



**CITY OF OREGON CITY**

***Boards and Commissions  
Orientation Manual***

***Compiled by  
City Recorder's Office  
Oregon City, Oregon***



## MESSAGE FROM THE CITY RECORDER:

*Dear Friend,*

*Thank you for your interest in serving your community through participation on a City of Oregon City board, commission, or committee. Members of boards and commissions provide an invaluable service to our City. They advise the City Commission on a wide variety of subjects by making recommendations on important policy matters. The City of Oregon City currently has fifteen active boards, commissions, or committees that consist of volunteers appointed by the Mayor or City Commission. The member's role is crucial to the success of Oregon City's representative government. By sharing their experience, expertise, and time, citizens provide valuable insight — the citizen's point of view -- to the operations of the City and the City Commission's decision-making process. Boards and commissions review new and existing operations in specific areas and suggest an appropriate course of action to City management and the City Commission.*

*On behalf of the City Commission, I wish to thank each board, commission, and committee member for their service and extend an invitation to all Oregon City residents to give serious consideration to serving their community.*

*NOTE: Board, commission, and committee are used interchangeably throughout this manual.*

## Table of Contents

### GENERAL INFORMATION

Oregon City Form of Government.....	6
City Commission/City Attorney Relationship.....	7
Guidelines & Duties for Elected Officials.....	7
Policy Making and Rules of Procedure.....	8
City of Oregon City Organizational Chart.....	9
<b><u>CHAPTER I - INTRODUCTION TO BOARDS AND COMMISSIONS</u></b> .....	<b>10</b>
A.    Citizen Participation.....	10
B.    Board and Commission Origins.....	10
C.    Board and Commission Functions.....	11
<b><u>CHAPTER II - SERVING ON A BOARD OR COMMISSION</u></b> .....	<b>12</b>
A.    Membership – Application and Interview Process.....	12
B.    Appointment.....	12
C.    Terms of Office.....	12
D.    Boards and Commissions.....	13
1.    Budget Committee.....	13
2.    Citizen Involvement Committee.....	13
3.    Historic Review Board.....	13
4.    Library Board.....	14
5.    Enhancement Grant Program Committee.....	14
6.    Natural Resources Committee.....	15
7.    Parks and Recreation Advisory Committee.....	16
9.    Planning Commission.....	16
9.    South Fork Water Board.....	17
10.   South Fork Water Board Budget Committee.....	17

11.	Transportation Advisory Committee.....	18
12.	Urban Renewal Committee.....	18
13.	Urban Renewal Budget Committee.....	19
E.	Board/Commission Application.....	19
F.	Board/Commission with Special Regulations.....	20
G.	Appointment to Boards/Commissions.....	20
H.	Attendance Requirements and Quorum.....	20
1.	Attendance.....	20
2.	Quorum.....	20
3.	No Quorum.....	21
I.	Resignation Procedure.....	21
J.	Accommodations for Disabled Commissioners.....	21
K.	Conflict of Interest – Prohibited.....	21
L.	Disclosure Statements Required.....	21
M.	Public Meetings.....	22
<b><u>CHAPTER III – COORDINATION WITH COMMISSION, CITY STAFF, AND OTHERS... 23</u></b>		
A.	Coordination with City Commission.....	23
1.	Relationship to City Commission.....	23
2.	Communications from Board or Commission.....	23
3.	Presenting Agenda Items to Commission.....	24
4.	Commission Meetings and Agendas and Annual Reports.....	24
B.	Coordination with City Staff.....	25
1.	Duties of Staff.....	25
2.	Relationship with City Manager.....	25
C.	Relations with other Commissions, Outside Agencies, & General Public.....	25
1.	Other Boards/Committees.....	26

2.	Outside Agencies.....	26
3.	General Public.....	27
4.	Analytical Problem Solving Approach.....	27
5.	Individual Members.....	28
6.	Press and Other Media.....	28
<b>CHAPTER IV - COMMISSION GOALS, PROCEDURES AND LEGALITIES.....</b>		<b>29</b>
A.	Goal Statement.....	29
B.	Meetings.....	30
1.	Rules of Procedure.....	30
2.	Requirement to Meet in Public.....	30
3.	Requirement to be Accessible to the Public.....	30
4.	Public Comment.....	31
5.	Meeting Types.....	31
6.	Board, Committee, and Commission Conduct.....	32
7.	Conduct of Public Attendance.....	32
8.	Rules of Debate.....	33
9.	Interruptions.....	33
10.	Notice of Meetings.....	33
11.	Polling, Quorum, and Voting.....	33
12.	Polling for Special Meetings.....	34
13.	Minutes.....	34
14.	Recording Meetings.....	35
15.	Official Board, Committee, and City Commission Records.....	35

