

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: March 22, 2016 **Start Time:** 1:30 p.m. **Approx. Length:** 30 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 the BCC approved bylaws for those submitted by ABC liaisons, however it was discovered that not all had sought approval from County Counsel. On November 3, 2015 during an "Issues" session the BCC rescinded their vote and directed PGA to ensure that department liaisons coordinate with County Counsel to draft, update and approve bylaws for each committee.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 compliant, and a list of those that are not.

ABCs with compliant bylaws as of March 16, 2016:

- Aging Services Advisory Council
- CCSD #1 Riverhealth Advisory Board
- CCSD #5 Budget Committee
- Clackamas County Budget Committee
- Clackamas County Fair Board
- Clackamas County Health Council
- Clackamas County Vector Control District Board of Trustees
- Community Action Board

- County Parks Advisory Board
- Developmental Disabilities Council
- Economic Development Commission
- Emergency Medical Services Council
- Enhanced Law Enforcement District Budget Committee
- Enhanced Law Enforcement District Citizen Advisory Committee
- Forest Advisory Board
- Library District Advisory Committee of Clackamas County
- NCPRD Advisory Board (DAB)
- NCPRD Budget Committee
- OSU Extension 4H Budget Committee
- Clackamas County Planning Commission
- Timber Sale Advisory Committee
- Tri-City Advisory Board (BCC approval on 2/29/2016)
- Wastewater Treatment Capacity Advisory Committee

ABCs not compliant/pending bylaws as of March 16, 2016:

- Board of Property Tax Appeals
- CCSD #1 Budget Committee
- Clackamas County Arts Alliance
- Clackamas County Audit Committee
- Clackamas County Veterans Advisory Council
- Clackamas Health Centers Board
- Clackamas Workforce Partnership
- Compensation Board for Elected Officials
- County Library District Budget Committee
- Design Review Committee
- Development Agency Budget Committee
- Diversity Leadership Council
- Historic Review Board
- Housing Advisory Board
- Library Board of Trustees – Oak Lodge Library
- Local Public Safety Coordinating Council
- Mental Health and Addictions Council
- NCPRD Milwaukie Center Community Advisory Board
- Pedestrian-Bikeway Advisory Committee
- Regional Arts Council
- Solid Waste Commission
- SWMACC Budget Committee
- SWMACC Lower Tualatin Basin Citizen Advisory Committee
- Tourism Development Council
- Traffic Safety Commission
- Tri-City Service District Budget 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 (this does not include the Tri-City Advisory Board bylaws that have already had formal approval).

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval s/Gary Schmidt
County Administrator Approval _____

CLACKAMAS COUNTY
AGING SERVICES
ADVISORY COUNCIL

BYLAWS

Amended 1/15/16

ARTICLE I: NAME

This Council shall be known as the Clackamas County Aging Services Advisory Council.

The Aging Services Advisory Council ("ASAC") is the Clackamas County Board of Commissioners ("BCC") appointed advisory council that advises the Clackamas County Area Agency on Aging ("AAA").

ARTICLE II: PURPOSE

The ASAC shall:

- A. Serve as an advisory body to the Director of the Clackamas County ("County") Area Agency on Aging.
- B. Advise the Clackamas County Area Agency on Aging on all matters relating to the development and administration of the Clackamas County Area Plan ("Plan") and advise the AAA on operations conducted under the Plan and provide input on other areas of importance to the senior population.
- C. Review all requests for Clackamas County Area Agency on Aging Older American's Act funding and make the findings of the ASAC known to the applicant, the County and the State.
- D. Evaluate the effectiveness of programs funded under the Clackamas County Area Plan and seek the advice of the service recipients,

general public and service providers on services needed and how to improve existing services.

- E. Advocate for maintenance and improvement of existing services and for the creation of additional needed services for Clackamas County senior residents.

ARTICLE III: MEMBERSHIP

SECTION 1: Members

The ASAC shall consist of individuals who:

- A. Reside within the boundaries of Clackamas County.
- B. Work in programs that serve seniors in Clackamas County, who reside outside the County, with the recommendation of the Executive Subcommittee.
- C. Are appointed to provide good geographical distribution across the County. Each member shall represent all seniors in the entire County rather than his or her local area or program interest.
- D. Are not employees of, or persons having a financial interest in, any agency receiving or seeking funding from the AAA.
- E. Include individuals and representatives of community organizations who will help to enhance the leadership role of the AAA in developing community-based systems of services. The make up of the ASAC membership shall consist of:
 - 1. At least 51% of the membership aged 60 and over and should include minority individuals who are participants or who are eligible to participate in programs under the Older Americans Act;
 - 2. Representatives of older persons including health care providers and veterans health care (if appropriate).

SECTION 2: Appointment and Tenure

- A. Members of the ASAC are appointed by the Clackamas County Board of County Commissioners.
- B. The Council shall consist of not more than 21 voting members.

- C. After consideration of the recommendations from the Nominating and Screening Sub-committee, the ASAC shall recommend to the AAA one or more qualified candidates for appointment, or reappointment, to each vacant position.
- D. Each Member shall serve for a period of three (3) years, with one-third of the Regular Members' appointment expiring each year. An ASAC member may be appointed to two additional terms. A member, appointed to fill an unexpired term, may be re-appointed for three additional consecutive terms.
- E. A member who served for many years may be made an emeritus member upon nomination by the Nominating and Screening Sub-committee and continue to receive information pertaining to the Council and attend meetings in a non-voting status. Emeritus membership does not constitute one of the 21 members of the ASAC.
- F. Vacancies which occur before the expiration of a Member's term shall be filled for the unexpired portion of the term by the Area Agency on Aging, upon recommendation of the ASAC after it has considered the recommendation of its Nominating and Screening Sub-committee.
- G. To be excused, a member must notify the ASAC secretary or Chairperson and Social Services staff prior to the meeting.
- H. Three unexcused consecutive absences from regularly scheduled meetings of the ASAC shall constitute automatic resignation by that absent member. Four absences in any eight (8) month period, excused or unexcused, by a member will require a Nominating and Screening Sub-committee review to determine probable future attendance. If termination is recommended by the Nominating and Screening Sub-committee, a two-thirds vote of members at an ASAC meeting, with a quorum present, shall constitute automatic termination by that member. Approved leave of absence may be granted by the Executive Sub-committee and shall not be counted in the above formula.
- I. Each Council member is encouraged to serve on at least one ASAC sub-committee.

SECTION 3: Voting Privileges

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

ARTICLE IV: Meetings

SECTION 1: Schedule

- A. The ASAC shall meet nine times a year at a preannounced location. Special meetings may be called by the Executive Subcommittee or any five (5) members of the ASAC.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all ASAC and subcommittee 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 ASAC members present, unless otherwise provided in the bylaws.
- E. No officer, ASAC member, or Sub-committee member shall approve any action on behalf of the AAA or the ASAC without the consent of the AAA and ASAC.
- F. No member shall be authorized to speak on behalf of the ASAC until the ASAC takes a position by formal action.
- G. In the event an ASAC member engages in business with the County that could present an actual or potential conflict of interest with matters within the ASAC'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 ASAC shall be a Chairperson, a First Vice-Chairperson, Second Vice-Chairperson and a Secretary elected from the Members.

SECTION 2: Election

An election shall be held during the regularly scheduled ASAC meeting in June. The Nominating and Screening Sub-committee shall present a slate of officers during the regularly scheduled ASAC meeting in May. Additional nominations may be made during the regularly scheduled ASAC meeting in June.

SECTION 3: Term of Office

Each officer shall hold office during the 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 First Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence.
- C. The Second Vice-Chairperson shall perform all the duties of the Chairperson during the absence of the Chairperson and the First Vice-Chairperson. The Second Vice-Chairperson shall also serve as the Chairperson of the Nominating and Screening Sub-committee.
- D. The Secretary is responsible for reviewing ASAC meeting attendance records and for advising the Chairperson regarding any Council member with absences requiring action in accordance with Article III, Section 2, item "H". The Secretary is also responsible for ASAC correspondence.

SECTION 5: - Recall and Vacancies

- A. If a vacancy occurs in any office of the ASAC or Executive Committee during the officer's term, the Nominating and Screening Sub-committee shall meet and recommend nominee(s). An election shall be held during a regularly scheduled ASAC meeting.

- B. A motion to recall an officer must be approved by a by a 2/3 vote of the total filled seats of the ASAC membership at any regular or special meeting called for this purpose.
- C. A member may be recalled by the BCC with or without cause. If an individual acts in a manner inconsistent with the agency mission and values they may be recalled.

ARTICLE VI: SUB-COMMITTEES

SECTION 1: Executive Sub-committee

The Executive Sub-committee shall consist of the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, past Chairperson and the Chairs of standing sub-committees. Should an immediate past Chairperson not be available, the Chairperson shall appoint a replacing member-at-large from the ASAC to serve for the remainder of the fiscal year. The Executive Sub-committee shall determine the agenda of regular and special ASAC meetings and make recommendations to the ASAC. A quorum shall consist of a majority of the members of the Executive Sub-committee.

SECTION 2: Nominating and Screening Sub-committee

The Sub-committee shall:

- A. Select and nominate officers for the ASAC, with the concurrence of the Executive Sub-committee.
- B. Interview candidates for appointment, or reappointment, to the ASAC with concurrence of the Executive Sub-committee. Final recommendations will be made to the ASAC for action.
- C. The Second Vice-Chairperson of the ASAC will serve as the Chairperson of this Sub-committee. Other appointed members shall have served on the ASAC for a period of sufficient length to insure their understanding of ASAC Duties and responsibilities.

SECTION 3: Other Sub-committees

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

SECTION 4: 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 ASAC. Additional members may consist of individuals chosen for their expertise, knowledge, and concern about a specific issue or a field of endeavor. The Chair of each sub-committee must be a member, in good standing, of the ASAC.

ARTICLE VII: REPORTING PROCEDURES

The ASAC shall make its reports and findings and recommendations to the Clackamas County Area Agency on Aging 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.

CLACKAMAS COUNTY SERVICE DISTRICT NO. 1 RIVERHEALTH ADVISORY BOARD RULES

Pursuant to Order No. 2008-155 approved September 25, 2008 by the Board of County Commissioners of Clackamas County ("Board") acting as the governing body of the Clackamas County Service District No. 1 ("District"), the Board created a standing Advisory Board consisting of citizen and City representatives of the District.

INTRODUCTION

The Board desires that the Advisory Board perform several designated advisory functions to assist the Board and the director of the District ("Director") in the establishment and implementation of the District's strategic direction and effective utilization of its assets. Generally, the Advisory Board shall be responsible to (i) hold public meetings, actively solicit public input from all stakeholders within the District, including citizens and businesses of the District, municipalities, and other organizations; (ii) provide feedback to the Board and the Director regarding contemplated actions; and (iii) provide recommendations to the Board regarding matters brought to the attention of the Board or the Director. The Board, as the governing body of the District, will consider the gathered information and recommendations produced by the Advisory Board in making determinations regarding the policies of the District. The representatives from the Advisory Board may be asked to testify regarding such recommendations at Board business hearings. The Advisory Board can be of greatest assistance to the Board by clarifying issues, using a consensus based approach in engaging stakeholders, providing feedback and making recommendations to the Director and the Board.

The Advisory Board finds that rules should be adopted regarding its conduct of business and therefore adopts the following:

I. DUTIES AND RESPONSIBILITIES OF THE RIVERHEALTH ADVISORY BOARD

a. The Riverhealth Advisory Board shall:

- i. Review, discuss and make recommendations on staff developed and proposed long-range capital improvement plans regarding the provision of wastewater collection and treatment and watershed management service;
- ii. Review and make recommendations upon the District's annual budget;
- iii. Perform such other projects assigned by the Board, and/or suggested by the Director consistent with the effective operation of the District; and
- iv. Perform the duties described in the preamble of this document in a manner consistent with the Introduction.

b. The Riverhealth Advisory Board may consider other matters consistent with the above-enumerated duties; however, it is the intent of the Board that the formation of policy for directing the day-to-day operations and determining the long term

strategic directions of the District is reserved to the Board acting through the Director.

- c. The Riverhealth Advisory Board shall make recommendations to the Board and the Director of the District as they pertain to the Advisory Body's duties and responsibilities.

II. DUTIES AND RESPONSIBILITIES OF THE DIRECTOR

- a. **Day to Day Activities.** The Director shall exercise control and supervision over all personnel, day-to-day activities and development and implementation of operation and capital programs. Further, the Director shall be responsible for enforcing policies, rules, procedures, and resolutions that are duly adopted by the Board.
- b. **Budget.** The Director shall ensure that District budget information is provided to the Advisory Board as necessary to convey the history of sewer and tax rates; explanation of revenue sources, provide the necessary background to understand the system development charges and understand the priorities established on the capital improvements contemplated. The Director shall present the annual budget recommendations and any recommended increases to the Advisory Board prior to the presentation of those recommendations to the District's Budget Committee. If the Director's recommendations are different than those of the Advisory Board, the Advisory Board shall include their recommendations in the budget packet that goes to the Budget Committee and the Board for consideration.
- c. **Financial Reports.** The Director shall review the financial status of the District with the Advisory Board quarterly as it relates to the adopted annual budget for the District. The Director shall provide the Advisory Board with a copy of the Comprehensive Annual Financial Report and management letter after the year end audits are complete.

III. MEETINGS

- a. Regular meetings of the Riverhealth Advisory Board shall be held at a minimum on a bi-monthly basis at a time and day agreed to between the Advisory Board and the Director. Special meeting may be requested through the Director by any member in accordance with Oregon Public Meeting Law notice requirements. The Director and the advisory member requesting a special meeting shall be in agreement regarding the necessity for a special meeting before written public notice of the meeting is released. Any special meeting must have the concurrence of the majority of the Advisory Board representatives prior to public notice. Concurrence may be obtained through a poll of the representatives.
- b. A quorum shall be defined as a minimum of four representatives.

IV. ORGANIZATION AND PROCEDURE

- a. The Advisory Board shall consist of one appointee from the City of Milwaukie and 8 residents of the District, including one appointee from the City of Happy Valley, one appointee from the City of Damascus, and one appointee from the City of Johnson City. All representatives shall be appointed by the Board of County Commissioners to serve two-year terms.
- b. Meetings shall be conducted according to Robert's Rules of Order. Testimony from members of the public and/or representatives of stakeholder groups shall be in accordance with public meeting laws. Public testimony shall be managed by the Chair.
- c. The Director or Director's designee shall be the secretary and shall keep all records and files. The Director shall determine the format of those records. At a minimum, the written record will summarize the meeting's actions and be included in the following meeting's agenda packet.
- d. A Chairperson shall be chosen by the Advisory Board at the start of each calendar year. The term shall be one calendar year. The Chair will be the primary point of contact between Advisory Board and the Director, District staff and the Board.
- e. Any Advisory Board recommendation to the Board that differs from the staff recommendation requires the majority vote of the full membership. Specifically, a quorum present at any meeting shall be sufficient to transact business for the purpose of taking action and making a recommendation to the Board.
 - i. Following a vote by the Advisory Board, the Director shall prepare a draft findings and recommendations document; the Chair will manage any edits to the draft. The Chair shall forward for review and solicit feedback from all of the members prior to finalizing the recommendation. The recommendation shall be forward to the Board of County Commissioners through the Director only after vetting of the draft written recommendation by the majority membership of the Advisory Board that voted to support the action. The Advisory Board shall adhere to the Board's administrative protocol for scheduling items for consideration.



