present. A vacancy on the board does not affect the quorum requirements. The Commission can take official action only with the affirmative vote of a majority of the quorum present.

RECORDS. All records of the Commission 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 Commission. 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 Commission may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing.

## **ARTICLE VIII**

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

## ARTICLE IX

AMENDMENTS. These by laws 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 Commission. 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 Commission.

# Surface Water Management Agency of Clackamas County Budget Committee Bylaws

## ARTICLE I

NAME. The name of the organization shall be the Surface Water Management Agency of Clackamas County Budget Committee (“Budget Committee”).

## ARTICLE II

BOUNDARIES. The boundaries of the Budget Committee shall be the same as those established by the Surface Water Management Agency of Clackamas County Service District, a county service district (“SWMACC”).

## ARTICLE III

PURPOSE. The Budget Committee shall be responsible for reviewing, commenting and receiving public comment on the proposed budget of SWMACC in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.305 – 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the Budget Committee.

## ARTICLE IV

MEMBERSHIP. Membership shall consist of the five members of the Board of County Commissioners and five citizen members at large.

- a. Membership in the Budget Committee shall be open to anyone who is a resident of the SWMACC service area.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying for the Budget Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on the third year from the date of appointment. Terms shall be staggered so that about one-third of the appointed terms end each year. There are no term limits and Members may seek reappointment. 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.

**MEETINGS.** The Budget Committee may meet prior to their first “official” meeting under ORS 294.426 when the budget message is delivered upon proper notice being published. Discussion items prior to the first “official” meeting are limited based on ORS 294.426(6). 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 Affairs Office. All Budget Committee meetings and notices shall comply with Oregon Public Meetings 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. Any Budget Committee action requires the affirmative vote of the majority of the total Budget Committee membership.

**RECORDS.** All records of the Budget Committee shall be subject to Oregon Public Records Law.

## **ARTICLE V**

**HEARING PROCESS AND PROCEDURE.** The hearing process and procedure shall comply with Oregon Budget Law and the proceedings of the meeting shall be governed by ORS 294. All Budget Committee meetings shall employ Roberts Rules of Order and comply with the Oregon Public Meetings Law.

## **ARTICLE VI**

**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 Surface Water Management Agency of Clackamas County 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 Budget Committee.

**PROMULGATED BY-LAWS  
CLACKAMAS COUNTY TRAFFIC SAFETY COMMISSION**

**SECTION 1: NAME, PRUPOSE AND HISTORY**

The name of this organization shall be the Clackamas County Traffic Safety Commission (the "Commission"). Clackamas County Traffic Safety Commission is a County designated citizen commission whose purpose is to advise the Clackamas County Engineering Department on matters related to transportation safety for all modes of transportation utilizing the roadway system. This commission was formed in 1980.

**SECTION 2: MEMBERSHIP**

**2.1 Number of Members:** The Clackamas County Traffic Safety Commission shall consist of a minimum of ten (10) and up to twelve (12) private citizen members and up to three (3) high school student members, all of whom are residents of Clackamas County. The private citizen members shall be appointed by the Board of County Commissioners and shall be as representative as possible of the geographic, demographic and diverse characteristics of the County. The Board of County Commissioners, in such numbers and as it deems necessary, shall appoint the high school student members. The student member(s) shall for all purposes be treated as regular voting members of the Commission.

**2.2. Term:** Members selected to serve on the Traffic Safety Commission shall have a four (4) year term. Members may seek reappointment to serve additional four (4) year terms..

**2.3 Vacancies:** A vacancy occurs when a member 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 Board of County Commissioners..Applicants will be invited to a regularly scheduled Traffic Safety Commission meeting to be interviewed. Attending members shall vote to recommend appointment of applicants. The staff liaison shall forward the Commission's recommendation to the Board of County Commissioners for formal appointment. 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..

**2.4 Absences:** Three or more consecutive unexcused absences from regularly scheduled Clackamas County Traffic Safety Commission meetings will be grounds for removal of any Commission member. Three consecutive unexcused absences shall be noted as a lack of desire to continue membership in the Commission unless these absences can be adequately justified to the satisfaction of the remainder of Clackamas County Traffic Safety Commission, who will be the primary arbiter in these cases.