# CITY OF OREGON CITY

## Government

The City Commission of Oregon City consists of the Mayor and four Commissioners elected from the City at-large for terms of four years each. The four Commissioner positions are numbered as Position No. 1, Position No. 2, Position No. 3, and Position No. 4. The election of City Commissioners is non-partisan and is held in even-numbered years. For example, in 2016 Commissioner Position Nos. 2 and 3 were elected; in 2014 the Mayor and Commissioner Position Nos. 1 and 4 were elected. No person may be elected to the office of Commissioner for more than two terms of four years in any ten-year period.

The City Commission elects a Commission President at its first meeting in January each year. The Commission President performs the duties of Mayor in the absence of the Mayor. In the absence of the Mayor or the inability of the Mayor to act, the President of the Commission shall have and exercise the power to perform all duties of the Mayor.

### **FORM OF GOVERNMENT**

The City of Oregon City operates through a Commission/Manager form of government consisting of an elected Mayor and City Commissioners who appoint a City Manager to manage City operations. The City Commission also appoints a Municipal Judge. The City Manager oversees the operations of seven departments. These departments are:

- Finance
- Public Safety and Police
- Public Works
- Community Development
- Community Services
- Human Resources
- Library
- Administration

The City Commission is the City's legislative and policy-making body. As a whole, the City Commission is responsible for passing ordinances and resolutions necessary for governing the City, in addition to setting the direction of City policy. The City Manager is responsible for the overall administration of the City and works with the City Commission and citizens to plan for the future of the City. The City Manager assists the City Commission in defining and implementing the City's vision by setting goals and establishing objectives to reach these goals. The City Manager also assists in matters of policy research, identifying areas requiring legislative policy decisions, and preparing recommendations on alternative courses of action.

The employment relationship between the City Commission and the City Manager honors the fact that the City Manager is the Chief Executive Officer of the City of Oregon City. The City Commission should avoid situations that may result in Oregon City staff being directed, intentionally or unintentionally, by one or more members of the City Commission. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters.

## **CITY COMMISSION / CITY ATTORNEY RELATIONSHIP**

The City Attorney shall be appointed by and shall serve at the discretion of the City Manager. The City Attorney serves as the legal advisor to the Mayor, City Commissioners, City Manager, and departments. The general legal responsibilities of the City Attorney are:

- Provide legal assistance necessary for formulation and implementation of legislative policies and projects.
- Represent the City's interests, as determined by the City Commission in litigation, hearings, negotiations, and similar proceedings.
- Prepare contracts, charter amendments, ordinances, bonds, and other legal documents to best reflect and implement the purposes for which they are prepared.
- Keep the City Commission and staff apprised of court rulings and legislation affecting the legal interests of the City.

It is important to note that the City Attorney does not represent individual members of the City Commission, but the City as a whole. The City Attorney also serves all boards and commissions as needed.



## **GUIDELINES AND DUTIES FOR ELECTED OFFICIALS**

The Mayor and City Commissioners, as representatives of the City of Oregon City, can render better service if they understand their duties, are aware of their responsibilities, and are informed of the best methods for carrying out their charge. Among their public duties, the Mayor and City Commissioners provide leadership for constituents, arbitrate conflicting interests, and make sound decisions by studying problems and reviewing alternatives to determine the best course of action. The Mayor and City Commissioners, acting collectively, are responsible for establishing policy, adopting the City's budget, and providing direction to the City Manager. The Mayor and City Commissioners represent the City on local, regional, and state boards, commissions, and committees.

The City Manager is responsible for implementing the policy decisions of the Mayor and Commission. Because the City Manager is responsible for the day-to-day operation of City government, the preferred method for the Commission to issue priority orders and directives is through the City Manager. However, on occasion, the Mayor or a Commissioner may use the less formal process of making a request or suggestion directly to a department director. If the request or suggestion raises any policy or procedural questions, it should be brought to the attention of the City Manager.

## **POLICY MAKING**

Policy is established by a majority vote of the City Commission. While individual members may disagree with a decision of the majority, a decision of the majority does bind the City Commission to a course of action. It is the City Manager's responsibility to ensure the policy of the City Commission is implemented.

All phases of the City Commission's job are involved in the determination of policy. The City Manager can assist the City Commission in studying and determining municipal policies. A good example of this is the budget process. The City Manager and staff gather the budget information, prepare the budget, review the budget with the budget committee, and submit the budget to the City Commission. The City Commission reviews the budget, revises as necessary, and adopts the budget.

