



MEMORANDUM

TO: NCPRD Board of Directors
FROM: Dominic Cortinas, NCPRD Deputy Director
RE: Amend MCCAB Bylaws
DATE: November 21, 2023

REQUEST: Approval of an amendment to the NCPRD/Milwaukie Community Center Advisory Board (MCCAB) Bylaws.

BACKGROUND: The Milwaukie Community Center Advisory Board (MCCAB) bylaws state “The MCCAB 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 Record Law.” in Article V. Organizational Procedures, Item. A.

It is the direction of the MCCAB to seek approval of the Board of Directors to amend the MCCAB Bylaws to update Article V. Organizational Procedures, Item A. to:

The MCCAB will meet at a regularly scheduled monthly meeting with a minimum of nine meetings each fiscal year. All members shall be subject to the requirements of the Oregon Public Meetings Law and Public Records Law.

This change amends the required monthly meeting to a minimum of nine meetings; in essence providing board members the option of three bye meetings.

Respectfully Submitted,

Dominic Cortinas

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NCPRD Deputy Director

North Clackamas Parks and Recreation District
Milwaukie Community Center Advisory Board
BYLAWS

Article I. Name

The name of this board is the Milwaukie Community Center Advisory Board (MCCAB)

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 Community Center. The Board will advise the North Clackamas Parks and Recreation District (NCPRD), Milwaukie City Council, Board of County Commissioners (BCC) and Milwaukie Center staff regarding Milwaukie Center needs.
- B. The MCCAB was established in the August 20, 1992 Intergovernmental Agreement between North Clackamas Parks and Recreation District and the City of Milwaukie.
- C. The MCCAB's duties include addressing the programs and facilities of the Milwaukie Center concentrating on the problems, desires and needs of the seniors, adults and youth within the boundaries of NCPRD; making decisions regarding capital improvements, programs, maintenance, and operation policies to be approved by the Milwaukie City Council (deed holders to the property and facilities) and/or the NCPRD Board.
- D. During the annual budget process, the MCCAB will provide budget recommendations for the operation and maintenance of the Milwaukie Center, and in addition, the MCCAB will identify and prioritize capital projects and provide project recommendations to the NCPRD Board. The recommendations for maintenance and operations, and capital improvements shall be reviewed by the NCPRD Board, who will then forward their recommendations to the NCPRD Budget Committee. The NCPRD Budget Committee will then submit recommendations to the BCC for the final decision.

Article III. Membership

- A. The MCCAB shall consist of eleven members.
- B. Of the eleven MCCAB members, there will be representation of one member appointed by the City of Milwaukie. The MCCAB and NCPRD Board agree to recommend to the BCC for approval the individual nominated by the City of Milwaukie city council to fill the City representative seat. The BCC agrees to appoint the individual nominated by the city council unless there is good cause for rejecting the nomination.

- C. All MCCAB applications for any at-large board positions may be made directly to the MCCAB. The MCCAB members will be recommended by the MCCAB and NCPRD Board and appointed by the BCC. Members must either live or work within the District boundaries. If eligibility of a board member changes during the term, the member may choose to finish their term. No member may be a NCPRD employee, City of Milwaukie officer, agent or employee.
- D. Terms are for a period of three years. Board terms will be staggered with terms ending in October of each year. Board members shall serve no more than two consecutive full terms. The body which appointed a particular MCCAB member 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 MCCAB 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 MCCAB member notify a MCCAB officer or Milwaukie Center staff prior to the meeting to be missed except for the case of an emergency.
- G. All MCCAB members shall serve without compensation.

Article IV. Officers and Staffing

- A. Officers. The officers consist of a chair person, vice chairperson, and secretary who shall be selected by the MCCAB membership by simple majority vote and who shall serve at the pleasure of the membership for one year. Elections shall be held yearly in June. Officers may be re-elected.
- B. Chair person. The chair person shall have general supervisory and directional powers over the Board. The chair person shall preside at all Board meetings, set Board agendas, and establish committees and appoint committee chair persons. The chair person 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 Chair person. The vice chair person shall execute all powers of the chair person in the absence of the chair person as well as 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 chair person may fill a vacancy in any office by a temporary appointment not to exceed two regular meetings. An election by the MCCAB 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 MCCAB will meet at a regularly scheduled monthly meeting with a minimum of nine meetings each fiscal year. 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 MCCAB shall constitute a quorum. The concurrence of a majority of the MCCAB members present shall be required to decide any matter.
- D. Bylaws may be amended at any regular MCCAB 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 NCPRD Board. No amendment shall be effective until it is approved by the BCC.
- 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 8/29/96 by District Parks Advisory Board

Revised and adopted 2/13/09 by Center/Community Advisory Board

Adopted 3/09 by the District Parks Advisory Board

Revised and adopted 6/13/14 by Milwaukie Center/Community Advisory Board

Revised October 8, 2021 by Milwaukie Community Center Advisory Board

Approved revisions 02/11/2022 by Milwaukie Community Center Advisory Board

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