Before any member is considered for release for any reason, they will be afforded the opportunity to appear before the Clackamas County Traffic Safety Commission and present their appeal for retention. The Clackamas County Traffic Safety Commission, as a whole, will make the final decision for retention of a member. Irregular attendance, failure to accept adequate functional membership responsibility, or disruptive attitude toward specified goals of the Clackamas County Traffic Safety Commission may also be considered as a basis for release from membership on the Clackamas County Traffic Safety Commission.

Any member, at their discretion, may propose the release from membership of any other member for cause. The entire basis for consideration of such release shall be considered by the



Clackamas County Traffic Safety Commission as a whole and if approved by a majority of the quorum present, shall be acted on as described above.

Any member who anticipates in advance an absence from a regularly scheduled Clackamas County Traffic Safety Commission meeting should report that possibility to the staff liaison of the Clackamas County Traffic Safety Commission.

### **SECTION 3: ORGANIZATION**

**3.1 Chair and Vice-Chair:** At the first regular meeting of each calendar year the Clackamas County Traffic Safety Commission shall elect a chair and vice-chair for the ensuing year. The current chair shall announce the matter of the upcoming election during the last meeting of the calendar year. Nominations for the offices may be made at that time. Nominations may also be made at the elective meeting. If no person receives a majority vote for election on the first ballot, the two receiving the highest number of votes will be considered on a second ballot. The newly elected chair shall take office immediately upon election and conduct the balance of the meeting from that point forward.

The Chair shall preside over all meetings of the Commission and have the responsibility of the performance of such duties as prescribed in these Bylaws. The Chair will act as a point-of-contact between County officials and the Commission.

The Vice-Chair shall aid the Chair and perform the duties of the Chair in his/her absence.

**3.2 Staff Support:** The County Engineering Division will provide a staff secretary or a commission member shall be appointed as secretary by the chair to serve during their term of office. The secretary shall have the following responsibilities:

- Take minutes of all meetings and record them in permanent electronic form
- Prepare an agenda for each scheduled meeting.
- Provide electronic notification of meetings.
- Maintain custody of all contracts, legal documents, resume's, copies of incoming and outgoing correspondence and all other documents and papers filed with the Clackamas County Traffic Safety Commission.
- Maintain membership records.
- Prepare documents and reports needed by the Clackamas County Traffic Safety Commission.
- Assist with the preparation of an annual report to the Board of County Commissioners of program goals, activities and accomplishments.

### **SECTION 4: MEETINGS**

**4.1 Meeting Times:** The Clackamas County Traffic Safety Commission will normally meet the first Wednesday of each calendar month during the year, at a time and place designated by the chair of the Clackamas County Traffic Safety Commission. If this date should conflict with a recognized holiday, the chair shall make an alternate date decision during the preceding meeting. The secretary shall assure that appropriate notice is provided to all interested persons and agencies. The Clackamas County Traffic Safety Commission shall meet not less than six (6) times per year and under no circumstances will meetings be held less frequently than quarterly.

**4.2 Quorum:** A quorum of the membership shall consist of a majority of the membership. Members must be present to form a quorum and conduct official business. A simple majority of the Commission members present shall provide the deciding vote on any subject brought before the Commission. The chair or presiding officer shall vote only in the case of a tie vote.

**4.3 Meeting Conduct:** The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all matters in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt. The chair of the Clackamas County Traffic Safety Commission shall establish the agenda with the assistance of the vice-chair and secretary. The Commission shall attempt to complete all agenda business at each meeting. If the time for conducting required business exceeds a reasonable hour, the chair, or any member, may propose a carry-over of remaining business to a special meeting date to be designated, or to the next regularly scheduled meeting.