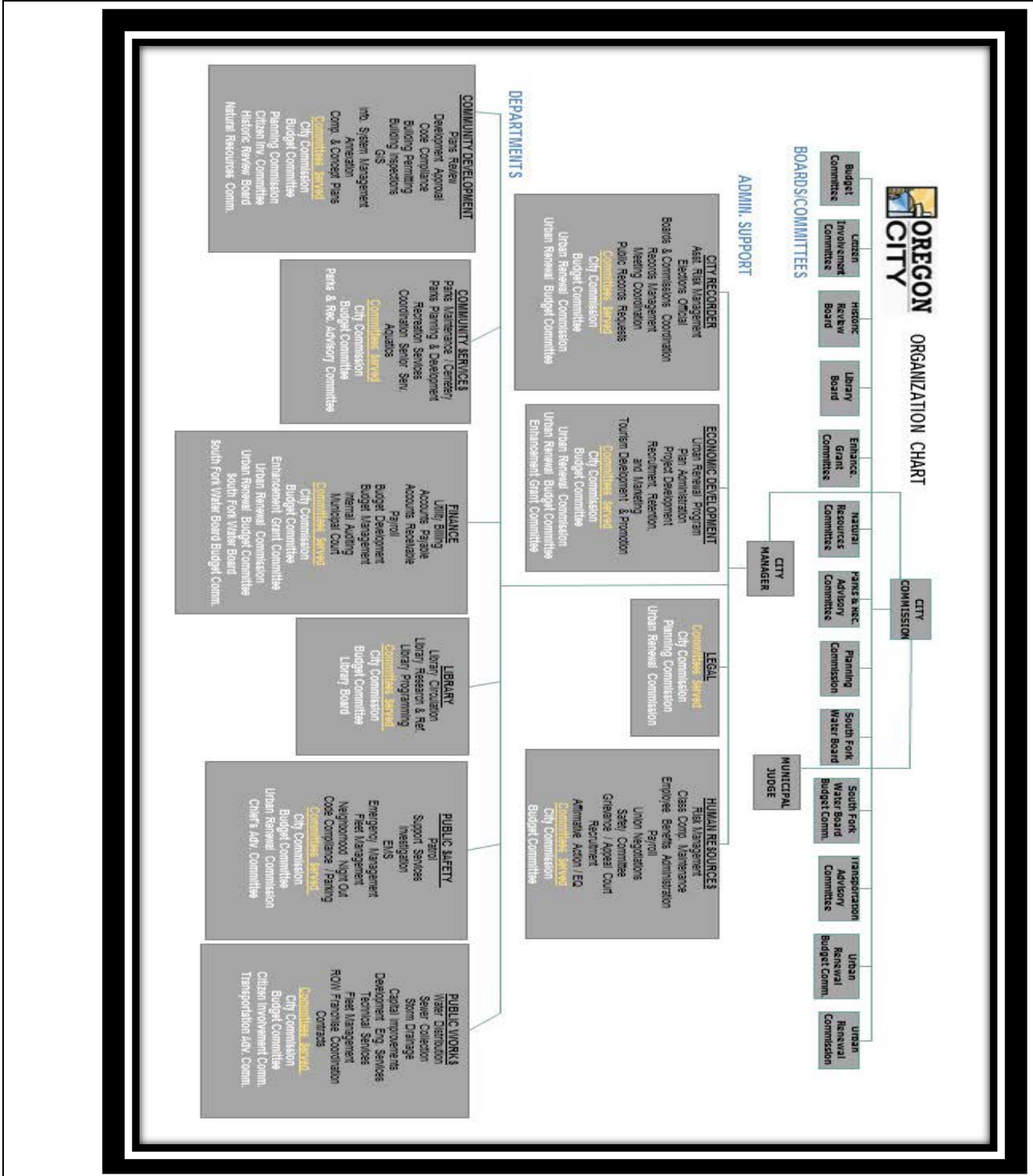
Policy making is the process of deciding what is to be done for the City. This can easily be confused with how a program is to be administered, which is the responsibility of the City Manager. Simply stated, policy making is the "what to do" and administration is "how to do it." In municipalities, policy can take the form of ordinances, resolutions, and motions.

## **RULES OF PROCEDURE**

The Charter of the City of Oregon City provides that the City Commission shall adopt rules for the government of its members and proceedings. The Commission Rules of Procedure provide for the following subjects, and a copy of the Rules may be found in the City Recorder's Office.