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

May 22, 2014

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Bylaws for the
Clackamas County Service District No. 5

Purpose/Outcomes	The Bylaws outline the purpose, eligibility requirements, the length of term, election of officers, and other procedural requirements for the Service District No. 5 Budget Committee.
Dollar Amount and Fiscal Impact	None.
Funding Source	None required.
Safety Impact	None.
Duration	
Previous Board Contact	There has been no previous action on this issue by the Board of County Commissioners.
Contact Person	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
Contract No.	None

BACKGROUND:

Clackamas County Service District No. 5 (CCSD#5) has a Budget Committee which consists of the five members of the Board of County Commissioners and five citizen members who are recruited from various areas of the Service District boundaries and each serve a three-year term. The Committee's task is to assist staff and advise the Board of County Commissioners in the process of developing the annual budget for CCSD#5. The District has drafted a set of Bylaws which outlines the eligibility requirements and responsibilities for the citizen members of the Committee.

The Bylaws are attached for your review and approval.

The Bylaws' content and format have been approved by County Counsel.

RECOMMENDATION:

It is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve the Bylaws for the Clackamas County Service District No. 5.

Respectfully submitted,

Wendi Coryell,
Service District Specialist

Bylaws of Clackamas County Service District No. 5 Budget Committee

ARTICLE I

The name of the organization shall be the Clackamas County Service District No. 5 (CCSD#5) Budget Committee.

ARTICLE II

PURPOSE. The purpose of the Clackamas County Service District No. 5 Budget Committee is to advise the Board of County Commissioners (BCC) in regard to the budget needs of the CCSD#5.

GOALS. The goals of the CCSD#5 Budget Committee are as follows:

Act as an advisory board to the Board of County Commissioners and others on matters affecting the CCSD#5 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 and the Cities of Happy Valley and Damascus.

- a. Members of the CCSD#5 Budget Committee shall be selected from a pool of applicants solicited, received and appointed Clackamas County Service District staff. Membership in the CCSD#5 Budget Committee shall be open to anyone who is a resident of the County, and/or within the cities of Happy Valley and/or Damascus.
- 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. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the CCSD#5 Budget Committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

Bylaws of Clackamas County Service District No. 5 Budget Committee

ARTICLE I

The name of the organization shall be the Clackamas County Service District No. 5 (CCSD#5) Budget Committee.

ARTICLE II

PURPOSE. The purpose of the Clackamas County Service District No. 5 Budget Committee is to advise the Board of County Commissioners (BCC) in regard to the budget needs of the CCSD#5.

GOALS. The goals of the CCSD#5 Budget Committee are as follows:

Act as an advisory board to the Board of County Commissioners and others on matters affecting the CCSD#5 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 and the Cities of Happy Valley and Damascus.

- a. Members of the CCSD#5 Budget Committee shall be selected from a pool of applicants solicited, received and appointed Clackamas County Service District staff. Membership in the CCSD#5 Budget Committee shall be open to anyone who is a resident of the County, and/or within the cities of Happy Valley and/or Damascus.
- 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. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the CCSD#5 Budget Committee shall submit an application at least thirty (30) days prior to the expiration of their current term.

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 CCSD#5 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 CCSD#5 Budget Committee to transact business. A quorum consists of a majority of all members of the Committee, not just those present. Action may be taken by the committee at any regular meeting by a majority vote of those present and voting.

RECORDS. All records of the CCSD#5 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 CCSD#5 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 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 CCSD#5 Committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

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

Bylaws of the Clackamas County Budget Committee

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III

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

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

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

ARTICLE IV

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

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

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

ARTICLE V

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

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

ARTICLE VI

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the budget committee. The chairperson shall be guided by these principles in deciding any procedural questions. The chairperson's decision on procedural matters may be overruled by a majority of the members voting on the question. The budget committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VII

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the

proposed amendments shall be approved by the members of the budget committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the chairperson.

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

CLACKAMAS COUNTY EVENT CENTER

Policy and Procedure Manual

Revised/Adopted: August 2015
Revised/Adopted: July 2014
Revised/Adopted: June 2012
Revised/Adopted: March 2011
Revised/Adopted: February 2009
Revised/Adopted: July 2007
Revised/Adopted: June 2002
Revised/Adopted: April 1997
Adopted: May 1987

1. INTRODUCTION AND PURPOSE

The Clackamas County Event Center, home of the Clackamas County Fair, has been a proud tradition since 1907, and is the County's major agriculture and industrial exposition.

The Fair Board and staff's dedication and purpose is to provide a showplace for educational activities, healthful competition, recognition of our County youth, displays of better methods and products of agriculture, business, commerce, history and tourism.

This Policy Manual is the result of the Fair Board's efforts to establish a consistent means of serving the needs of its patrons, particularly the people of Clackamas County.

It should reflect the goals of the Fair Board, bring consistency to its operation, provide fair treatment for all concerned, increase staff efficiency, and relieve the Fair Board and Management of the task of making repetitious decisions.

2. AUTHORITY

Policies adopted by the Clackamas County Fair Board are in keeping with authority granted under ORS Chapter 565.010 through 565.990, 294.004 through 294.990 and 279.055 and all Oregon laws.

The guidelines and policies offered here is the basis upon which Management and staffs conduct the business of the Fairgrounds. The Fair Board, as a policy-setting body, has the ultimate responsibility for this manual's content. Its collective decisions will be the impetus for any changes.

In some cases procedures and goals are included to help insure consistent interpretation of policy. This manual should serve as a constant tool of Management, a reminder to present Directors of policies currently in effect, and an introduction to the operation of the Fairgrounds for new Directors.

3. CHANGES IN POLICY

The Policy Manual will be reviewed and ratified when deemed necessary. Changes in the Policy Manual shall be made only as an attempt to further improve the Fair's service to the community and will be kept sufficiently broad and practical so as to not place undue limits or burdens on Management.

Furthermore, any changes in the policies established in the Policy Manual shall be made only by three (3) affirmative votes of the members of the Board. Neither Management nor Directors will take any actions contrary to established policy without obtaining such authority.

Recommendations for changes and/or additions to the Policy Manual shall be presented by the Executive Director for the Board's approval. Items for inclusion in Executive Director's presentation may be at the request of any Director or may be initiated by the Executive Director. Changes to the Policy Manual may be made only when such changes or additions are determined to be: Workable for Management, and Actual policy matters, not a function of Management; however, the Board shall be the final judge of what is workable and what policy is.

4. DEFINITIONS

CCEC: Referring to the Clackamas County Event Center and/or its Management.

Fair Board: The policy-making body for the Clackamas County Fair consisting of five Directors.

Directors: Individual members of the Board, appointed by the County Commissioners to fill three year terms.

President: Presiding officer of the Fair Board.

Executive Director/Management: The Executive Director, hired by the Fair Board.

Policy: A course of action to be consistently followed under stated conditions without reference to higher authority.

Procedure: A system of organization and/or action developed to achieve the policy goals of the Fair Board.

Staff: Those employees hired by the Executive Director.

5. FAIR BOARD

5.1. **Meetings.** It is the Board's policy that Board meetings shall be held on the second Thursday of each month at 5:30 p.m. in the Fair office, 694 NE 4th, Canby, Oregon, unless otherwise set by the Board.

5.2. **General Policy.** It is the Board's policy that meetings are conducted with: Fairness for all concerned. Sufficient to detail as to be responsible for the direction of the Fairgrounds facilities. In as expeditious a manner as possible. The best interests of the Fair always considered of foremost importance. Attention paid to the discussion and determination of matters of policy only; and within the parameters of the Oregon Statutes in effect at the time.

5.3. **Notification:**

5.3.1. **Notification of Meetings.** Public notice of all regular Board Meetings shall be provided to local media. Such notice shall also be provided to each Director and posted according to law.

5.3.2. **Information to Directors.** An agenda shall be sent to each Director prior to each meeting. It shall include: minutes; correspondence; recommendations from Executive Director; and any other background information necessary for the Board to make an informed decision on issues set forth on the agenda.

5.3.3. **Request to Appear Before the Board.** Guests are always welcome at Fair Board Meetings. Any item requiring action (including individuals wishing to appear before the Board to request action), must be presented in writing to the Executive Director by 4:30pm fourteen (14) calendar days prior to the regularly scheduled meeting. Items not submitted in accordance with the policy may, at the President's discretion, be held for a future agenda.

5.4. **Procedures.**

5.4.1. **Fair Board Officers.** Election of officers shall be held at the first meeting in January of each year. Officers shall be President, Vice-President and Secretary/Treasurer.

5.4.2. **President.** The President conducts and presides over the Board meeting according to the published agenda, but has authority to deviate from or add items to the agenda.

5.4.3. **Vice-President.** In the absence of the President, the Vice-President has the authority of Presiding Officer.

5.4.4. **Secretary-Treasurer.** Signs Minutes as approve by Board.

5.4.5. **Quorum.** Three directors constitute a quorum.

5.4.6. **Absences.** Directors should regularly attend Board meetings. Directors should notify the Executive Director or another director if he or she is unable to attend a meeting.

5.4.7. **Conduct of Meetings.** All meetings will be conducted in accordance with *Robert's Rules of Order*.

5.4.8. **Executive Session.** All Executive Sessions shall be conducted pursuant to ORS 192.640. An Executive Session may be called by the President or in his/her absence, the Vice-President, at the request of the Executive Director or any Director, as long as it is posted publicly 48 hours in advance of the Executive Session. No decisions shall be made or vote taken in an Executive Session. The press may attend Executive Sessions. Minutes of all Executive Sessions shall be made and kept. The minutes are not public documents, but must be made available to directors or to the courts if required.

5.4.9. **Executive Meeting.** May be called as part of the agenda of any regular meeting to discuss the following topics, if an emergency exists and is so declared by motion, and the motion is approved.

5.4.10. **Personnel.** Matters concerning the employment of the Executive Director or, at the Executive Director or Board Member's request concerning Staff when disciplinary action may result.

5.4.11. **Security.** Threats(s) to the security of Fair facilities, property or services.

5.4.12. **Confidential Gifts or Donations.** Gifts or donations to the Fair made by individuals requesting, in writing, anonymity.

5.4.13. **Pending Litigation.** Legal matters which, if discussed in open session, would be detrimental, in the consensus of the Board, to the Fair's interest.

5.4.14. **Real Estate Transactions.** Purchase or sale of property.

5.4.15. **Labor Negotiations.** Discussions of labor negotiations.

5.5. Special Board Meetings.

5.5.1. **Special Action.** A special board Meeting may be called when an item arises that requires Board action prior to the next regularly scheduled meeting. Special Board Meetings may be called by the President, or, in case of his/her absence, the Vice-President, or at the request of the Executive Director or any Director.

5.5.2. **Advance Notification; Minutes.** All rules of advance notification and minute keeping that apply to regular Board Meetings shall also apply to Special Board Meetings. In the event an emergency situation arises, advance notification requirements can be waived.

5.5.3. **Electronic Board Meetings.** Telephone conference calls are permitted. Regular or Special Board Meetings may be conducted via telephone conference call.

5.6. Fair Board Director's Responsibilities. It is the responsibility of each Director to:

- Attend all meetings and other functions of the Board.
- Be well informed on Board matters.
- Express opinions at Board Meetings concerning policy matters discussed by the Board.
- Set policy that clearly defines Management's areas of responsibility.
- Place the good of the Fair before that of personal or professional gain.
- Act in accordance with established policy.
- Abide by the majority decision of the Board.
- Support and assist Management in raising funds for operation of Fair activities.
- Act as an ambassador for the Fair, and project a positive image of the Fair.
- Approve an annual budget that is necessary for the continuous operation of the Fair, by staying informed on the levels of expenditure contained in it and always be concerned with the impact of decisions that may affect the financial soundness of the Fair.

- Approve a schedule of future capital outlay expenditures and major maintenance projects for the coming year. At the time of annual budget preparation, projects for the current budget year should be reviewed and reprioritized if necessary. In order that work schedules for staff can be arranged in an orderly and efficient manner, the Board should assist the Executive Director by authorizing, whenever possible, sufficient projects to keep Staff productive for six months into the adhered to. In the event an unexpected need arises, priorities may be revised or new projects approved and given a higher priority by majority vote of the Board.
- Establish and review the activity schedule for Directors during Annual Fair and Fair functions attended by the Board as a group. Define protocol relating to visiting dignitaries. Encourage the creation (at outside social functions attended by the Board) of an atmosphere beneficial to the Fair activities of Clackamas County. Establish and review policy pertaining to the public image of the Fair as it is reflected through publicity, advertising and community relations.

5.7 **Areas of Concern.** The president of the Board may assign “areas of concern” to each Director. (Assignments shall remain in effect until new assignments are made.) These assignments are for considerations deemed too cumbersome for full Board consideration and requiring expertise or knowledge possessed by particular Directors.

To the extent that it is possible, the President should attempt to keep the “area of concern” assigned to individual Directors ongoing – thereby better utilizing the knowledge and experience of the Directors. The President should attempt to assign an area of concern to an individual member who has expertise in that field. Examples of such “areas of concern” may include: financial; rodeo and show activities; public and political liaison; construction and maintenance; publicity and promotions.

Generally speaking, Directors shall act in their area(s) of concern only to bring recommendations before the full Board, unless given specific authority to act on behalf of the Board. However, during peak workload times, Directors are expected to supplement assistance for the Executive Director. Executive Director should, however, be apprised of any action contemplated in order to maintain proper chain of command.

- 5.8 **Fair Board Directors Compensation.** Directors have no expense accounts. Reimbursements for necessary expenses shall only be allowed upon approval of the Board.
- 5.9 **Fair Board Director’s Resignation.** A Director shall notify the President or Executive Director and the Board of County Commissioners in writing of his/her intention to resign.
- Resolution (ORS 279.055) – Policy and Procedure.**

5.10 Purchasing and Procurement. Except where the Fair Board has designated its authority to the Executive Director for the purchase/procurement of supplies, materials and other personal properties deemed by it necessary for the daily routine operations of the fairgrounds and its activities; and notwithstanding any other rule, regulation, or guideline set forth in this manual, or in the State of Oregon or Clackamas County rules, regulations, standards laws or ordinances, the Fair Board reserves unto, and designates itself as the exclusive contracting party/authority and Contract Review Board/authority, as described in Resolution No. 2011-1. Whereas the Fair Board operating consistent with the requirements of ORS 565.210 to 565.240. As such, the Board is both a "local government" as defined in ORS 174.116 (2011) and a "local contracting agency" as defined by ORS 279A.010 (2011) and therefore authorized by ORS 279A.060 (2011) to act as the Local Contract Review Board. See Appendix 22.1.

5.11 Public Statements. A unified voice is a very beneficial when controversial situations call for public statements from the Board. The designated spokesperson for the Fair shall be the President of the Board or the Executive Director, unless he/she is unavailable or the Board appoints another person. Directors should refer questions concerning controversial Board matters to the spokesperson. In matters of extreme importance the designated spokesperson may choose to consult with the President and/or other members of the Board.

Disagreements among Board Members will occur, and the open discussion of issues is vital in any progressive organization. This policy is not meant in any way to limit the freedom of speech of individual Board Members. There may be occasions when it is impossible or impractical to refer questions to the Board's spokesperson. There are also times when a Director may be the only person holding a minority position on a given issue.

Directors, in making public statements regarding sensitive issues, should stress, if it be true, that theirs is, or may not necessarily be, the opinion of the majority, and attempt to present a positive image of the Fair Board. So far as is practical, the consensus of the Board should be obtained prior to scheduled public writing, speech or public interview by an individual Board Member and if he/she differs from consensus or established Board position or policy, those differences should be identified as, or when they are published, as personal.