**4.4 Bylaw Changes:** Any member on any appropriate subject may propose bylaw modifications. Such proposals will be submitted in writing to the chair of the Clackamas County Traffic Safety Commission. The submitted proposals shall be read during the meeting at which they are first presented. Discussion of the proposals will be limited to clarification of intent and verbiage at that meeting. The staff liaison shall ensure that the proposal, as modified by the limited discussion in the meeting, be forwarded to each Clackamas County Traffic Safety Commission member and to County Counsel along with a copy of the recorded minutes of the meeting. The proposed bylaw modifications shall be voted on at the next official meeting of the Clackamas County Traffic Safety Commission. If a majority of the quorum present approves the proposal, and no objection is received from the Board of County Commissioners or County Counsel, the proposed changes shall be incorporated into the Bylaws and will be effective immediately.

**4.5 Meeting Minutes:** Minutes of each meeting shall record the presence and absence of each member. They shall also document the business conducted at the meeting and a summary of the discussions and recorded decisions including proposed motions, seconds to the motion and discussions, dissensions and abstentions.

Completed minutes shall be electronically conveyed to members prior to the next meeting.

**4.6 Open Meeting Policy:** All monthly meetings of the Clackamas County Traffic Safety Commission shall be open to the public. All Commission 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.

**4.7 County Department Participation:** The Clackamas County Traffic Safety Commission will be aided in the conduct of its functions by designated County staff, or their representatives. These designated representatives will be ex-officio members of the Clackamas County Traffic Safety Commission and will be nonvoting. They will be designated by the DTD Assistant Director or their designee.

The chair of the Clackamas County Traffic Safety Commission may request additional appointees to be designated representatives if such need appears desirable. These representatives will provide the Traffic Safety Commission with consulting services and assistance in their respective technical areas.

**4.8 Non-County Governmental Participation:** Other governmental agencies serving Clackamas County will be solicited by the Clackamas County Traffic Safety Commission to participate as ex-officio nonvoting members of the Clackamas County Traffic Safety Commission if their input can assist the Commission.

## **SECTION 5: DUTIES AND RESPONSIBILITIES**

**5.1 Overview:** The primary duties and responsibilities of the Clackamas County Traffic Safety Commission shall be directed towards efforts to reduce injury and fatal crashes in Clackamas County. The Commission will use adopted plans such as the Clackamas County Transportation Safety Action Plan and Clackamas County Transportation System Plan as a basis for developing policies, programs and tasks for reducing injuries and fatalities due to crashes on the transportation system. All resources available to the Clackamas County Traffic Safety Commission will be directed toward this endeavor.

A “5E” approach including Education, Emergency Medical Services, Enforcement, Engineering and Evaluation shall be used to achieve safety goals. Collaboration with Clackamas County and its political subdivisions, their officials, civic leaders and organizations, private groups and individual citizens is important to this effort. Each agency, group and individual can provide specialized input and assistance to this effort. The Commission shall coordinate with the Clackamas Safe Communities Program, which focusses on the reduction of injuries and fatalities in Clackamas County, as well as existing community traffic safety organizations and other county, state and federal safety offices. The Commission shall encourage all political subdivisions in Clackamas County to implement traffic safety initiatives.

**5.2 Safety Focus Areas:** As needed, the Clackamas County Traffic Safety Commission will work toward organizing effective committees that involve representative countywide membership in the following functional areas:

- Alcohol/drugs and other impairments related to traffic safety
- Codes and laws
- Driver education
- Emergency Medical Services
- Roadway design, construction and maintenance
- Identification and surveillance of crash locations
- Pedestrian/bicycle safety
- Safe routes to school
- Traffic control devices
- Traffic records
- Safety culture

The voting members of the Commission shall select members for all committees as deemed necessary. Other areas of interest may be added at the discretion of the Traffic Safety Commission. Members of these functional committees who are not Clackamas County Traffic Safety Commission members will be designated ex-officio Clackamas County Traffic Safety Commission members.

The Clackamas County Traffic Safety Commission will examine each of the foregoing functional areas and goals set forth in the Clackamas County Transportation Safety Action Plan and/or similar safety-focused reports and establish an annual program and goals for immediate and

long-range priorities. This program will serve as the direction for the Commission and accomplishments will be measured against these written programs and goals. If functional area committees appear to be short of goal attainment, efforts will be made to correct the situation by appropriate means.