- Meetings
- Quorum
- Attendance
- Minutes
- Right to be heard
- Addressing staff
- Presiding officer
- Preservation of order
- Points of order
- Agenda packets
- Order of business
- Special committees
- Conflict of interest
- Use of electronic devices
- Conduct of quasi-judicial land use hearings

# CITY OF OREGON CITY ORGANIZATIONAL CHART



# CITY OF OREGON CITY

## Chapter I: Introduction to Boards and Commissions

### A. CITIZEN PARTICIPATION

Oregon City's system of boards and commissions provides a way for residents who have special experience or interests to participate in the City's decision-making process by advising the City Commission on numerous issues.

The governmental decision-making process has other citizen participation mechanisms, such as speaking at public hearings, speaking before the City Commission and its subcommittees, participating in neighborhood based organizations, petitioning and letter writing.

The City believes it is not only the right but also the duty of citizens to participate in planning for their future, and the City has a responsibility to provide commissioners with the tools to carry out their charge. That responsibility includes orientation sessions for commissioners, skills training and useful written procedures. This orientation manual attempts to fulfill the latter requirement.

The boards and commissions system provides the opportunity to interact creatively with people of all ages, interests and backgrounds. Democracy can be realized when citizens are able to come together across neighborhood and economic lines to assist in making the community decisions that will shape all of their lives. While commissioners are themselves appointed from within the community, it is important that they in turn ensure that a wide variety of viewpoints from the rest of the community are considered when boards make recommendations to the City Commission. Board members should treat these widely varying viewpoints of other members and the public with respect so that all citizens are encouraged to participate in government.

The City of Oregon City enjoys a wide variety of Commission-appointed citizen boards, commissions, and committees which advise the City Commission on numerous issues. As citizen participation has evolved into a vital and integral part of local government, the number of commissions has steadily grown.

## **B. BOARD AND COMMISSION ORIGINS**

Boards and commissions originate from four different sources: the Charter, the City Code of Ordinances, Mayor/Commissioner action, vote of the people, and federal or state mandate. In a few instances, the City Commission may appoint citizens to represent Oregon City on regional committees.

- **Charter**

The present Charter was first adopted in 1880 to provide for the government of the City of Oregon City, Clackamas County, Oregon. Chapter III, Section 6; Powers of the City shall be vested in the Commission. The Commission shall consist of the Mayor, and four commissioners, elected from the city at large (Chapter III, section 7).

- **Federal and State Mandate**

Certain boards, commissions, and committees are required by federal or state law. In such cases the purposes and duties are specified by federal or state law, and appointments are made either by the Mayor and/or City Commission in accordance with the Oregon City Municipal Code. Examples of these mandates are the Planning Commission and Urban Renewal Commission.

- **Miscellaneous**

There are several advisory bodies not usually created by the City Commission to which the City Commission may appoint only one or two members. The remainder are appointed by other agencies. Usually these advisory bodies are county-wide or regional in nature. Appointees may be Commission members, staff members or citizens. This category includes, but is not limited to: Tateshina Sister City Committee and South Fork Water Board.

## **C. BOARD AND COMMISSION FUNCTIONS**

Commission activities are varied but generally fall into two categories. Any particular board or commission may belong to one or more of the types listed below and all boards belong to the Advisory to City Commission type.

- **Quasi-Judicial**

Certain commissions have the authority to make binding decisions that affect the action of individuals. For example, the Planning Commission grants or denies variances and use permits under the Zoning Code. Aggrieved parties have the right to appeal to the City Commission. The Historic Review Board also has quasi-judicial authority.

- **Advisory to the City Commission**

All commissions advise the City Commission concerning policies and programs. For example, the Parks and Recreation Advisory Board advises the Commission regarding public parks and recreation facilities' needs and programs. The Transportation Advisory Board advises the City Commission, Planning Commission and Urban Renewal Commission on transportation related matters. The Planning Commission prepares recommendations to the City Commission on physical/economic development. A report from each board and committee summarizing the year's activities is given to the City Commission annually, presented at a regular meeting of the City Commission.

# CITY OF OREGON CITY

## Chapter II: Serving on a Board or Commission

### A. Membership - Application and Interview Process

Most advisory boards, commissions, and committees require meeting at least once a month and the meeting hours may be evening or daytime depending on the board. Some boards also require investment of time outside of the meetings. Most boards have written bylaws that address the residency requirements and should be reviewed prior to submitting an application. Interested applicants are encouraged to attend board meetings prior to interviewing to serve.

A comprehensive list of current boards, committees, and commissions, as well as applications to apply for membership are available on the City's website at <http://www.orcity.org/bc>. After reviewing applications for qualification criteria, interviews are scheduled. Either the Mayor or City staff person may call applicants to discuss the interview and possible appointment or other participation opportunities.