6. EXECUTIVE DIRECTOR

6.1. Board policy regarding the Executive Director. The Executive Director is hired by a majority vote of the full Board. The Executive Director serves at the pleasure of the Board, and may be discharged for any reason on 30 days notice.

The Executive Director is charged with the responsibility of daily operation of the Event Center and the Fair. The Board shall set policy that offers guidelines for that operation; entrusting the

actual day-to-day decisions to the Executive Director. In essence, the Board decides the “what” and “when”, the Executive Director develops and carries out the “how”.

Any board concerns that may arise regarding the performance of the Executive Director shall be directed by the President to the Executive Director in a timely manner, so that those concerns may be addressed as part of an ongoing program of management evaluation and improvement. The Board will conduct a Performance Evaluation and Salary Review annually in compliance with Section 7.2.4 Annual Performance Evaluation and Salary Reviews.

The Executive Director is considered “on duty” at all times, and is considered an employee with respect to PERS (retirement), holiday and vacation leave, medical and dental benefits.

6.2. Executive Directors Responsibilities.

- Represents the Fair Board at meetings and functions as requested by the Board.
- Represents the Board at Oregon Fairs Association and Western Fairs Association meetings (within budget limitations) and to be the voting delegate at OFA and WFA elections.
- Stays well informed on Fair related matters.
- Expresses his/her professional opinion at Board meetings on all matters impacting CCEC and the Fair.
- Presents the Board with sufficient information for its use in making policy decisions.
- Places the good of the Fair before that of personal or professional gain.
- Acts in accordance with the Policy Manual.
- Abides by the majority decision of the Board.
- Devises methods and procedures for raising money for the CCEC and Fair.
- Acts as an Ambassador for CCEC, and projects a positive image of CCEC.
- Will insure that annual Performance Evaluations and Salary Reviews are conducted in compliance with Section 5.8 (d), Annual Performance Evaluation and Salary Reviews.
- Works within the framework of the budget approved by the Board, being mindful at all times of approved levels of expenditure and diligence in reminding the Board of the impact its decisions may have on the financial soundness of the Fair.
- Obtains prior Board approval for expenditures for Capital Outlay, equipment, major repair projects or other unusual purchases or expenditures in excess of \$500.00. Routine expenditures for supplies, utilities, etc., do not require prior approval provided they are within approved budget and cash flow limitations.
- Maintains a cash flow balance of \$22,500.00. Short-term exceptions to this amount may be if deemed necessary by majority of Board, but approval of such exceptions

**CLACKAMAS COUNTY
COMMUNITY HEALTH COUNCIL
BY-LAWS**

ARTICLE 1 - NAME AND OFFICES

The name of this governing board shall be known as the Clackamas County Community Health Council (Council), office address: 2051 Kaen Road, Oregon City, Oregon 97045

ARTICLE 2 - PURPOSE

Section 1: The Council is the consumer-majority governing board for the Federally Qualified Health Center (Health Center), operated by the Clackamas Health Centers Division (Division). The Council's governance is required under section 330 of the Public Health Services Act (Act), in order for Clackamas County (County) to receive community health center funding to operate the Health Center. The Council, County and Division work cooperatively in the management and leadership of the Health Center. The County as a public entity establishes the Health Center's fiscal and personnel policies, while day-to-day leadership and management is the responsibility of the Division's Director who is accountable to the Clackamas County Board of County Commissioners and the Council in the operation of the Health Center. In conjunction with the Director, the Council provides leadership and guidance to the Clackamas County Board of County Commissioners regarding the Health Center's programs, strategic direction, policies and financial position with special attention to:

- 1.1. The promotion of health of individuals and the general health of the community, with particular attention to at-risk populations such as migrant and seasonal farm workers.
- 1.2. The development of general health care policy for Health Center programs in conjunction with providers, consumers, and appropriate public and government agencies.
- 1.3. The provision of health care 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-five (25) members. The membership shall be as follows:

- Section 2: CONSUMER MEMBERS – A majority of members of the Council shall consist of people served by programs of the Health Center and who, as a group, reasonably represent all of the people to be served in terms of factors such as age, race, sex, color, disability, sexual orientation, gender identity, political or religious beliefs, national origin, marital status, economic status and geographic distribution. A consumer member should have used the Health Center’s services within the last two years. A legal guardian of a consumer who is a dependent child or adult, or a legal sponsor of an immigrant may also be considered a consumer for purposes of Council representation. When the Health Center receives both community health center funding and funding designated for a special population, representation should be reasonably proportional to the percentage of consumers the special population group represents. However, there should be at least one representative from the special population group to ensure that the Council is sensitive to the needs of all Health Center consumers.
- Section 3: NON-CONSUMER MEMBERS – The non-consumer members shall be less than a majority of the members of the Council. Members must be representatives of the community in which the Health Center service area is located and shall be selected for their expertise in relevant subject areas such as a community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social services within the community.
- Section 4: HEALTH CARE PROVIDER MEMBERS – No more than half of the non-consumer members of the Council may be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
- Section 5: METHOD OF SELECTION – Council members shall be appointed from the Health Center’s service area. The Council’s nominating committee shall recommend a list of nominees to the Council for each vacant position on the Council. The Council shall approve nominees to appointment by a majority vote. Once approved by the Council, the nominees will be submitted to the Board of County Commissioners (Board) for appointment. While the Board may not appoint members that have not been approved by the Council, the Board may recommend nominees to the Council’s nominating committee for appointment.
- Section 6: MEMBERSHIP TERMS: A membership term is three (3) years and a member is limited to two (2) terms. Subsequent one (1) year terms may be approved by a majority vote of Council members present in accordance with Article 5, section 5 of these bylaws. 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 7: VACANCIES: A vacancy occurs when a Council member’s term expires, or when a Council member moves out of the service area, dies, resigns or is removed. A

vacancy may also occur if a member is absent for three consecutive Council meetings without prior notification to the President of the Council.

- Section 8 **REMOVAL:** Any member may be removed whenever the best interests of the County or the Health Center 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 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 9: **RESTRICTION** – No member of the Council shall be an employee of the Health Center, or a spouse, domestic partner, child, parent, brother or sister by blood or marriage of an employee of the Health Center.
- Section 10: **EX-OFFICIO MEMBER** – The Director of the Clackamas Health Centers Division may be an ex-officio (non-voting) member of the Council.
- Section 11: **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, Secretary, and Treasurer. 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 the latter's absence. The Secretary will ensure that minutes of all the meetings and proceedings are kept. The Treasurer will chair the Finance Committee. All officers shall have such powers and shall perform such duties as prescribed by these Bylaws, resolutions or other directives of the Council. At least one (1) officer shall be a consumer member.
- Section 2: **NOMINATION & ELECTION:** The Nominating Committee chairperson shall be responsible for conducting the nominations and elections of Council officers. All officers shall be elected annually by majority vote of Council members present.
- 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.

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: Regular meetings of the Council shall be held monthly beginning at the hour 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. Notice can be mailed or emailed. 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 the Council President, by a signed petition of a majority 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: EXECUTIVE SESSIONS: Consistent with the intent of Oregon's Public Meetings Law (ORS 192.610 to 192.690), executive sessions may be called during any regular, special or emergency Council meeting as long as advance notice is given, including the time, place, and a list of topics to be discussed. Executive sessions are allowed only for very limited purposes as identified in Oregon's Public Meetings Law. No final action may be taken in executive session and decisions must be made at a regular or special Council meeting.

Section 5: 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 6: MINUTES – The elected Secretary, or a designated member when the Secretary is absent, will ensure that minutes of all Council meetings and proceedings are kept. The minutes shall be reviewed and approved at each subsequent Council meeting. Minutes shall be stored and retained in accordance with Oregon Public Records Law.

Section 7: RULES OF ORDER: Meetings shall be conducted using the latest edition of the general guidelines of *Robert's Rules of Order Newly Revised*.

Section 8: ATTENDANCE: Council members shall attend all Council regular and special meetings and committee meetings to which members are assigned. Any absence must be approved by the President prior to the scheduled meeting. If a member is absent for three consecutive meetings without prior notification to the President 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 by other means of electronic communication in lieu of a personal appearance.

ARTICLE 6 - COMMITTEES

Section 1: STANDING COMMITTEES – The Council shall designate a Finance Committee, a Quality Improvement Committee and a Nominating Committee as its permanent or standing committees. Committee members and Chairs shall be appointed by the President with the approval of the Council. The Chair of a committee shall hold office for a maximum of one (1) year or until a successor is appointed and approved. All members of each committee shall hold office for one (1) year with a maximum of three (3) years or until a successor is appointed and approved. All committees shall meet as needed to accomplish their duties and shall maintain written minutes of all meetings, which shall be available to the Council. Committees shall report in writing to the Council as necessary, in the form of reports or recommendations.

Section 2: COMPOSITION – Each committee will have at least one consumer member.

Community members may be asked to volunteer their expertise and knowledge with a Committee. The Community Volunteer is invited to attend and participate at the committee meeting at the discretion of the Committee Chair. The Community Volunteer's attendance may begin and end any time during the year and the Committee Chair may ask the Community Volunteer Member to cease attending the committee meetings at any time.

Community Volunteer's will vote at the committee meeting but not at the Full Council meeting. The number of Community Volunteer Members cannot exceed the number of Council Members on the Committee.

No Community Volunteers will be invited to serve on the Nominating Committee.

The Community Volunteer Member will sign documents as required of all Council Members, i.e. disclosure and confidentiality documents.

Section 3: EXECUTIVE COMMITTEE:

- 3.1 Composition: The Council shall have an Executive Committee composed of the President, Vice-President, Secretary, Treasurer and two (2) members-at-large elected annually by majority vote of those Council members present and who shall serve for one (1) year or until a successor is appointed and approved. At least two (2) members of the Executive Committee will be consumers.
- 3.2 Powers: The Executive Committee shall coordinate the activities of all committees and perform such other duties as authorized and directed by the Council. It shall meet as needed and maintain written minutes of all meetings which shall be reported at the next regular meeting of the Council.

Section 4: AD-HOC COMMITTEES – Ad-Hoc Committees may be established by the Council as needed and may consist of additional individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field of endeavor. All Ad-Hoc Committees will have at least one consumer member. Once an Ad-Hoc Committee has completed assigned tasks, it shall cease to exist.

ARTICLE 7 - COUNCIL POWERS AND RESPONSIBILITIES

Clackamas County is a public entity and as such it retains responsibility for the fiscal and personnel policies of its Division in operation of the Health Center. In conjunction with that authority the Council’s responsibilities include providing advice, leadership and guidance to the Division in the Health Center’s operation and to the Board of County Commissioners regarding the healthcare needs of Clackamas County residents. By such organization the Council may act to do the following:

- Section 1: Participate in the selection, dismissal and annual performance evaluation of the Director of the Community Health Division with regard to the Director’s capacity to the Council, in accordance with Bureau of Primary Care (BPHC) Program requirements and Clackamas County personnel policies.
- Section 2: Determine program policy as it affects personnel and patients, fiscal accountability, public relations, contractual agreements, and other Health Center program policies pertinent to program effectiveness.
- Section 3: Approve the Health Center’s annual budget for submission to the County Budget Officer. For the purpose of exercising this authority, the Council accepts the County’s fiscal and budgetary system. The Council will review financial summaries quarterly.

- Section 4: Evaluate Health Center program activities, including service utilization patterns, productivity of the programs, patient satisfaction, achievement of program objectives, and develop a hearing process to resolve patient grievances.
- Section 5: Assure that Health Center programs and policies are developed and operated in compliance with these Bylaws and applicable federal, state, local laws and regulations, and established County fiscal and personnel policies and procedures. Policies that are approved by the Council but are determined by the Board of County Commissioners to be inconsistent or in opposition to such lawful authority shall be deemed void and unenforceable.
- Section 6: Adopt Health Center health care policies, including the scope and availability of services, location and hours.
- Section 7: ~~Review and recommend approval or disapproval of grant applications for Health Center programs.~~

Review and recommend approval or disapproval of all grant applications and renewal applications to the Bureau of Primary Health Care, Health Center Program: Section 330 of the Public Health Service Act (42 U.S.C. §254b).

Review and recommend approval or disapproval of all other grants requiring match funds, commitments longer than 12 months, requiring services not currently available through the Health Centers or involving a grant amount greater than \$499,999.

Other grant requests of \$499,999 and less, which do not meet the above criteria may be pursued at the discretion of the Director and shared with the board as an informational item.

- Section 8: Establish personnel policies and procedures governing all Health Center staff. For the purpose of exercising this authority, the Council will use the County personnel policies and procedures, salary and benefit scales.
- Section 9: The Council will direct the Board regarding the health care needs of the program service area residents, improved service delivery mechanisms, and other matters pertaining to health care.
- Section 10: The Council will oversee compliance with special conditions of funding sources, including the assurance that an annual independent financial audit is performed in accordance with federal audit requirements.
- Section 11: The Council will establish rules of procedure for all matters that come before it.

Section 12: The Council will annually prepare a written self-evaluation of the Council's performance to be reported and recorded at a meeting of the Council.

Section 13: Individual council members will be expected to serve on at least one subcommittee unless such service constitutes a hardship and a temporary exception up to 90 days is granted by the Council president.

ARTICLE 8 - 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 debate or vote in a situation where an actual conflict of interest exists for that member, a person in the member's household or relative. The member must immediately declare the conflict orally to the 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.

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 President to identify any conflict of interest, either by declaration or challenge.

Section 5: **DETERMINATION OF CONFLICT OF INTEREST:** The determination of whether a 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 9 - COMPENSATION

- Section 1: No payment shall be paid to a member for services as a member of the Council whether actual or in-kind.
- Section 2: Council members may be eligible for reimbursement for the following expenses upon satisfactory proof of an incurred expense and as provided by County policy:
- 2.1 Council members may receive travel reimbursement for attendance at Council meetings, training, or other approved Council functions under the same policy as County staff;
 - 2.2 Council members may receive compensation for child care and dependent care when attending meetings or training sessions.
 - 2.3 Council members earning less than 200% of the Federal Poverty Level may receive reimbursement for loss of wages when attending meetings or training sessions;

ARTICLE 10 – GENERAL PROVISIONS

- Section 1: **PUBLIC REPRESENTATION:** Any form of public representation regarding the operation of the Health Center may originate only from the Director, 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, Health Center or County.
- Section 2: **RECORDS RETENTION:** Records of the Council and its committees shall be retained in accordance with Oregon Administrative Rule, Chapter 166, Division 150.

ARTICLE 11 - 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 be 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 be approved by the Board of County Commissioners prior to becoming effective and must comply with the authority granted in these Bylaws, County policies, state law and federal laws and regulations regarding section 330 Community Health Center program or shall be deemed unenforceable and void.

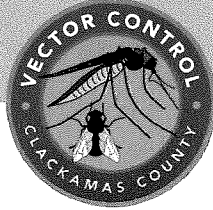
[Enacted August 13, 1992; Revised May 7, 2002; Revised October 19, 2005; Revised July 19, 2006; July 19, 2006 version repealed and replaced with bylaws adopted on July 18, 2007; Revised 10-15-08; Revised 8-18-10; Revised 10-20-10; Revised 03.27.13; Revised 02 24 16]

Clackamas County Community Health Council Bylaws Approved: 02.24.16

Community Health Council President

Date

Printed Name



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

BYLAWS

ARTICLE I

The powers of the Clackamas County Vector Control District ("District") that are set out in ORS 452.110., all meetings are subject to Oregon's Public Meetings Law and follow "Robert's Rules of Order".

