

Bylaws of the Clackamas County Development Agency Budget Committee

ARTICLE I

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

ARTICLE II

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

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

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

ARTICLE III

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

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

ARTICLE IV

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

- a. Chairperson. The Chairperson shall preside over all meetings of the Development Agency Budget Committee and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson will act as a point-of-contact between County officials and the Development Agency Budget Committee.
- b. Vice-Chairperson: The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.
- c. Secretary: The Secretary shall keep accurate records of all meetings of the Development Agency Budget Committee. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the Committee.

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

SELECTION OF OFFICERS. The first election shall be held at the first meeting of the Development Agency Budget Committee. After the first election, the election of officers of the Committee shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote. Proxy votes shall not be allowed.

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

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

ARTICLE V

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

The Chairperson may call special meetings at any time upon the request of two (2) of the officers or any three (3) members of the Development Agency Budget Committee. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

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

RECORDS. All records of the Development Agency Budget Committee shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VI

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

ARTICLE VII

AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Development Agency Budget Committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

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