### B. Appointments

Membership on City advisory boards, commissions, and committees are open to all interested citizens subject to the qualifications determined by each individual board, commission, or committee as necessary for the conduct of its business. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, familial status, or membership in any other group protected by law in accordance with applicable federal, state and local laws. Appointments are generally made by the Mayor of Oregon City or the City Commission as a whole during a regular City Commission meeting. Appointees are not required to attend the meeting.

### C. Terms of Office

The terms of appointment of most members shall, regardless of the date of appointment, expire on the last day of December of the year in which the term ends. Term lengths vary according to the bylaws of each board, and occasionally an applicant will be appointed to fulfill a vacancy created by resignation of a previous member.

Each vacancy is to be filled through appointment or reappointment following a recruitment process for the vacant position. Incumbents desiring reappointment must reapply during the recruitment process; they are not automatically reappointed. See the respective bylaws to learn how many consecutive terms one member may fulfill.

## D. Boards and Commissions

**NOTE: Current member rosters, vacancies, agendas, and minutes may be found on the City's website at <http://www.orcity.org/bc> . Bylaws for each board are also available at the link above to provide further operating details.**

### 1. Budget Committee

Established pursuant to ORS 294.414, the Budget Committee meets on a biennial basis for a public review of the proposed budget, receive the budget message, provide opportunity for public input, and approve the fiscal budget. In addition, the Committee recommends a tax rate or amount of tax for all funds that receive property taxes. The Budget Committee is comprised of the City Commission and five Oregon City residents.

Abbreviation	Term Length	Term Expiration	Appointing Authority
BC	4 years	December 31	Mayor

### 2. Citizen Involvement Committee

The purpose of the CIC is social and civic. The CIC serves to promote, coordinate, and implement various aspects of community involvement through citizen participation. It serves to advise the City Commission, the Planning Commission, and other planning and advisory bodies. The CIC will provide a vehicle for maximum citizen participation promoting the quality and livability of the neighborhoods and community.

Abbreviation	Term Length	Term Expiration	Appointing Authority
CIC	2 years	December 31	Mayor

### 3. Historic Review Board

The purpose of the HRB is to carry out the City's historic resources program. The HRB reviews public improvements; reviews private and commercial buildings for historic compatibility; recommends ordinances and resolutions to the City Commission; and considers landmark designations, demolitions, and archeological site designations. Ordinance No. 1954 created the HRB on May 7, 1980 and was amended on November 6, 1985 by Ordinance No. 85-1017 and OCMC 2.28.

The board is comprised of five members - one representative each from: Canemah neighborhood; McLoughlin neighborhood; at-large; architect experienced in historic preservation; and a member of the Oregon City Chamber of Commerce who must also be an Oregon City resident.

Abbreviation	Term Length	Term Expiration	Appointing Authority
HRB	3 years	December 31	Mayor



4. Library Board

The Oregon City Library Board was established by the City Commission of Oregon City to advise the City Commission and the Library Director on policy matters pertaining to the Oregon City Library and other such matters as detailed in Oregon City Municipal Code 2.44.030. In addition, the board shall assist in preparation and presentation of the Library's annual operating budget, assist in the development of short and long-term goals for the provision of public library services to the community, represent the interests of library users, foster public knowledge and support of the library's role in the community and promote its use, participate in state or network activities intended for library board members and, such other related duties as requested by the City Commission. The board was created on July 2, 1980 by Ordinance No. 1965; amended March 3, 1982 by Ordinance No. 1994; restructured October 7, 1987 by Ordinance No. 87-1011; and amended May 7, 1997 by Ordinance No. 97-1012.

The board shall be comprised of seven members appointed by the Mayor with terms of four years each. Terms expire on December 31; however, in order to establish continuity of membership, terms will be structured so that no more than three member terms expire at the same time. Membership on the board shall be comprised as follows: Four members shall be residents of Oregon City; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of Oregon City and one member "at large."

Abbreviation	Term Length	Term Expiration	Appointing Authority
None	4 years	December 31	Mayor

5. Enhancement Grant Program Committee

The Committee is responsible for awarding grants on an annual basis for projects and programs that meet the grant criteria. The committee was established November 2, 1988 by Resolution No. 88-69. It was restructured February 4, 1998 by Commission Report No. 98-09. The committee was created as part of an Intergovernmental Agreement (IGA) between the City and the regional government, Metro. The IGA that created the committee also covers the operations of the Metro Transfer Station located at the intersection of Highway 213 and Washington Street. Metro pays the City a \$0.50 per ton fee for enhancement and mitigation activities. A small percentage of this total goes into the City's General Fund in lieu of taxes, and the rest is placed into the Metro Enhancement Fund.