ARTICLE II

MEMBERSHIP

- A. Position and Terms
The Board of Trustees of the District shall consist of five (5) members, serving four (4) year staggered terms. No person shall be eligible to be a member of the Board of Trustees who is not at the time of election or appointment a resident and elector of the District.
- B. Appointment of Board Members
The appointment of Board Members shall be conducted by the Clackamas County Board of Commissioners ("BCC") as provided by ORS Chapter 452.
- C. Qualifications
No person elected to the Board shall be sworn in unless such person meets the qualifications for office set forth in ORS Chapter 452. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.
- D. Oath of Office
Each newly appointed Board member shall take an Oath of Office at a Board meeting prior to assuming the duties of the position.
- E. Vacancy and Removal
A vacancy on the Board shall be filled by appointment by the BCC. The appointee shall serve the balance of the unexpired term. The BCC may remove any trustee from office for cause.

ARTICLE III

MEETING

A. Time and Place

The Board shall provide for the time and place of holding meetings. All meetings of the Board shall be held within the District. The Board may meet at times other than those regularly scheduled as deemed necessary by the Board, the Board President, or any two (2) Board members.

B. Permitted Methods of Participation by Board Members

Board members may participate in meetings by physically attending or, if a Board member has forewarned the staff, when a Board member is physically unable to attend the meeting, the Board member may participate by electronic means which permit a "not-attending" Board member to hear and fully participate in all of the proceedings, and which permits all those in the meeting room to hear the comments of the non-attending Board member.

C. Conduct of Board Meetings

All Board meetings shall be conducted in a manner approved by the Board. Opportunities for public comment will be provided at each Board Meeting at the discretion of the Board Chairman.

D. Notice

Notice of all Board meetings shall be noticed as required by the State of Oregon's Public Meetings Law. Notice shall be provided by the staff.

E. Quorum

To be effective, Board actions must be approved by a vote of a majority of the Board at a meeting in which a quorum of the Board is present. Three (3) members constitute a quorum.

F. Voting

Each Board member shall have one (1) vote. Voting by proxy shall not be allowed.

ARTICLE IV

OFFICERS

A. Positions

The Board shall have at least the following official positions:

1. Chairman:
2. Vice-Chairman:
3. Secretary:
4. Treasurer:

B. Terms of Office

All Trustee positions will be determined by election by the Board members present at the first meeting of each calendar year. Officer shall serve for one (1) calendar year.

C. Ex-Officio Board Members

All Health Officers with offices in the District shall be Ex-Officio members of the Board without vote.

D. Duties of the Chairman

1. The Chairman shall preside at meetings of the Board. The President shall perform all of the duties described by Oregon Revised Statutes.
2. The Chairman shall consult with the Director of the District regarding the preparation of each Board meeting agenda.
3. The Chairman shall have the same right as members of the Board to discuss and to vote on questions before the Board.
4. The Chairman may call special meetings of the Board, as provided by the Oregon Public Meetings Law and by these Bylaws.
5. The Chairman shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

E. Duties of the Secretary

1. The Secretary shall cause accurate minutes of each Board meeting to be taken, transcribed and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated minutes in chronological order.
2. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary.

F. Duties of the Treasurer

1. The Treasurer shall ensure that accurate accounting and financial records are maintained by the District.
3. The Treasurer shall annually review the District's annual audit with District personnel prior to submitting the audit to the balance of the Board. The Treasurer shall send copies of the audit to State or local agencies requiring its submission.
4. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Treasurer.

G. Duties of the Secretary

The Secretary of the Board shall be the Director of the District, or such other person as may be designated by the Board. The duties of the Secretary of the Board are:

1. Respond directly to routine correspondence.
2. Handle correspondence with special interest to the Board as follows:
 - a) Draft replies in advance, when possible, for Board consideration.
 - b) Seek instruction for reply when necessary.
 - c) Prepare correspondence as the Board directs.
3. Prepare for Board Meetings:
 - a) Prepare the Agenda with the advice of the Chairman.
 - b) Maintain a calendar of the Board's unfinished business.
 - c) Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - d) Draft policy motions at the request of any Board member.

H. Delegation of Duties

Whenever an officer is absent, or unwilling or unable to perform the officer's duties, the Board may appoint another participant Board member to perform the officer's duties until the officer recovers, returns, or a new officer has been appointed, as being appropriate by a majority of the Commission.

ARTICLE V

PRESUMPTION OF ASSENT

A Board member who is present at a meeting where action was taken and that person would have had a right to vote, is deemed to have assented to that action unless his or her dissent or abstention shall be entered in the minutes of the meeting.

ARTICLE VI

ADVOCACY

Only the Board Chairman, or if the Chairman is not available, then the Board member authorized to act in the Chairman's place, shall be authorized to act for the Board. The Chairman may, however, delegate this authority to other Board members or staff, but only as to previously Board authorized positions.

ARTICLE VII

BYLAW AMENDMENT

These Bylaws may be amended by a majority vote at a Board meeting when a quorum is present. If possible, proposed Bylaw Amendments shall be listed in the Notice of the meeting at which they will be considered.

APPROVED: CAB 10-28-85

BCC 11-21-85

AMENDED: February, 1987

November, 1993

September, 1997

March, 2002

October, 2007

December, 2008

January 15, 2016

CLACKAMAS COUNTY COMMUNITY ACTION BOARD

BYLAWS

Article I - Name

This board shall be known as the Clackamas County Community Action Board ("CAB") and shall operate under the authority of the Board of County Commissioners, as the advisory body working with the Clackamas County Community Action Agency ("CAA").

Article II - Purpose

The purpose of the CAB is to advise the CAA on ways to: mobilize human and financial resources at the local, State, and Federal levels to benefit disadvantaged persons and maximize their opportunity for self-sufficiency; to minimize the causes and conditions of poverty; to cooperate with other persons and organizations interested in community betterment; and to advocate for institutional change to reduce the conditions of poverty. CAB members are thus expected to become knowledgeable of CAA programs and local, state, and national issues pertaining to poverty.

Article III – CAB Functions

Subject to the advice and consent of the Board of County Commissioners and Federal and State regulations, the CAB shall:

- 1) Advocate on behalf of low-income people with public and private organizations.
- 2) Participate in the final selection of the Executive Director of the CAA.
- 3) Advise on overall program plans and priorities for the CAA with final approval by the Board of County Commissioners.
- 4) Recommend approval of CAA program proposals and budgets.
- 5) Determine the policies and rules of procedure for the CAB and Board committees.
- 6) Select officers of the CAB and the Executive Committee.
- 7) Grant leaves of absence to the Board members in justifiable cases.

- 8) Participate in the development and implementation of the Community Needs Assessment and Strategic Plan.
- 9) Recruit new board members.
- 10) Participate in the orientation of new board members.
- 11) Review adherence to Community Services Block Grant (CSBG) Organizational Standards.

Article IV - Board Membership

SECTION 4.1 - CAB Structure: The CAB shall consist of a minimum of nine (9) members as follows:

- A. A minimum of one-third shall be representative of the sector of people who have low incomes who are selected in adherence to the process as outlined in Appendix A;
- B. One-third shall be elected officials currently holding office, or their representatives.
- C. The remainder of the members shall be representatives of business, industry, labor, religious, private, educational, or other private sector organizations.

Members of the Board shall be elected in a manner to assure that they speak and act on behalf of the group or organization which they represent.

SECTION 4.2 - Alternates: Each CAB member may have an alternate chosen in the same manner as the members. In the absence of the Board member, the alternate shall have all the powers and responsibilities of the Board member; provided, however, that an alternate shall not serve as a Board officer or committee chairperson.

SECTION 4.3 - Appointment: The appointment of members of the Community Action Board shall be by the Board of County Commissioners upon recommendation by the CAB.

SECTION 4.4 - Terms of Office: Low-income and private sector representatives shall serve for a term of three (3) years and may be reappointed. Public officials, or their representatives, serve at the pleasure of the Board of County Commissioners and as long as the public official is currently holding office.

SECTION 4.5 – Absences: Two unexcused consecutive absences from regularly scheduled meetings of the Board shall require Board review of the membership status of the absent member.

SECTION 4.6 – Vacancies: After consideration of the recommendations of the Executive Committee, the CAB shall recommend to the Board of County Commissioners at least one qualified candidate for appointment, or reappointment to each vacant position.

SECTION 4.7 - Conflict of interest: No employee of the Clackamas County Social Services Division or of Oregon Housing and Community Services may serve on the Board. No person may serve on the Board who is an employee of, or has a financial interest in, any organization which receives funds under contract with Clackamas County Social Services.

Article V - Meetings

SECTION 5.1 – Quorum: Fifty percent (50) of the total filled seats of the CAB, Executive Committee, or any committee of a standing or ad hoc nature must be present to transact business at any special or regularly scheduled meeting. If a quorum of the CAB is not present at a regular or special meeting, a quorum of the Executive Committee shall enact only items of business on which action is mandatory.

SECTION 5.2 - Regular Meetings: The CAB shall establish a regular monthly meeting date, time and place to be designated by the CAB or the Executive Committee. Notice and agenda for CAB meetings shall be sent to all Board members not less than five (5) calendar days in advance of the scheduled meeting date.

SECTION 5.3 - Special Meetings: Special meetings of the CAB may be called by the Chairperson, or upon the written request of any five (5) members of the CAB, provided each member has at least two (2) calendar days advance notice of the time and place of the meeting.

SECTION 5.4 - General Rules: The principles of Robert's Rules of Order shall govern all CAB and committee meetings in all cases in which they do not conflict with these Bylaws. All meetings of the CAB and committees of the CAB shall be open to the public, except as closed Executive Sessions are needed. Each member shall have one vote. Proxy votes shall not be permitted under any circumstances. The chairperson shall provide opportunity for comment from the public on each agenda item considered by the Board.

Article VI - Officers of the Community Action Board

SECTION 6.1 – Officers: Officers of the CAB shall be as follows:

- (1) A Chairperson who shall preside over all meetings of the CAB and exercise overall responsibility for the supervision of all Board activities.
- (2) A Vice-Chairperson who shall perform and/or share all the duties of the Chairperson.
- (3) Member-at-large. In the event of more than one member of the CAB expressing an interest in serving on the CAB Executive Committee as an Officer of the CAB representing the member-at-large, two candidates, but not more than two, can be elected to serve as the member-at-large.
- (4) Joint Advocacy Committee Representative: One member of the CAB shall serve on the Joint Advocacy committee to provide representation for the interests of low-income individuals and families. That individual may be nominated or may volunteer with the agreement of a simple majority vote of the CAB. The term of service shall be for one (1) year and will include regular reports back to CAB on the activities of that group.

SECTION 6.2 - Term of Office: Each officer shall serve a one-year term of office and may be reelected, but may not serve more than two (2) consecutive terms in any one office.

SECTION 6.3 - Elections: Officers shall be elected annually at the December meeting and assume office in January. A slate will be nominated by the Executive Committee, either directly, or through the creation of a special committee. Nominations will also be accepted from the floor.

SECTION 6.4 - Recall and Vacancies: In the event a vacancy occurs in any office of the CAB or Executive Committee, an election shall be held at the next succeeding regular meeting to fill the

vacancy for the remainder of the term. A motion to recall an officer must be approved by a simple majority vote of the total filled seats of the CAB at any regular or special meeting called for this purpose.

Article VII - Committees

SECTION 7.1 - Standing Committees: The only standing committee for the CAB shall be the Executive Committee which shall also have lead authority for responsibilities enumerated in Article 11. It shall be the prerogative of the Chairperson and/or the CAB to create any committee as needed. The Chairperson of the CAB shall appoint committee membership. Any member of a CAB committee shall have one vote.

SECTION 7.2 - Executive Committee: shall be composed of the officers of the CAB as set forth in Article VI, Section 6.1. The Executive Committee shall:

- (1) Meet on call of the Chairperson.
- (2) Transact business between meetings of the full Board.
- (3) Plan an agenda for each Board meeting.
- (4) Report on the actions it takes between meetings at the next meeting of the full Board.
- (5) Recommend policies and advocacy actions to the full Board.
- (6) Act as Nominating Committee

Article VIII - Amendments to Bylaws

Bylaws may be amended at any meeting of the CAB by the majority of the members present at a meeting duly called for the purpose; provided that notice of such a meeting, together with a copy of such proposed amendment or amendments, shall be sent to each member of the Board (10) days prior to the meeting. No amendment may be adopted without the prior written notice having first been given to the Board of Clackamas County Commissioners.

County Parks Advisory Board Bylaws

ARTICLE I

NAME. The name of the organization shall be the Parks Advisory Board (PAB).

ARTICLE II

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

ARTICLE III

PURPOSE. The purpose of the PAB is to serve the residents within the boundaries of the PAB in matters concerning county parks including budget, operations, capital projects and community issues in general.

GOALS. The goals of the PAB are as follows:

- a. The PAB will serve in an advisory capacity to the Board of Clackamas County Commissioners on all matters pertaining to County Park policy, management, development, acquisition, and the disposition of park property, and other significant matters pertaining to Park administrative decisions.
- b. The PAB will render advice and recommendations to the Commissioners on all matters submitted by the Commissioners to the PAB for their consideration.
- c. The PAB will initiate advice to the Commissioners based on PAB member observations of park operations, public concerns expressed to the PAB, and other input that is either brought before or initiated by individual PAB members.
- d. The PAB will furnish advice and recommendations to the Commissioners, in writing, by memoranda signed by the PAB Chairperson or that person's designated representative.
- e. The PAB will review and evaluate the park budget at a regular meeting, as submitted by the appropriate county agency, one month prior to submittal to the County Budget Committee.

ARTICLE IV

MEMBERSHIP. Board membership shall consist of 9 regular members and 3 alternate members, to be appointed by the Board of County Commissioners. Candidate names for new regular member positions and new alternate member positions will be submitted by the PAB to the Board of County Commissioners for approval as soon as possible after each position becomes vacant.

- 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.
- b. The term of appointment for each PAB member will be four (4) years. At the Board of County Commissioners' option, Parks Advisory Board members may be re-appointed to successive terms. Alternate members may be appointed to fill board vacancies. There are no term limit requirements but the Board of County Commissioners encourages as many citizens as possible to have the opportunity to serve on advisory boards.
- c. PAB members are expected to attend all regularly scheduled meetings and to participate on all assigned sub-committees.
- d. Failure of a PAB member or alternate member to attend any two consecutive regularly scheduled meetings, or more than four regularly scheduled meetings in any one calendar year, will constitute noncompliance. Should this occur, the PAB will review the member's or alternate's attendance record and, after allowing for absences with good cause and having been excused from attendance, shall make any recommendation to the Board of County Commissioners for termination, if necessary.
- e. Membership will be terminated, prior to conclusion, if a member or alternate member fails to comply with individual attendance or responsibility requirements. The PAB Chairperson or designated alternate will advise the Board of County Commissioners in writing, of the need for termination action. A copy of this correspondence will be furnished to the member in question. Final termination decisions will be the responsibility of the Board of County Commissioners.

ARTICLE V

OFFICERS. The officers of the PAB shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the PAB 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 may also co-sign for authorized expenditures in the event the Chairperson or Treasurer is absent.

- c. **Secretary:** The Secretary shall keep accurate records of all meetings of the PAB. 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 PAB. The Secretary shall be responsible to maintain the membership registry required by these bylaws.

The PAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. Officers shall be elected for one-year terms of office at the first regularly scheduled meeting of the Parks Advisory Board at the beginning of the calendar year.

- a. Elections shall take place each year by secret ballot of the Parks Advisory Board members present at the first regularly scheduled meeting of the calendar year.
- b. A simple majority vote will be required to elect a member to a designated 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 PAB. 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.

NOMINATING COMMITTEE. Nominating Committee shall be appointed by the Chairperson at least thirty (30) days prior to the annual meeting. This committee shall present its recommended list of candidates to the PAB. If possible there shall be at least two (2) people nominated for each office. No person may be confirmed as a nominee without the permission of the nominated person.

ARTICLE VI

MEETINGS.

- a. The PAB will hold one regularly scheduled meeting per calendar month. The time and place of each meeting shall be published on the County Parks' website, and be provided to PAB members one month in advance. Regular monthly meetings are set for the third Tuesday of each calendar month. Meetings of the PAB shall be held in accordance with the Oregon Public Meetings Laws.

- b. An annual meeting will be held once per year for the purpose of electing officers and such other business as deemed necessary.
- c. Special meetings may be called by the Chairperson at any time upon the request of two (2) of the officers or any five (5) members of the PAB. The time and location shall be determined by the Chairperson. 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.
- d. Notice of the meetings shall be sent to each member by electronic mail or through the US Postal Service mail upon member request, one week (if possible) before each scheduled meeting. County Parks will provide meeting notices on the County Parks webpage. Public notice shall be given in accordance with Oregon State Statutes of all regularly and specially scheduled Parks Advisory Board meetings.
- e. If it becomes necessary to change or eliminate a meeting, county staff should notify each member by email or through the United States Postal Service mail at least one week prior to the scheduled meeting, if at all possible.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the PAB to transact business. A quorum consists of a majority of all members of the PAB, not just those present. A vacancy on the board does not affect the quorum requirements. The PAB can take official action only with the affirmative vote of a majority of all members.

- a. Seven voting members (chairperson included) constitute a quorum. PAB members will have voting members at all meetings. An absentee member may assign voting rights to a specific alternate member in case of anticipated absence. If an absentee member does not assign voting rights to a specific alternate member, the alternate members present will decide who will exercise the absentee's voting privilege.
- b. The Chairperson or other designated presiding officer is allowed to vote only in the case of a tie vote among the Board members present and voting.
- c. A member must be present at a Board meeting in order to exercise the right to vote, except in those situations where prior notice is given on a resolution to be acted upon at the next meeting. In that event, a voting member may vote by proxy. Such proxies shall be in writing and signed by the Board member granting them, or can be designated through electronic mail to the Chairperson and board Secretary.
- d. Alternate members will participate on standing or special committees, as appointed by the Chairperson. Both regular and alternate members will have voting rights within their limited, assigned committees.

RECORDS. All records of the PAB 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 PAB. 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 PAB 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.

CONDUCT OF MEETINGS.

- a. The Chairperson will preside over all meetings and shall be the official spokesperson for the Board. The Vice Chairperson will serve for the chairperson' in that person's absence.
- b. A recording secretary will be provided by County Parks' staff for all regularly scheduled meetings.

MINUTES.

- a. The designated Recording Secretary will maintain written minutes of all regularly scheduled meetings.
- b. Minutes will be published and distributed to all Parks Advisory Board members no later than one week prior to the next scheduled regular meeting.
- c. Minutes must be approved or amended and approved by quorum of the Parks Advisory Board prior to becoming a matter of record.
- d. The Chairperson will be responsible for insuring that minutes or other written records, as appropriate, are recorded at all special meetings and at all committee meetings. All such information will be submitted to the membership for approval at the following regularly scheduled meeting.
- e. A copy of the approved minutes of all meetings will be forwarded to the Board of County Commissioners for their information.

ARTICLE VIII

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

ARTICLE IX

AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. The Parks Advisory Board can propose amendments that have been voted on and approved by a 2/3 majority of the Board members. Proposed amendments shall be submitted to the County Counsel for approval. 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 PAB.

CLACKAMAS COUNTY
DEVELOPMENTAL DISABILITIES COUNCIL

BYLAWS

ARTICLE I - NAME

The name of this Council shall be the Clackamas County Developmental Disabilities Council, hereinafter called the DD Council, delegated for oversight of the Community Developmental Disabilities Program as outlined in OAR 411-320-0030 (8) (c).

ARTICLE II - PURPOSE

The functions of the DD Council include but are not limited to:

- (a) To advise the Director of Health Housing and Human Services, Director of Social Services and the DD Program Manager in planning. Review programs and recommend policy for Developmental Disabilities program areas. Assist in the development and review of local quality assurance activities as required in OAR 411-320-0030 (8) (c).
- (b) To recommend program goals and objectives to the Director of Health Housing and Human Services, Director of Social Services DD Program Manager and Board of County Commissioners (“BCC”).
- (c) To participate in the selection process of the DD Program Manager.
- (d) To participate in site reviews when feasible and to make recommendation for improvements.
- (e) The DD Council shall perform other functions consistent with current Oregon Statutes that define the required functions of the Social Services Developmental Disabilities Programs.

ARTICLE III- MEMBERSHIP

The DD Council shall consist of a minimum of seven (7) and a maximum of eighteen (18) members, appointed by Clackamas County Board of Commissioners. Appointees must be residents of, do business in, or have one or more family members receiving services in Clackamas County. As required in OAR 411-320-0030 (8) (b), the Council membership should have a balanced representation based on geography, age, gender, ethnicity, socioeconomic, status, professional and consumer interests and expertise. Membership must include:

- A minimum of five (5) families and/or persons with Intellectual Disabilities and Developmental Disabilities (ID/DD) or fifty percent (50%), whichever is greater.
- A minimum of two (2) providers/maximum three (3).
- One (1) advocate.

ARTICLE IV – TERM OF OFFICE

The term of office shall be three (3) years commencing on the last day of the month of the person's approval by the BCC. Expiration dates for terms shall be staggered so that no more than fifty percent (50%) of the members' terms will expire in any year. To stagger membership terms appointments could be for one (1), two (2), or three (3) year terms, and term rotations may be determined by lottery. Re-appointments will be for three (3) year terms. Members may request reappointment and are limited to serve for no more than two (2) consecutive terms. The DD Council may recommend at any time to the Board of Commissioners members to fill vacancies.

The Board of County Commissioners will consider the appointment of all candidates who are elected by the Council. Prior to the appointment by the Board of County Commissioners, elected members may participate in all Council activities, excluding voting.

Council members are expected to attend meetings regularly. If a member fails to attend any three meetings in succession without cause, that position shall be declared vacant, and a new member shall be selected as outlined elsewhere in these bylaws.

Any member may be removed for cause by a two-thirds vote of the membership. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal, and a reasonable opportunity to be heard at a meeting of the DD Council.

ARTICLE V - VOTING

A vote shall be decided by a simple majority of the DD Council members present or represented by proxy where there is a quorum. The proxy can serve as part or the entire quorum. The proxy shall be in writing or by e-mail and filed with the Chair of the DD Council.

A majority of regular members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of DD Council members present, unless otherwise provided in the bylaws.

Members having any potential conflict of interest related to an action item under consideration by the DD Council shall declare the potential conflict and abstain from participating in the discussion of the action and voting on the item.

ARTICLE VI – OFFICERS

The DD Council Officers shall consist of Chair and Vice Chair. Meeting recorder functions will be provided by the CDDP Staff. Election of the officers will be held annually in May, unless agreed upon by a majority of DD Council members. The Chair shall be the ordinary presider at all meetings of the DD Council. The Vice Chair shall assume the duties of the Chair in the Chair's absence and other duties as assigned by the DD Council.

ARTICLE VII-MEETINGS

The DD Council shall meet at least eight (8) times per year, as determined by a majority vote of the Council to achieve its purpose.

All DD Council meetings shall be publicized in advance of the meeting date in accordance with the state law.

DD Council members may request and shall be provided with options for respite and transportation consistent with county policy when attending official Council meetings or functions.

Special meetings may be called by the Executive Committee at the request of the Director of Health, Housing and Human Services, Social Services Director or the DD Program Manager.

ARTICLE VIII- SUBCOMMITTEES

The standing Subcommittees of the DD Council are the Executive Committee, and the Family Support Policy Oversight Subcommittee. These Subcommittees shall meet as needed.

The Executive Committee, made up of all officers, shall act on behalf of the DD Council as necessary.

The Family Support Policy Oversight Subcommittee provides recommendations to the DD Council about the delivery of Family Support Services in the County and other duties described in OAR 411-305-0023 (1).

The Chair, based on the DD Council recommendations may create other subcommittees as deemed necessary to implement the objectives and purposes of the DD Council and carry out its directives.

Subcommittees shall present findings and recommendations to the DD Council and no action shall be undertaken without approval of the DD Council. Subcommittee members do not need to be full voting members of the DD Council.

ARTICLE IX- AMENDMENTS

The by-laws may be amended or repealed by a two-thirds (2/3) vote of DD Council present at the meeting, provided that the proposed amendments shall have been read and discussed at a previous meeting and the final proposal has been mailed to each member before the next regularly scheduled meeting.

ARTICLE X – 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 DD Council. 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 DD Council 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.

This document was adopted 01-15-04

Bylaws amended 11-18-04

Amendment Adopted by Council for Article VII, Paragraph 3 on 11-18-04

Proposed amendment on 3-17-05

Amendment Reviewed and discussed on 4-21-05

Amendment Adopted for Article III, first and fourth bullet on 05-19-2005

Amendment Reviewed and discussed on 5-23-11

Amendment Adopted for changes in Department to Health, Housing, and Services on 12.7.15

Amendment approved by BCC on XX-XX-XXXX.

CLACKAMAS COUNTY ECONOMIC DEVELOPMENT COMMISSION

BYLAWS

Approved by the Board of Commissioners March 1, 2011

ARTICLE I - NAME

Section 1.1. The name of this organization shall be the Clackamas County Economic Development Commission, hereafter referred to as the EDC.

ARTICLE II - PURPOSE

Section 2.1 Advise and make recommendations to the Board of County Commissioners (BCC) on matters pertaining to the support and growth of a balanced, sustainable economy within the county and cities within the County.

Section 2.2 Work to promote the vision of the Clackamas County Economic Development Plan: *To create prosperity by fostering balanced economic development in Clackamas County through a close partnership with government and the private sector.*

Balanced economic development means providing county residents opportunities for better jobs and higher incomes, while managing the interrelationships among people, land, resources, and infrastructure. Implementing the vision requires detailed goals and action steps by the county.

ARTICLE III - MEMBERSHIP

Section 3.1 The voting membership of the EDC shall consist of a maximum of twenty-five (25) voting members ("Members"), appointed by the BCC. A majority of the EDC Members shall be from the private sector. The EDC will actively solicit nominations from businesses in Clackamas County's cities.

Section 3.2 Ex-officio representatives of public and private economic development organizations, governmental agencies, educational institutions and the business community ("Liaisons") may be appointed by the EDC Executive Committee as needed, to participate in EDC meetings and work sessions and to serve on EDC subcommittees. Liaisons shall serve in an advisory capacity and shall not have voting rights.

Section 3.3 Members shall live or work, or have significant interest in economic development in Clackamas County.

Section 3.4 Membership shall represent both the private-for-profit and government sectors. The EDC should be composed of:

- a. Members with background in economic and environmental concerns,
- b. Members who are geographically distributed throughout the County and its cities,
- c. Members with demonstrated leadership, commitment and expertise.
- d. Members who are active in local advisory committees dealing with issues of economic development.
- e. Members who support the EDC workplan.

Section 3.5

Members of the EDC will be appointed by the BCC for terms of up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third of the members' terms will expire in any year. To ensure this, appointments could be one or two year terms. It is recommended that Members who have filled an unexpired term may serve for two full subsequent terms, however unless otherwise approved by the BCC, no more than two consecutive full terms may be served by any Member.

Section 3.6

If a Member misses three (3) consecutive meetings without excused absences the EDC Executive Committee may recommend removal of the member to the Board of Commissioners.

ARTICLE IV – OFFICERS AND STRUCTURE

Section 4.1

The EDC shall have a chairperson who shall have been elected by the EDC Members as vice chair in the year immediately preceding the year in which the Member will serve as chair. The chairperson will serve for a period of one-year and will:

- a. Preside at all meetings of the EDC and the Executive Committee.
- b. Appoint standing and ad hoc committees.
- c. In collaboration with the Executive Committee, and Business and Economic Development staff, prepare agendas for the EDC meetings.
- d. Perform the duties of the chairperson.

Section 4.2

The EDC shall have a vice chair who shall be elected by the EDC Members. The vice-chair will serve for a period of one-year and will:

- a. Preside at all meetings of the EDC and Executive Committee, in the absence of the chairperson.
- b. Participate with the chairperson in the appointment of standing and ad hoc committees.
- c. In collaboration with the Executive Committee and staff, prepare agendas for the EDC meetings.
- d. Perform other duties as assigned by the chairperson.
- e. Prepare for their upcoming tenure as chair by learning the details of the EDC and duties of the chairperson.

Section 4.3

Executive Committee. The EDC shall have an Executive Committee which shall consist of the chairperson, the immediate past chair, the vice chair and two at large Members elected by the EDC Members for a one-year term. The Executive Committee will:

- a. Formulate and approve the EDC agendas in advance;
- b. Make action recommendations to the EDC, as appropriate;
- c. Serve as liaison with and advisor to County's Business and Economic Development staff, as needed; and
- d. Meet at such times as may be necessary to carry out the business of the EDC.

ARTICLE V - MEETING PROCEDURE, VOTING RIGHTS AND QUORUM

Section 5.1

The EDC shall hold regular meetings. Members will be reminded and notified by written or e-mail notice at least five (5) days prior to scheduled meetings. The notice also will include the date, time, location, and agenda for the meeting. The EDC shall schedule and publish regular meeting dates on a quarterly basis. In lieu of written meeting minutes, meeting proceedings may be recorded and made available upon request to EDC members and others expressing an interest by contacting the Business and Economic Development Staff. Written record will be kept on the number of votes

Section 5.2

Committees and subcommittees shall meet at the call of the EDC chairperson or the respective subcommittee chair.

Section 5.3

Special meetings may be called at any time by the chairperson or by a petition signed by not less than two Members setting forth the reason for calling such meeting. Notice for Special meetings shall meet the notice requirements of Section 5.1.

Section 5.4

EDC meetings shall be publicized in accordance with the Oregon public meetings law. The manner of providing notice of meetings and agendas, the mode of meetings, and the distribution of minutes shall be done so as to promote the involvement of the membership. Notification via e-mail and participation in meetings through remote conferencing are encouraged.

Section 5.5

A majority of the current number of EDC Members shall constitute a quorum. A meeting may be held without a quorum but no official business or official actions shall be conducted without a quorum. If a quorum of members is not physically present at the time of a vote, electronic voting may be used to ensure that all members have the opportunity to participate.

Section 5.6

Voting procedures will offer flexibility to encourage the greatest participation of the membership possible. Voting procedures may include a call of the roll, and voice, paper and electronic ballots. Paper and electronic ballots must identify the member voting. A question shall be carried by a majority of affirmative votes of those Members voting. No

proxies are allowed. A written record will be kept of the individual votes cast, how many voted yay or nay and who abstained.