**5.3 Safety Partner Collaboration:** The Clackamas County Traffic Safety Commission, through its chair and staff liaison, shall maintain contact with various County committees and agencies on highway traffic safety matters. This will be accomplished through formal and informal reports and meetings. The secretary will maintain these reports and reports of meetings, and pertinent portions will be extracted for inclusion in periodic and annual reports as required by various directives.

The Clackamas County Traffic Safety Commission shall coordinate with each Clackamas County safety organization, community, municipality and other recognized political, neighborhood or area subdivision within the County. Other political entities such as State, Federal and Metro will be targeted for inclusion and coordination in any on-going traffic safety programs conducted or supervised by the Clackamas County Traffic Safety Commission.

The Clackamas County Traffic Safety Commission, through its chair, will serve as an advisory body to the Clackamas County Traffic Engineer for the purpose of developing local actions necessary to implement traffic safety projects.

## **SECTION 6: POLICIES**

The Clackamas County Traffic Safety Commission shall adopt and follow the general operating policies recommended by the Board of County Commissioners. Primary among these policies and key guidelines to the Clackamas County Traffic Safety Commission are the following:

1. Operate as a non-profit, nonpolitical organization, devoted exclusively to accident prevention in traffic related instances.
2. Operate in the general public interest serving the County as a whole. It shall serve no special Interest.
3. Will not endorse any commercial products or enterprise.

## **SECTION 7: AUTHORITY TO BIND**

The Clackamas County Traffic Safety Commission, its members individually or collectively cannot commit Clackamas County, its officers or agents to financial obligation unless approved beforehand in writing for the express amount and purpose. Such approval must have the funding account and citation number approved. The Clackamas County Traffic Safety Commission may receive funds from sources unaffiliated with Clackamas County at various times. If this occurs, these funds may be used at the discretion of the Clackamas County Traffic Safety Commission, when approved in official meetings. These funds will not be commingled with county funds and must be accounted for. The County will be permitted to conduct an audit of such funds at any time.

## **SECTION 8: PRIOR BYLAWS**

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

## **Tri-City Service District Budget Committee Bylaws**

### **ARTICLE I**

NAME. The name of the organization shall be the Tri-City Service District Budget Committee (“Budget Committee”).

### **ARTICLE II**

BOUNDARIES. The boundaries of the Budget Committee shall be the same as those established by Tri-City Service District, a county service district (“TCSD”).

### **ARTICLE III**

PURPOSE. The Budget Committee shall be responsible for reviewing, commenting and receiving public comment on the proposed budget of TCSD in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.305 – 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the Budget Committee.

### **ARTICLE IV**

MEMBERSHIP. Membership shall consist of the five members of the Board of County Commissioners, 1 citizen member from City of Gladstone, 1 citizen member from City of Oregon City, 1 citizen member from City of West Linn, and 2 citizen members at large.

- a. At Large Membership in the Budget Committee shall be open to residents of the Tri-City Service District service area.
- b. Representative members from City of Gladstone, City of Oregon City, and City West Linn on the Tri-City Service District Budget Committee shall be made by recommendation from the elected representatives of each City.
- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members applying for the Budget Committee will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years which shall expire on the third year from the date of appointment. Terms shall be staggered so

that about one-third of the appointed terms end each year. There are no term limits and Members may seek reappointment. 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.

MEETINGS. The Budget Committee may meet prior to their first “official” meeting under ORS 294.426 when the budget message is delivered upon proper notice being published. Discussion items prior to the first “official” meeting are limited based on ORS 294.426(6). 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 Affairs Office. All Budget Committee meetings and notices shall comply with Oregon Public Meetings 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. Any Budget Committee action requires the affirmative vote of the majority of the total Budget Committee membership.

RECORDS. All records of the Budget Committee shall be subject to Oregon Public Records Law.

## **ARTICLE V**

HEARING PROCESS AND PROCEDURE. The hearing process and procedure shall comply with Oregon Budget Law and the proceedings of the meeting shall be governed by ORS 294. All Budget Committee meetings shall employ Roberts Rules of Order and comply with the Oregon Public Meetings Law.

## **ARTICLE VI**

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 Budget Committee.