The IGA was amended on November 16, 2006, effective January 1, 2007 (November 15, 2006 Commission Meeting, Agenda Item 8a), to change the Committee structure to consist of the City Commission, one (1) METRO councilor, and three (3) citizens appointed at-large. The City of Oregon City solicits applicants from residents of Oregon City for membership on the Oregon City-Metro Enhancement Committee (OCMEC). The Mayor appoints or reappoints members for the following fiscal year.

The Committee recommends the boundary of the area eligible for rehabilitation and enhancement. The Committee also recommends plans, projects and programs for rehabilitation and enhancement within the eligible boundary. Such recommendations can be made at any time, but shall at least be submitted annually to coincide with the City's budget process. Eligible projects include Planning, Engineering, Architectural and Marketing Services; sign, lighting and landscape construction; equipment acquisition; Public Works improvements, property acquisition, building construction, reconstruction or demolition; and other activities that are consistent with the Committee's purpose. The Committee shall not have authority to make any expenditure on behalf of the City, or to obligate the City for payment of any sums of money, unless the City Commission has previously authorized such expenditure.

The Committee shall have the power and authority to seek advice or testimony from any appropriate agency or individual to their purpose.

Abbreviation	Term Length	Term Expiration	Appointing Authority
EGPC	4 years	December 31	Mayor

6. Natural Resources Committee

The purpose of the Natural Resources Committee is to assist in the review and implementation of plans and policies to protect, restore and enhance the environmental quality of Oregon City within the Urban Growth Boundary (“UGB”). This committee’s role is to encourage conservation of natural resources and preservation and enhancement of ecosystems, open spaces and natural corridors within the Oregon City Urban Growth Boundary (UGB). The committee recommends actions to the City Commission, the Planning Commission, and the Parks and Recreation Advisory Committee (PRAC). The committee also may review and comment on all land use applications that significantly impact natural resources and related projects and policies coming before the City Commission and Planning Commission.

The Natural Resources Committee is composed of seven members appointed for the three-year terms with staggered terms for the initial board. The initial members shall be two appointed for two-year terms, three appointed for three-year terms and two appointed for a one-year term. Terms will expire on the last day of the calendar year. Training in urban ecology, watershed management, arboriculture, landscape architecture, or urban forestry is specifically desired for this position. Five of the seven members of the committee shall reside, work in, own property, or own a business within the city of Oregon City.

Abbreviation	Term Length	Term Expiration	Appointing Authority
NRC	3 years	December 31	Mayor

7. Parks and Recreation Advisory Committee

The purpose of the Parks and Recreation Advisory Committee (PRAC) is to advise the Community Services Director and make recommendations to the City Commission regarding parks, recreation and cemetery operations and planning. The Oregon City Recreation Advisory Association was created November 3, 1983 with nine members; bylaws were adopted on October 11, 1984; amended June 12, 1986; amended and the name was changed to Parks and Recreation Advisory Committee (PRAC) by the City Commission on September 2, 1992; amended May 6, 1998; amended July 5, 2000 to appoint a Pioneer Community Center representative to PRAC; amended June 18, 2003 to provide for more uniform representation throughout the city by limiting the number of members who can serve from any one neighborhood association; amended January 17, 2007; and again on June 18, 2008.

The Committee consists of seven members whom are encouraged to live within the city limits; however, residency is not mandatory. Non-resident representation is limited to two. Therefore, members are to be selected at-large. There is a maximum membership requirement that at any given time no more than two members may be from any of the City's defined neighborhood associations. The chair and vice-chair are to each serve a one-year term of office.

The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

Maintain active communications with the Community Services Director and other relevant City staff. Provide recommendations to the City Commission relative to parks and recreation. Solicit citizen opinions relative to parks and recreation. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions. Provide public meeting time for citizen input.

Abbreviation	Term Length	Term Expiration	Appointing Authority
PRAC	3 years	December 31	Mayor

8. Planning Commission

The purpose of the Planning Commission is to serve as an advisory body and a resource for the City Commission in land use matters. The Planning Commission was created on February 4, 1948 by Ordinance No. 1350 and amended December 7, 1988 by Ordinance No. 88-1028. The Commission is authorized by ORS 227 and established by Oregon City Municipal Code - Chapter 2.24.

The Commission is composed of seven members. According to OCMC Chapter 2.24.020(C), term of office is limited to no more than eight consecutive years. No more than two voting members of the Commission shall be engaged principally or involved in any aspect of the real estate field. In addition, no more than two voting members shall be engaged in the same kind of business, trade or profession. (OCMC 2.24.030).