ARTICLE VI - SUBCOMMITTEES

Section 6.1 The EDC will form whatever subcommittees or task forces are deemed useful with respect to specific issues that are considered of major importance to the county's overall economic development, as well as important to the operations of the EDC. Examples of the subcommittees that may be formed include transportation and infrastructure, education workforce and training, business assistance, industrial lands, nominating, conference, etc.

Section 6.2 The EDC chairperson will appoint members to subcommittees. Each subcommittee shall be chaired by an EDC Member or a Liaison. In seeking subcommittee members, the EDC will strive to find members that have related expertise or experience relating to the primary mission of the subcommittee, and, where possible, reflect the diversity of Clackamas County businesses, public and private organizations, and residents, and is representative and balanced in the areas of geography, gender, and diversity of education, career, interest, experience, and lifestyle.

ARTICLE VII - GENERAL PROVISIONS

Section 7.1 Where parliamentary procedures are not covered by these bylaws, Robert's Rules of Order (revised) shall prevail.

Section 7.2 Amendments to these bylaws may be recommended at a regular or special meeting of the EDC called for that purpose, provided a written notice has been sent to each Member at least ten (10) days before the meeting. This notice shall state the amendments that are proposed to be made in these bylaws. Only the changes that have been specified in the notice shall be considered and shall become effective upon the affirmative vote of two-thirds of the Members and is subject to approval of the Board of Commissioners.

Section 7.3 Nothing in these bylaws is intended to take precedence over Federal, State, or local laws or regulations.

BYLAWS

CLACKAMAS COUNTY

EMERGENCY MEDICAL SERVICES COUNCIL

ARTICLE I

Specific and General Purposes

The purposes of the Emergency Medical Services Council ("Council") are to review and offer advice to appropriate bodies in all matters relating to prehospital emergency medical services. This Council shall submit its observations and recommendations for improvements of the prehospital care system to the Department of Health, Housing, and Human Services ("Department") and to the County Board of Commissioners ("Board"). The Council shall provide consultation or make recommendations on issues identified in the Clackamas County Ambulance Service Plan "Plan," or as may be requested by the Board or Department. The Council shall provide a forum for continuing input by prehospital care consumers, providers, and the medical community.

ARTICLE II

Membership and Term of Office

In accord with the Plan, the Board shall appoint the members of the Council. The Council composition shall be one representative from each of the following:

1. Commercial ambulance service provider
2. Governmental agency which provides ambulance service
3. Clackamas County Fire Defense Board
4. Emergency department physician from a hospital within the County
5. Physician supervisor to an EMS provider agency
6. Governmental representative from the County as recommended by the Administrator of the Department of Human Services
7. Advance life support EMT currently providing prehospital care in the County
8. Basic life support EMT currently providing prehospital care in the County
9. Representative of a city in the County
10. Consumer of ambulance services
11. Representative of a PSAP in the County

The regular term of office for each member shall be three years. No member shall serve more than two terms unless by Council recommendation. If any member fails to attend two consecutive meetings or a total of three meetings within one year, membership will be automatically reviewed. Unavoidable absences such as personal or family illness, business, and vacations shall be considered excused. The Council membership may excuse any other absence by majority vote.

ARTICLE III

Officers

The officers of the Council shall be a chairperson and a vice-chairperson. Officers will be elected at the second meeting after the regular appointment of new Council members. The term of office will be two years or until the end of the person's term of appointment to the council, whichever is first.

The duties of the Chairperson are to preside at all meetings of the Council, to appoint committees, to call special meetings and to represent and speak for the Council. The Chairperson may designate the Vice-Chairperson or other member of the Council to speak for him/her in the name of the Council when he/she is unable to do so.

It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson and to otherwise assume the chairperson's duties in his/her absence.

ARTICLE IV

Meetings

The regular meetings of the Council shall be held at least quarterly at the time, date and place as determined by the Council. Special meetings may be called by the chairperson or by a majority of the Council members. All meetings shall be subject to Oregon's Public Meetings Law. A majority of the Council members shall constitute a quorum. The Council shall follow Robert's Rules of Order.

ARTICLE V

Committees

The chairperson may appoint subcommittees or action teams to address specific issues as they arise. Additional members of a subcommittee or action team may be selected from beyond the membership of the Council at the discretion of the subcommittee chairperson or team leader. All actions of subcommittees or action teams shall be reported to and subject to the ratification of the Council.

ARTICLE VI

Amendments to bylaws

All amendments to these bylaws will be presented to the Council in writing or via e-mail at least fifteen days prior to a regular meeting. Adoption of amendments to the bylaws requires a two-thirds vote of the total membership of the Council. All amendments shall be approved by the Board.

Adopted May 9, 1995

First Revision Adopted November 28, 1995

Second Revision Adopted January 26, 1999

Third Revision Adopted August 21, 2001

Fourth Revision Adopted May 28, 2002

Fifth Revision Adopted October 28, 2008

Sixth Revision Adopted January 2016

Bylaws of the Clackamas County Enhanced Law Enforcement District Budget Committee

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III

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

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

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

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

ARTICLE IV

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

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

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

ARTICLE V

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

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

ARTICLE VI

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the budget committee. The chairperson shall be guided by these principles in deciding any procedural questions. The chairperson's decision on procedural matters may be overruled by a majority of the members voting on the question. The budget committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VII

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the budget committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the chairperson.

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

**CLACKAMAS COUNTY ENHANCED LAW ENFORCEMENT SERVICE
DISTRICT CITIZENS ADVISORY COMMITTEE
BYLAWS**

ARTICLE I

NAME. The name of the organization shall be the Clackamas County Enhanced Law Enforcement Service District (ELED) Citizens Advisory Committee.

ARTICLE II

BOUNDARIES. The boundaries of the Clackamas County Enhanced Law Enforcement Service District Citizens Advisory Committee shall be the designated areas receiving enhanced services, as indicated by the County Law Enhanced tax allocation made by the Clackamas County Assessment and Taxation.

ARTICLE III

PURPOSE. The citizens of Clackamas County created a service district, permanently funded to enhance law enforcement services within the service district. Geographical areas affected are those within the unincorporated Urban Growth Boundary of Clackamas County and Johnson City. The legal governing body of the Enhanced Law Enforcement Service District (District) is the Clackamas County Board of County Commissioners (BCC). The Clackamas County Sheriff (Sheriff) is charged with decision making and accountability for operations. A formal Citizens Advisory Committee (Committee) has been established by the BCC and consists of citizens residing within the District. The Committee shall meet regularly and provide input through the Sheriff to the BCC on service issues.

GOALS. The goals of the Committee are to assist the public and the Sheriff in identifying public expectations for the District, to recommend service priorities for the District, and to support the Sheriff's Office community outreach functions.

ARTICLE IV

MEMBERSHIP. Membership shall consist of eleven (11) positions and shall be as representative as possible of the geographic, demographic and philosophical entities of the District.

- a. Members of the Committee shall be selected from a pool of applicants solicited, received and appointed by the BCC. All interested applicants shall be considered. As Committee vacancies develop throughout the year, said vacancies shall be filled by the Board of County Commissioners from available lists of applicants, giving consideration to recommendations made by the Sheriff.

- b. The term for each position shall be three (3) years. Expiration dates for the terms shall be staggered so that no more than four of the members' terms will expire in any year and shall coincide with calendar years. Current Committee members seeking reappointment to the Committee are required to complete an application, and are subject to the review and selection process. Members appointed to fill a vacancy mid-term shall serve out the remainder of that term.
- c. All members are expected to serve on subcommittees and other projects at the request of the Committee.
- d. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income

AD HOC MEMBERS:

The Sheriff and members of the Sheriff's Management Team shall serve as technical advisors. They shall not have voting rights. The Committee, through its Chairperson, may request attendance of other government agents or citizens for special information reasons, but those persons shall have no voting rights.

REMOVAL:

In the event a member has unexcused absences from three (3) consecutive regular Committee meetings or other just cause arises calling into question the commitment to participation of a member by a majority of the Committee, the Chairperson may refer that member to the BCC with a recommendation for removal from the Committee.

ARTICLE V

OFFICERS. Officers of the Committee shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of a quorum. Voting may be by written ballot or by a show of hands.

- a. Chairperson. The Chairperson (Chair) shall preside over the meetings of the Committee. The Chairperson, with the assistance of the Vice-Chairperson and Sheriff or his designee, will set an agenda for each meeting. The Chairperson or the Chairperson's designee shall be the spokesperson for the Committee in communicating with other organizations or to the public.
- b. Vice-Chairperson: The Vice-Chairperson (Vice-Chair) shall substitute for the Chairperson in fulfillment of the Chairperson's duties as required because of absence or other inability to serve.

The ELED shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. Officer selection shall occur at the second regularly scheduled meeting of the calendar year. In the event of an Officer vacancy, an election shall occur at the next regularly scheduled meeting.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, or for the remainder of the term when there is a vacancy. The incumbent officer shall continue to serve until a successor is elected or appointed to that office.

ARTICLE VI

MEETINGS. Meetings of the ELED shall be held in accordance with the Oregon Public Meetings Laws. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. The Committee shall have meetings during the year as called by the Chairperson. Ten (10) days' notice shall be required in the scheduling of the meetings of the Committee unless an emergency exists. Members shall attend meetings in person or by telephone or videoconferencing. Location and time may be at the discretion of the Chairperson and Sheriff's Office staff.

The Chairperson may call a meeting of the Committee with less than ten (10) days notice to members when, with the concurrence of the Chairperson or the Chairperson's designee, two (2) Committee members deem an emergency to exist.

QUORUM and VOTING. A quorum must be present to take official action. A quorum shall consist of a majority of the Committee membership. Voting by the Committee when required shall be in person, by telephone or videoconferencing and decisions made by a simple majority vote of the quorum. Vote by proxy or other "in absentia" methods such as email shall not be permitted.

RECORDS. Minutes of each meeting shall be taken by Sheriff staff and recorded; copies shall be made available to all Committee members as soon as possible after meetings are adjourned. Minutes taken shall record date, time and location of the meetings, members and others present, summaries of discussions and decisions reached. In accordance with ORS 192.650, any matter requiring a vote shall be recorded exactly as stated and the results of the ballot recorded. Clerical support for the Committee records shall be maintained by the Sheriff's Office. Notice of meetings and minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law.

FUNDING. The Committee shall operate without funds but with in-kind support of the Sheriff's Office. In the event the Committee conducts programming which requires funding, the Committee shall seek funding from the Sheriff or other Department

approved voluntary funding sources. The Committee shall not become a funded organization for general operations.

ANNUAL REPORT. The Chairperson shall submit written reports reviewing the Committee's work as requested by the Sheriff.

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 ELED. 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 ELED may establish a more detailed meeting procedure to provide for an orderly process for holding public meetings. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

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

ARTICLE IX

DISSOLUTION. An action by the ELED that is determined by the BCC to be significant and contrary to these bylaws may be deemed void by the BCC. Thereafter, the BCC may dissolve the ELED or apply another appropriate remedy as determined.

ARTICLE X

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to County Counsel for review. Upon review by County Counsel, proposed amendments shall be approved by the members of the Enhanced Law Enforcement Service District Advisory Committee. The amended bylaws shall supersede all previous bylaws and become the governing rules for the ELED.

Forest Advisory Board Bylaws

ARTICLE I

NAME. The name of the organization shall be the Forest Advisory Board (FAB).

ARTICLE II

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

ARTICLE III

PURPOSE. The purpose of the FAB is to advise the County Forester, County Parks & Forest Manager and Board of County Commissioners on all matters pertaining to the County Forest Program.

GOALS. The goals of the FAB are as follows:

- a. In conjunction with the County Forester, advise and participate in the planning of forest management activities (i.e. Forest Management Plan, sustained yield harvest levels, road construction plans & standards, stand improvement activities, and harvest activities) to meet the goals as directed by the Board of Commissioners.
- b. Participate in the Timber Sale Advisory Committee (TSAC) meetings, reviewing Public input concerning proposed timber sale activities (2 members of the FAB are members of the TSAC).
- c. Conduct on site visits to tracts and projects as proposed by the County Forester.

ARTICLE IV

MEMBERSHIP. The FAB shall consist of five (5) members and two (2) alternates appointed by the Board of County Commissioners.

- a. The members shall consist of Foresters, or persons that have Professional Forestry experience in the forest industry, forest consulting or governmental employment. Professional Forestry education in a Society of American Foresters accredited institution is desired. Persons on the FAB should be be actively employed, or recently retired, from their forestry employment.
- b. The FAB "desired" areas of employment representation are:
 1. Governmental

2. Private forest industry
 3. Consulting forestry
 4. Forestry education
 5. Small woodlands
- c. 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.
- d. Members shall have an appointment term of three (3) years which shall expire on June 30. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the TSAC shall submit an application at least ninety (90) days prior to the expiration of their current term.

ARTICLE V

OFFICERS. The officers of the FAB shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the FAB 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 may also co-sign for authorized expenditures in the event the Chairperson or Treasurer is absent.
- c. **Secretary:** The Secretary shall keep accurate records of all meetings of the FAB. 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 FAB. The Secretary shall be responsible to maintain the membership registry required by these bylaws.

The FAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the FAB membership by simple majority vote. Elections shall be annually as the first order of business at the first FAB meeting of the fiscal year in July. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

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 Forest Advisory Board. 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.

NOMINATING COMMITTEE. Nominating Committee shall be appointed by the Chairperson at least thirty (30) days prior to the annual meeting. This committee shall present its recommended list of candidates to the Forest Advisory Board. If possible there shall be at least two (2) people nominated for each office. No person may be confirmed as a nominee without the permission of the nominated person.

ARTICLE VI

MEETINGS. Meetings of the FAB shall be held on a quarterly basis and in accordance with the Oregon Public Meetings Laws. Meetings will be held to review the County Forest Program activities and help plan for upcoming forest activities. Meetings shall be held no less than once per year for the purpose of an annual meeting to elect 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 of the FAB. The time and location shall be determined by the FAB. 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 FAB to transact business. A quorum consists of a majority of the FAB members, not just those present. A vacancy on the board does not affect the quorum requirements. The FAB can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the FAB 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 FAB. 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 FAB 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 VIII

COMMITTEES. The Chair may appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE IX

AMENDMENTS. 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 FAB. 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 FAB.

Library District Bylaws

ARTICLE I. NAME

This organization shall be known as the Library District Advisory Committee (LDAC).

ARTICLE II. PURPOSE

As the recognized advisory board to the Clackamas County Library District Board the LDAC adopts the following purposes consistent with the policies and procedures of Clackamas County and/or the District for Advisory Committees: (IGA Section 1.2)

Section 1. To consider the evaluation reports of district libraries. (Section 2.3)

Section 2. To consider any proposed changes to the Intergovernmental Agreement (IGA) establishing the District between the County and member Cities. (Section 3.3)

Section 3. To consider any impact of the annexation or withdrawal of territory from the District. (Section 3.4 and 3.5)

Section 4. After consideration of changes to the District, to review service area maps and the distribution formula and to recommend any amendments to the IGA adjusting to such changes.

Section 5. To determine whether a newly-incorporated city qualifies as a service provider and to what extent the formula should be adjusted to allow for a distribution to such new service provider.

ARTICLE III. MEMBERSHIP

Section 1. The voting membership of LDAC shall consist of one representative or alternate nominated by the Library Service Provider and appointed by the District Board. The term of office shall be determined by the Provider.

Section 2. Non-voting participants may include the Network Manager and the chair of the Director's Group (DG) who act as liaisons. Non-voting participants may not hold office and may be excluded from executive session of the LDAC.

Section 3. Three consecutive unexcused absences by a Library Service Provider representative from regularly scheduled LDAC meetings will result in a request to that jurisdiction to appoint a new representative and alternate.

ARTICLE IV. OFFICERS

Section 1. The elected officers of LDAC shall be a Chair and Vice Chair who shall be voting members of LDAC. Secretarial support shall be provided by the Network Manager's staff.

Section 2. The Chair shall establish the agenda with the assistance of the Network Manager and shall preside over meetings, select committee members and be responsible for all other business of the organization. The Vice Chair shall preside in the absence of the Chair.

Section 3. The officers shall hold office for a term of one year or until their successors are elected with the term commencing immediately after their election at the annual meeting.

Section 4. An officer may be removed for any reason by a two-thirds (2/3) vote of the LDAC representatives.

Section 5. In the event of a vacancy in the office of Chair the Vice Chair shall assume this office. A vacancy in the officer of Vice Chair shall be filled by LDAC election.

ARTICLE V. ELECTION OF OFFICERS

Section 1. The election of officers shall be held as the first order of business following the reading of the minutes at the annual meeting.

Section 2. The officer of Chair shall rotate among the representatives from the Library Service Providers.

ARTICLE VI. MEETINGS

Section 1. The LDAC shall meet at least annually (1.2).

Section 2. The LDAC membership may establish a meeting schedule to meet its needs.

Section 3. The District Board shall be invited to attend at least one meeting annually.

Section 4. Special meetings or executive sessions may be called by the Chair as needed or may be called upon written request of three (3) voting members; the purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten (10) days notice shall be given. All meetings shall be conducted in conformance with the State of Oregon's Public Meeting Laws. (ORS 192.610-690)

Section 5. A quorum shall consist of a majority of the voting members.

ARTICLE VII. COMMITTEES

Section 1. The Chair shall select members for all committees standing and special as deemed necessary.

Section 2. The Chair shall be an ex-officio member of all committees.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LDAC 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 LDAC may adopt.

ARTICLE IX. AMENDMENT

These bylaws may be amended at any regular meeting of LDAC by a two-thirds (2/3) vote of those present and voting, provided notice of such amendment has been given in writing to all members at least ten (10) days prior to the meeting.

ARTICLE X. DISSOLUTION

Dissolution of LDAC shall be governed by the IGA between Clackamas County and Library Cities.

**North Clackamas Parks and Recreation District Advisory Board
BYLAWS**

ARTICLE I

NAME. The name of this board is the North Clackamas Parks & Recreation District Advisory Board (DAB).

ARTICLE II

BOUNDARIES. The boundaries of the North Clackamas Parks & Recreation District Advisory Board (DAB) shall be the same as those established by North Clackamas Parks & Recreation District within Clackamas County.

ARTICLE III

PURPOSE. The purpose of the DAB is to advise the North Clackamas Parks & Recreation District Board (District Board) on the design, planning, and development of parks and facilities within the district and to advise the District Board on programs, maintenance and operations; to meet with the District Board once yearly; and to publish an annual report presented each August.

GOALS. The goals of the DAB are as follows:

- a) The DAB's will address the programs and facilities of the North Clackamas Parks & Recreation District concentrating on the challenges, desires and needs of the district residents;
- b) Make policy-level recommendations regarding capital improvements, programs, maintenance, and operations to be approved by the District Board.
- c) During the annual budget process the DAB will provide budget recommendations for the operation and maintenance of the North Clackamas Parks & Recreation District, and in addition, the DAB will identify and prioritize necessary capital projects and provide project recommendations to the District Board. The recommendations for maintenance and operations, and capital improvements shall be reviewed by the District Budget Officer, who will then forward their recommendations to the North Clackamas Parks & Recreation Budget Committee. The North Clackamas Parks & Recreation Budget Committee will then submit recommendations to the District Board.

ARTICLE IV

MEMBERSHIP. The DAB shall consist of Nine (9) members. The District Board shall appoint all members. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All members must be residents of the district.

- a) As set forth in the IGA's between NCPRD and the Cities of Milwaukie and Happy Valley, the nine member board representation will be as follows:
 - a. 2 members from east of I-205 (one of which may reside in the City of Happy Valley)
 - b. 2 members from west of I-205 (one of which may reside in the City of Milwaukie)
 - c. 1 member from the City of Happy Valley*
 - d. 1 member from the City of Milwaukie*
 - e. 1 member from the Milwaukie Center**
 - f. 2 members at large (1 from East and 1 from west of I-205)

**District Board agrees to appoint both a primary and an alternate representative nominated by the City Council to fill the City's representative seat unless there is good cause for rejecting the nomination.*

***District Board agrees to appoint both a primary and an alternate representative nominated by the Milwaukie Center Community Advisory Board (C/CAB) to fill the Milwaukie Center representative seat unless there is good cause for rejecting the nomination.*

- b) The DAB composition will be revisited and adjusted, in the event of significant District boundary changes or major population changes.
- c) Terms are for a period of four fiscal (4) years, beginning on July 1st of the first fiscal year and ending on June 30th of the fourth fiscal year. Board terms will be staggered among the nine DAB members. At the end of each four (4) year term, DAB members, who are not partner city appointees and who wish to continue their service for a second term, will need to participate in the recruitment process used to fill all vacancies and may be reappointed by the District Board. The seven (7) representatives of the District zones plus the representative from the Milwaukie Center, may serve a maximum of two consecutive terms. Representatives may reapply for vacancies on the committee following a four (4) year break in service (one full term).

The two (2) partner cities of Happy Valley and Milwaukie, may choose to reappoint their designees for both the primary and alternate positions, or submit new representatives for District Board approval. All recurring four (4) year terms require District Board approval, however there are no limits on terms served for partner cities.

- d) Vacancies are filled in the same manner as the original appointments and for the unexpired term of the vacant position. In the event a "primary" representative from one of the three

(3) appointed partner organizations is unable to complete their term, the “alternate” will be designated to fulfill the remainder of the term.

- e) Upon failure of any member to attend two consecutive meetings without a valid excused absence, the DAB may recommend termination of that appointment to District Board, and the District Board may remove the incumbent from the DAB and declare the position vacant to be filled in the manner of a regular appointment. A valid excused absence requires that the DAB member notify a DAB officer or North Clackamas Parks & Recreation District staff member prior to the meeting to be missed except for the case of an emergency.
- f) All DAB members shall serve without compensation.

ARTICLE V

OFFICERS & STAFFING. The officers and staffing of the DAB shall include the following:

- a) Chairperson. The chair person shall have general supervisory and directional powers over the DAB. The chair person shall preside over all DAB meetings, assist the NCPRD Director with setting the DAB Meeting agendas, and establish committees and appoint committee chair persons. The chair will serve as the DAB representative in meetings with the District Board or at various community meetings when appropriate, or if unable to serve that role will appoint a representative from among the DAB members. The chair will also serve as the official spokesperson for the DAB whenever there is an issue or statement required when it is appropriate for the DAB to make that response or statement;
- b) Vice-Chairperson: The vice chair person shall execute all powers of the chair person in the absence of the chair person;
- c) Secretary: The secretary shall maintain minutes and attendance records of business meetings. Additionally the secretary will initiate the recruitment process to fill vacancies upon term expirations. The secretary position is neither elected nor appointed but rather filled by the parks director administrative staff support.
- d) District Board Liaison: The District Board may elect to appoint a liaison/liasons to the DAB in an ex-officio capacity with no voting powers or rights but who has the authority to speak on behalf of the District Board and to participate in discussions about actions under consideration for recommendation to the District Board. The liaison is present as a representative of the District Board and not as an individual party

The DAB shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the DAB membership by simple majority vote. Elections shall be annually as the first order of business at the first DAB meeting of

the fiscal year in July. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

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. Officers may be re-elected and may serve a maximum of two consecutive terms.

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. 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. The DAB shall meet at least once each month (a “regular meeting”). All meetings shall be subject to the requirements of the Oregon Public Meetings Law.

Special meetings may be called by any two DAB Members and a residing Officer. Only business specified in the agenda for the special meeting may be considered. 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. Fifty-one percent of the voting membership of the DAB shall constitute a quorum. The concurrence of a majority of the DAB members present shall be required to decide any matter.

RECORDS. All records of the DAB 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 DAB. 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 DAB 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 VIII

COMMITTEES. The chair may appoint special committees or ask the DAB to appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE VIII

AMENDMENTS. Bylaws may be amended at any regular DAB meeting providing written notice of the proposed amendment is submitted at a prior, regular meeting. In order to be effective such amendments must also be approved in writing by County Counsel and further submitted to the District Board for final approval.

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

Bylaws of North Clackamas Parks & Recreation District Budget Committee

ARTICLE I

The name of the organization shall be the North Clackamas Parks & Recreation District Budget Committee.

ARTICLE II

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

ARTICLE III

PURPOSE. The purpose of the North Clackamas Parks & Recreation District 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 NORTH CLACKAMAS PARKS & RECREATION DISTRICT.

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 North Clackamas Parks & Recreation District Budget Committee shall be open to anyone who is a resident of the North Clackamas Parks & Recreation District.
- 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 North Clackamas Parks & Recreation District 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 when 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 North Clackamas Parks & Recreation 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 North Clackamas Parks & Recreation District 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 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 North Clackamas Parks & Recreation District Budget Committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

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

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

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III

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

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

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

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

ARTICLE IV

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

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

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

ARTICLE V

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

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

ARTICLE VI

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the budget committee. The chairperson shall be guided by these principles in deciding any procedural questions. The chairperson's decision on procedural matters may be overruled by a majority of the members voting on the question. The budget committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VII

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the budget committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the chairperson.

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

**IN THE MATTER OF ADOPTING A SET OF BYLAWS AND OPERATING
PROCEDURES
FOR THE CLACKAMAS COUNTY PLANNING COMMISSION**

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

**CLACKAMAS COUNTY PLANNING COMMISSION BYLAWS AND OPERATING
PROCEDURES**

ARTICLE I

GENERAL

Section 1. EXPLANATION

- A. A nine-member Planning Commission (Commission) has been established by Clackamas County pursuant to the authority of Oregon Revised Statutes 215.020 and 215.030. In accordance with ORS 215.030(1), each Planning Commission seat is a four-year term, staggered to expire over a four year period so as to not have more than three expiring seats in any one year.
- B. The adoption of these Bylaws and Operating Procedures replaces and repeals the Bylaws and Procedures adopted by the Planning Commission on February 13, 2012.

ARTICLE II

RESPONSIBILITIES OF THE COMMISSION

Section 1. RESPONSIBILITIES

- A. The Commission shall carry out duties assigned to it by the Board of County Commissioners (BCC) relating to development, updating and general maintenance of the Clackamas County Comprehensive Plan (Plan) and Zoning and Development Ordinance (ZDO).

- B. The Commission shall hold public hearings and take action, as prescribed by state and county laws, on matters that are within the Commission's purview.
- C. As established by the ZDO, the Commission shall hear the following quasi-judicial applications: Plan amendments, applications filed concurrently with an application for a Plan amendment on the same property, and appeals of Planning Director Interpretations of the Plan.
 - 1. On Plan amendments and applications filed concurrently with Plan amendments, the Commission's decision shall be forwarded as a recommendation to the BCC.
 - 2. On appeals of Planning Director Interpretations of the Plan, the Commission shall make a decision, which shall be final unless appealed to the BCC.
- D. As established by the ZDO, the Commission shall hear legislative amendments to the ZDO and the zoning maps. The Commission's decision shall be forwarded as a recommendation to the BCC.
- E. As established by the Plan, the Commission shall hear legislative map and text amendments to the Plan. Oregon Revised Statutes 215.060 requires action on the Plan to be approved by a majority of the members of the governing body; therefore, the Commission's decision shall be forwarded as a recommendation to the BCC.
- F. The Commission may make recommendations to the BCC or the Planning Director, regarding legislative amendments to the Plan and ZDO, or as established by the Plan and the ZDO, may initiate such amendments by resolution of a majority of the whole Commission.
- G. The Commission may make recommendations to the Planning Director, regarding the operations of the Planning and Zoning Division.
- H. The Commission shall adopt and periodically review and amend Bylaws and Operating Procedures for the operation of the Commission's business.

ARTICLE III

OFFICERS

Section 1. OFFICERS

The officers of the Commission 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 Commission 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 in attendance.
- 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 Commission shall elect a successor from its membership to serve the remainder of the unexpired term.
- E. The Chair shall not serve as Chair for more than two consecutive full terms.
- F. Members of the Commission 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.
- G. The member holding the position of Chair or Vice Chair may be removed from office by majority vote of the whole Commission.

Section 3. CHAIR

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

2. Preserve order and decorum at Commission meetings and decide questions of order, subject to action by a majority vote of the quorum in attendance;
3. Appoint members of special committees;
4. Call special meetings of the Commission;
5. Inform the Planning Director on policy matters that have been formulated by the Commission;
6. Work with the Planning Director in formulating matters for the Commission's consideration.

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 Commission meetings;
 2. Give all notices required by law;
 3. Inform the Commission of correspondence relating to Commission business and conduct all correspondence of the Commission;
 4. Attend all meetings and hearings of the Commission;
 5. On all public hearing matters, 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 Commission shall be held on the second and fourth Monday of each month, except on an official county holiday, beginning at 6:30 p.m., or such other time as may be designated by the Planning Director in order to accommodate public hearing 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 Commission 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 Commission.

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 Commission 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 Commission.

Section 3. OPEN MEETINGS

Commission meetings are subject to the Oregon Public Meetings Law, Oregon Revised Statutes 192.610 et seq. All Commission meetings shall be open to the public, except that the Commission may hold executive sessions, from which the public may be excluded, in such manner and for such purposes as may be authorized by law.

Section 4. AGENDA: ORDER OF BUSINESS

- A. The order of business at all meetings shall be determined by the agenda, which shall be composed generally of the following items:
 - 1. Call to order;
 - 2. Old business—continuances;
 - 3. New business—public hearing items;
 - 4. New business—work sessions;
 - 5. Minutes of previous meetings;
 - 6. Miscellaneous business;
 - 7. Planning Director Communications;
 - 8. Adjournment.
- B. Any item may be taken out of order by direction of the Chair.
- C. The Commission 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 Commission are not limited to the prepared agenda.
- E. Commission meetings will end no later than 10:00 p.m., unless by majority vote of the quorum in attendance, the meeting is extended.

Section 5. QUASI-JUDICIAL PUBLIC HEARING PROCEDURE

- A. The length of time given those individuals wishing to testify on a public hearing item should be indicated by the Chair at the beginning of the hearing.
- B. Questions may be asked by a Commission member at any point in the testimony. Questions shall be directed through the Chair, if the Chair so requires.
- C. Public hearings shall be conducted in the following manner, as closely as possible:
 - 1. The hearing is opened;

2. The Chair makes an introductory presentation regarding the nature of the proposal and the process for conducting the hearing;
3. The Planning Director makes a presentation, including background and recommendation;
4. Correspondence turned in at the meeting and concerning the public hearing 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, presents his/her case;
7. Representatives of recognized Community Planning Organizations, Hamlets or Villages may testify;
8. Persons in favor of the item may testify;
9. Persons in opposition to the item may testify;
10. Any other persons may testify;
11. The applicant may offer rebuttal, which shall be limited to arguments addressing evidence already in the record and shall not include the presentation of new evidence;
12. The Planning Director may offer surrebuttal, which shall be limited to arguments addressing evidence already in the record and shall not include the presentation of new evidence;
13. Upon completion of the testimony, the hearing shall be closed to further testimony;
14. The Commission shall take the item up for discussion and action. The Planning Director may continue to respond to questions from the Commission and participate in the discussion.