Abbreviation	Term Length	Term Expiration	Appointing Authority
PC	4 years	December 31	Mayor

9. South Fork Water Board

The South Fork Water Board (SFWB) is a wholesale water provider to the cities of Oregon City and West Linn. South Fork is owned in equal shares by the two cities and is governed by a six-member board comprised of three elected officials from each city.

South Fork Water Board holds monthly meetings. The membership shall consist of the Mayor of Oregon City and two members of the City Commission of Oregon City, and the Mayor of West Linn and two members of the West Linn City Council. Each new member shall be appointed for a term of two years, and shall serve until the expiration of their term of office and the appointment of their successor. The Board may appoint a General Manager and Advisory Committee. The Advisory Committee shall be comprised of the General Manager and the City Managers of each city, or their designees. The Advisory Committee shall meet as often as is necessary, and shall review the activities, policies, operation, personnel and fiscal affairs of the board, and make appropriate recommendations to the Board. An Intergovernmental Agreement was entered into by each city. The City of West Linn adopted Resolution No. 96-24 and signed the agreement on July 22, 1996. The City of Oregon City adopted Resolution No. 96-32 and signed the agreement on August 21, 2000.

Abbreviation	Term Length	Term Expiration	Appointing Authority
SFWB	2 years	December 31	Comprised of 3 elected officials from each city

10. South Fork Water Board Budget Committee

The cities of Oregon City and West Linn operating jointly as the South Fork Water Board acknowledged in July 1996 that they had authority to execute an Intergovernmental Cooperative Agreement pursuant to the powers of their respective municipal charters and pursuant to ORS 225.050 and ORS 190.010. The Board is exempt by statute from Oregon Local Budget Law. However, in conjunction with the issuance of a February 8, 1995 bond issue, the Board passed a resolution to follow the provisions of the Law. Accordingly, a budget is prepared and adopted for each fund using the modified accrual basis of accounting. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. For all funds the levels of control are personal services, materials and services, capital outlay and debt service. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. Original and supplemental budgets require hearings before the public and publications in newspapers or other notice. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control.

11. Transportation Advisory Committee

The purpose of the committee is to advise the City Commission, Planning Commission and Urban Renewal Commission on transportation related matters; guide preparation of transportation plans and programs, including the Neighborhood Traffic Management Plan.

The committee was established on February 7, 1996 by Resolution 96-03, modified on October 20, 1999 through Resolution 99-40, and modified again on February 6, 2002, through Resolution 02-04. Bylaws were adopted in 2009.

There are between seven to nine members in the committee. It is composed of two members of City-recognized neighborhood associations, one active member of the Oregon City Chamber of Commerce and the remaining members are at-large. Term of office is three years, with terms overlapping.

City staff shall support the TAC for meeting notification, processing the work, minute preparation, copying and information gathering to the extent the City budget permits.

Abbreviation	Term Length	Term Expiration	Appointing Authority
TAC	3 years	December 31	Mayor

12. Urban Renewal Commission

The decisions of the Urban Renewal Commission have the potential of improving the face and the economy of Oregon City, impacting service demands, the business climates, and neighborhoods adjacent to the urban renewal district. The Oregon City Commission found that blighted areas as defined in ORS 457.010 exist in Oregon City, and that the need for a City Urban Renewal Agency continues, as provided by ORS 457.035.

Oregon Revised Statute 457.055 authorizes the governing body of a municipality to transfer the authority to exercise the powers of the urban renewal agency to any other body authorized to exercise these powers, including the local governing body itself. On April 2, 2008; Ordinance No. 08-1005 transferred the powers of the Urban Renewal Agency from the Oregon City Commission to the Urban Renewal Commission. On March 19, 2008, the Urban Renewal Commission approved new bylaws for the Commission. Ordinance No. 08-1005 added five additional representatives to the Urban Renewal Commission. The City Commission appoints members to the URC.

The City Commission desired to increase business and citizen involvement in the decision-making process of urban renewal and expanded the representation on the Urban Renewal Commission. Five citizen members were added to the URC on June 18, 2008. This resulted in the URC being composed of ten voting members: five who are members of the City Commission, and five citizen representatives appointed by the City Commission. Then, on July 18, 2012, the City Commission passed Ordinance No. 12-1005, modifying the membership of the URC once again, reducing the number of members from ten to seven. The URC responded with changes to its bylaws, approving Resolution No. UR12-03 on August 1, 2012.