Section 6. LEGISLATIVE PUBLIC HEARING PROCEDURE

- A. The length of time given those individuals wishing to testify on a public hearing item should be indicated by the Chair at the beginning of the hearing.
- B. Questions may be asked by a Commission member at any point in the testimony. Questions shall be directed through the Chair, if the Chair so requires.
- C. Public hearings shall be conducted in the following manner, as closely as possible:
 - 1. The hearing is opened;
 - 2. The Chair makes an introductory presentation regarding the nature of the proposal and the process for conducting the hearing;
 - 3. The Planning Director makes a presentation, including background and recommendation;
 - 4. Correspondence turned in at the meeting and concerning the public hearing 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. Representatives of recognized Community Planning Organizations, Hamlets or Villages may testify;
 - 7. Any other persons may testify;
 - 8. Upon completion of the testimony, the hearing shall be closed to further testimony;
 - 9. The Commission shall take the item up for discussion and action. The Planning Director may continue to respond to questions from the Commission and participate in the discussion.

Section 7. ATTENDANCE

If a member of the Commission 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 Commission. 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 Commission, that position shall be declared vacant. The Commission shall forward their action to the Board of County Commissioners (BCC), who shall fill the vacant position.

Section 8. QUORUM

For public hearings and any item requiring a Commission vote, attendance of at least five Commission 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 public hearings to a time and place certain. Work sessions may be held in the absence of a quorum.

Section 9. 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 Commission is entitled to vote on all matters, at all meetings of the Commission.
- C. A minimum of five affirmative votes shall be necessary for the Commission to take action on quasi-judicial or legislative applications. Unless otherwise specified herein, a majority of the quorum in attendance is necessary to determine any other question before the Commission.
- 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 Commission 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 quasi-judicial applications where the Commission makes a recommendation to the BCC, the Commission may recommend approval, approval with conditions or denial of the application.
- I. For legislative amendments to the Plan, the ZDO or the zoning maps, the Commission may recommend that the BCC adopt or not adopt the proposed amendments. The Commission also may recommend adoption of a modified version of the proposed amendments.

Section 10. CONTINUANCES; REMANDS

- A. Any item before the Commission may be continued to a subsequent meeting upon majority vote of the members present.
- B. A motion to continue an item shall specify the date to which the item is continued, or the event upon which the continuance is based and the occurrence of which will cause the item to be brought before the Commission for further action.
- C. A list of continued items, showing the date from which an item was continued, as well as either the date to which an item is continued, or the event upon which the continuance is based and the occurrence of which will cause the item to be brought before the Commission for further action, shall be kept by the Planning Director and made available on request to the public.
- D. Unless otherwise provided by the BCC upon remand, any item remanded by the BCC for reconsideration by the Commission shall be treated as a new item and proceedings shall be provided for as if the matter were initially before the Commission.

- E. A member absent during the presentation of any evidence or arguments in a hearing may participate in the deliberations or final determination regarding the matter of the hearing. However, to the extent practicable, the member shall make a good faith effort to familiarize himself or herself with such evidence or arguments, to ensure that his or her participation is based on a fair and informed assessment.

Section 11. 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 12. MINUTES

- A. The Planning Director shall be present at each meeting and shall cause the proceedings of all public hearings to be electronically recorded. Said recordings shall be kept in the offices of the Planning and Zoning Division and shall be retained for a minimum of one year. A full transcript is not required, but written minutes giving a true reflection of the matters discussed at the meeting and the view of the participants shall be prepared and maintained by the Planning Director for all open meetings.
- B. Minutes shall be available to the public, upon request, within a reasonable time after a meeting. Minutes shall be provided to the BCC as part of the record for quasi-judicial and legislative public hearings and may be provided as part of BCC study session materials. If the minutes are not approved by the Commission, draft minutes, if available, may be provided. Where feasible within the context of the BCC meeting schedule or BCC requests for copies of minutes, the Planning Director will circulate draft minutes in person or by email or mail to all members of the Commission for review and comment not less than 48 hours in advance of providing draft minutes to the BCC. 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 if not unanimous;
 4. Substance of any discussion of any matter.
- C. Commissioners 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 Commission's actions memorialized in the minutes.
- D. Any Commissioner not present at a meeting must abstain from voting on approval of the minutes of that meeting.

ARTICLE VI

SPECIAL COMMITTEES

Section 1. APPOINTMENT

- A. The Chair may appoint special committees to perform certain functions or to investigate particular matters.
- B. Special committees shall have their duties and responsibilities outlined by the Chair.
- C. Special committees shall serve at the discretion of the Commission.

ARTICLE VII

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 Commission meeting;
- C. Distributed to each member of the Commission 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 approval of a majority of the members of the whole Commission at a regular meeting.
- B. Any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of the quorum in attendance.

ARTICLE VIII

EFFECTIVE DATE

These Bylaws and Operating Procedures shall take effect on March 18, 2016.

Adopted by majority vote of the whole Planning Commission of Clackamas County, Oregon, at its regular meeting of February 22, 2016, and signed by the members in authentication of its adoption this 22nd day of February, 2016.

CLACKAMAS COUNTY PLANNING COMMISSION

_____	_____
Mark Meek, Chair	John Drentlaw, Vice Chair
_____	_____
Norm Andreen	Mark Fitz
_____	_____
John Gray	Gail Holmes
_____	_____
Brian Pasko	Tom Peterson

Michael Wagner	

Timber Sale Advisory Committee Bylaws

ARTICLE I

NAME. The name of the organization shall be the Timber Sale Advisory Committee (TSAC).

ARTICLE II

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

ARTICLE III

PURPOSE. The purpose of the TSAC is to advise the County Forester, County Parks & Forest Manager and Board of County Commissioners on all matters pertaining to the sale of County Forest Program timber.

GOALS. The goals of the TSAC are as follows:

- a. To meet as needed to review the Amended Timber Sale Plan, to hear public comments, and make a recommendation regarding the proposed timber sale plan to the Board of County Commissioners.
- b. The Committee will render advice and recommendations to the Commissioners for their consideration on all matters submitted by the Commissioners.
- c. The Committee will initiate advice to the Commissioners based on Board member observations, review of the Timber Sale Plan and any subsequent amendments and public comment.
- d. The Committee will furnish advice and recommendations to the Commissioners, in writing, by memorandum signed by the Committee Chairperson or that person's designated alternate.

ARTICLE IV

MEMBERSHIP. TSAC shall consist of five (5) members appointed by the Board of County Commissioners.

- a. The members shall consist of:
 - a. Two (2) members of the Forest Advisory Board (FAB).
 - b. Two members of the Parks Advisory Board (PAB).
 - c. One member at large representing the local community.

- b. 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.
- c. Members shall have an appointment term of four (4) years which shall expire on June 30. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the TSAC shall submit an application at least ninety (90) days prior to the expiration of their current term.

ARTICLE V

OFFICERS. The officers of the TSAC shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the Timber Sale Advisory Committee 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 may also co-sign for authorized expenditures in the event the Chairperson or Treasurer is absent.
- c. **Secretary:** The Secretary shall keep accurate records of all meetings of the TSAC. 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 TSAC. The Secretary shall be responsible to maintain the membership registry required by these bylaws.

The TSAC shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The officers shall be selected by the TSAC membership by simple majority vote. Elections shall be annually as the first order of business at the first TSAC meeting of the fiscal year in July. The outgoing chair will conduct the election, and immediately following results, turn the meeting over to the newly elected chair.

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 TSAC. 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.

NOMINATING COMMITTEE. Nominating Committee shall be appointed by the Chairperson at least thirty (30) days prior to the annual meeting. This committee shall present its recommended list of candidates to the TSAC. If possible there shall be at least two (2) people nominated for each office. No person may be confirmed as a nominee without the permission of the nominated person.

ARTICLE VI

MEETINGS. Meetings of the TSAC shall be held in accordance with the Oregon Public Meetings Laws. Meetings will be held as required to review Draft or Amended Plans for proposed timber sales, or as directed by the Board of County Commissioners. Meetings shall be held no less than once per year for the purpose of an annual meeting to elect 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 of the TSAC. The time and location shall be determined by the Chairperson. 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 TSAC to transact business. A quorum consists of a majority of the TSAC members, not just those present. A vacancy on the board does not affect the quorum requirements. The TSAC can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the TSAC 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 TSAC. 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 TSAC 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 VIII

COMMITTEES. The Chair may appoint special committees on issues or topics where a committee is deemed to be needed or appropriate.

ARTICLE IX

AMENDMENTS. 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 TSAC. 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 TSAC.

Wastewater Treatment Capacity Advisory Committee Bylaws

The Board of Commissioners of Clackamas County (“BCC”), in its roles as the governing body of Clackamas County, of Clackamas County Service District No. 1 (“CCSD#1”), and of the Tri-City Service District (“TCSD”), desires to form a permanent advisory committee, in addition to the existing service district advisory committees, composed of interested partners regarding the planning, construction, management, and financing of wastewater treatment infrastructure in Clackamas County. This committee shall be the Wastewater Treatment Capacity Advisory Committee (“Committee”).

Article 1 - Committee Scope and Composition

Section 1.1: Purpose. The Committee shall:

- a. Review, discuss and make recommendations on proposed operational and multi- district capital improvements to the region's wastewater treatment system, programs, and capacity;
- b. Review and make recommendations regarding expenditures of funds relating to the same; and
- c. Perform other projects as assigned by the Board, as such may be suggested by the Director of Water Environment Services (“WES”) or requested by the Committee and approved by the BCC or as otherwise provided for in these bylaws.

Section 1.2: Membership. The following geographical areas and municipal entities shall have representation on the Committee:

- a. Unincorporated Clackamas County within the boundaries of CCSD#1;
- b. City of Damascus;
- c. City of Gladstone;
- d. City of Happy Valley
- e. City of Johnson City;
- f. City of Milwaukie;
- g. City of Oregon City; and
- h. City of West Linn.

Section 1.3: Appointment. The governing political body of each city shall appoint one representative and one alternate to the Committee. The BCC shall appoint the representative and alternate for the unincorporated areas pursuant to the terms and procedures of the advisory committee policy of Clackamas County.

Article 2 - Term and Responsibilities

Selection 2.1: Term. The Committee will have an indefinite term or until dissolved by mutual agreement of the Members or by the BCC. A member may withdraw at any time without penalty of any kind.

Section 2.2: Duties and Rights. Each member shall have the following duties and/or rights with respect to treatment obligations:

- a. *General Rights.* Membership has no effect on the existing rights and duties of each service district and each member.
- b. *General Duties.* Each Member agrees that the Committee shall make recommendations and request actions consistent with: 1) cost effective operations of the county service districts, 2) the requirements of ORS Chapter 451, and 3) each District's obligation to pay for the costs associated with growth of its Members' service needs.
- c. *Access to Meetings and Records.* All meetings and records of the Committee shall be held, maintained and/or made available consistent with Oregon Public Meetings Law and Oregon Public Records Law, as applicable.
- d. *Master Planning.* The Committee shall review and make recommendations on regional wastewater treatment system master plans regarding existing and future wastewater treatment capacity.
- e. *Investment Strategy.* The Committee shall review and make recommendations on investments and/or expenditures for land, capital facilities, and equipment as necessary to implement the Master Plans.
- f. *Environmental Compliance.* The Committee shall review and make recommendations about environmental management and permitting where regional interests intersect with existing jurisdictional responsibilities.
- g. *Rate Evaluation.* The Committee shall review and make recommendation to the BCC on wholesale wastewater treatment rates to be assessed to all areas.
- h. *Future Membership.* The Committee shall discuss criteria and make recommendations on the addition and conditions of any future members who apply to the BCC for membership to this agreement or Committee. Consideration for membership in this agreement and Committee shall follow the process and shall meet the minimum criteria as outlined in Article 4.
- i. *Non Treatment Capital Facilities.* The Committee may make recommendations to the BCC to lend or advance funds for the purposes of construction of non-treatment wastewater capital facilities, i.e. water reuse, biosolids programs, temperature control infrastructure, industrial pretreatment programs, etc. The Committee shall include in its recommendations how the funds are to be secured and the repayment terms including principal, interest, and related expenses.

Article 3 - Decisions and Procedures

Section 3.1: Voting. The appointed members to the Committee shall be allocated votes as set forth below:

- a. The Cities of Gladstone, Oregon City and West Linn shall be awarded 1 and 2/3 votes each.
- b. The cities of Damascus, Happy Valley, Johnson City and Milwaukie shall be awarded 1 vote each.
- c. The unincorporated area of north Clackamas County shall be awarded 1 vote.

Section 3.2: Recommendations to the BCC. The Committee will vote on all Committee recommendations to the BCC. A majority shall be members holding at least 5 eligible votes. The Committee shall by majority vote provide a report to the BCC regarding its recommendations for investments or expenditures for new wastewater treatment assets or recommendations to change wholesale rates regarding wastewater treatment assets or recommendations to amend the Committee Bylaws. Minority reports and recommendations may be sent to the Board at the request of one or more Members.

Section 3.3: Voting Revisions. If the membership of the Committee changes due to the addition of new members or withdrawal of any members the Committee shall, as part of its actions reallocate votes on the Committee in an appropriate manner to recognize the new member or loss of a member to maintain equal voting status for CCSD#1, which includes Milwaukie, and TCSD.

Section 3.4: Meetings. The Committee will meet quarterly, or at the request of the BCC. Additional meetings may be called by the Chair as he/she deems necessary. Members shall elect the Chair of the Committee, and the Chair position shall rotate annually.

Section 3.5: Staffing. WES staff will perform as County staff liaisons to the Committee and provide technical and administrative support.

Article 4 - New Membership

This section does not apply to founding members (See section 1.2) and applies only to those who apply for membership after the formation of the Committee.

Section 4.1 Process.

- a. Prospective new members must submit a written request for admission to the Committee and provide evidence of their ability and willingness to meet the criteria set forth below. The Committee will review this written request for admission and forward a recommendation to the BCC prior to any decision regarding the prospective new member.

- b. Entities that meet the criteria for membership, as set forth below, may petition for admission on the Committee. The BCC may require additional information from the prospective new member before making a final decision on membership.
- c. The BCC shall be the sole entity in approving membership to the Committee. The BCC will receive a recommendation from the Committee about the addition of new members prior to any final decisions on membership.

Section 4.2: Criteria. To be approved as a new member by the BCC, a prospective new member must:

- a. Accept, without reservation or conditions, all agreements, by-laws, and procedures governing the wastewater treatment system that are in place at the time of their entry on the Committee;
- b. Have a minimum of 5,000 ratepayers who obtain wastewater treatment from a County or City service district;
- c. Agree to and pay an equitable share of the costs of improvements, expansion, or changes of existing and/or new or additional wastewater treatment facilities and related infrastructure; and
- d. Be required at the discretion of the BCC, and upon recommendation from the Committee, to contribute capital or physical assets as part of their share in the cost of major improvements or expansions of existing and/or new or additional wastewater capacity.

Article 5 - Amendments

Section 5.1: Representative Reporting. Each Member representative shall report on any proposed bylaw changes to their respective representative bodies.

Section 5.2: BCC Amendments. The Committee requests that the BCC, before considering any BCC-initiated amendments to these bylaws, consult with the Committee and allow sufficient time for consultation by the Committee representatives with their respective representative bodies.