Abbreviation	Term Length	Term Expiration	Appointing Authority
URC	4 years	December 31	City Commission

13. Urban Renewal Committee Budget Committee

The purpose of the Urban Renewal Budget Committee is to publicly review the proposed budget, receive the budget message, provide opportunity for public input, and approve a fiscal budget as well as a tax rate or amount of tax for all funds that receive property taxes. The Commission is established pursuant to ORS 294.336.

The URBC is comprised of the Urban Renewal Commission (seven commissioners), the Oregon City Budget Committee (the City Commission plus five citizen members), and two additional citizen members, totaling fourteen members.

Abbreviation	Term Length	Term Expiration	Appointing Authority
None	3 years	December 31	Mayor



**E. Board and Commission Application**

The application to apply for a board or commission may be found online at <http://www.oregoncity.org/bc> or contact the City Recorder's Office.

**F. Boards and Commissions with Special Regulations**

Several boards require special qualifications for appointment. For example, the Historic Review Board appoints one architect experienced in historic preservation, and no more than two voting members of the Planning Commission shall be engaged principally or involved in any aspect of the real estate field. In addition, no more than two voting members shall be engaged in the same kind of business, trade or profession.

**G. Appointment to Board or Commission**

Appointments of those Board and Commission members who are announced by the Mayor are announced at a City Commission meeting. For those appointments made by the Commission as a whole, the appointment will be voted upon in an open meeting. An Oregon City staff person will contact all new members with an orientation to the board or commission to assist in understanding and performing the valuable role. Please do not hesitate to contact the assigned staff person with any questions at 503-657-0891.

## H. Attendance Requirements and Quorum

The importance of regular attendance on any board or commission cannot be emphasized enough. Failure to comply with attendance requirements may result in removal from the board. Most boards and commissions have their own bylaws that address attendance requirements. ***The following will apply for those that do not have specific attendance and quorum standards by law or in the bylaws of the board or commission.***

### 1. Attendance

If a member has been absent from two consecutive regular meetings, the chair will advise the member that absence from three consecutive regular meetings could result in termination from the board or commission. If there are three or more consecutive absences from regular meetings, that member should discuss the absences with the other members in advance. If a member is terminated, staff will notify that member in writing within one week following the third absence. Once that member has been terminated, a vacancy exists at which time an appointment shall be made to fill such vacancy.

### 2. Quorum

All board, commission, and committee meetings require a majority of its members to conduct business. Failure to have 51% or more members present will preclude the board, commission or committee from taking any formal action. The Chair shall make the determination as to whether a meeting will be held. Members are cautioned to avoid situations where a quorum of members is present outside of the meetings; this would include, but not be limited to, social gatherings. In such situations, city business should not be discussed to avoid violations of the state's open meetings law.

### 3. No Quorum

Boards and Commissions may adopt a rule establishing a maximum time those present will wait for a quorum to appear, prior to canceling the meeting. Members should inform the staff contact as far in advance as possible if they cannot attend a meeting. If it is known that a quorum will not be achieved, the staff contact should notify all members of that board/commission that the meeting is canceled. In this case, no absence will be recorded against any member. To encourage full participation in meetings by all members and the public, the City Commission encourages boards and commissions to refrain from scheduling meetings on cultural and religious holidays.

**I. Resignation Procedure**

A board or commission member wishing to resign shall submit a letter of resignation directly to the staff contact. The City Recorder should receive the signed original letter of resignation.

**J. Accommodations for Disabled Commissioners**

Board members who are disabled are entitled to receive reasonable accommodations on request in order to participate fully in meetings or activities.

**K. Conflict of Interest – Prohibited**

Members of City boards and commissions provide advice to the City Commission, study civil matters and, in the case of certain boards, function in a quasi-judicial capacity. Precise relationships vary in that certain quasi-judicial determinations may be appealed to the City Commission; other decisions may not be appealable. All members of boards and committees should be aware of the need to avoid any instances of conflict of interest. Conflict of interest standards are generally applicable to all commissions. Additional requirements may be applicable to particular boards and commissions. A member of any board, commission, or committee shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member; his/her spouse; brother; sister; child; parent; father-in-law; mother-in-law; any business in which he/she is then serving or has served within the previous two years; or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken and the member shall refrain from voting on any matter in which he or she has a direct and substantial conflict of interest. (ORS 244.020, .120 and .130). Further information on conflicts of interest may be obtained from the Oregon Government Ethics Commission, in its published “Guide for Public Officials.”

**L. Disclosure Statements Required**

The Government Code of the State of Oregon requires that designated commissions file statements of economic interests in which they disclose specified financial interests. Members of the City Commission, Planning Commission, and Historic Review Board are required to file this statement annually, due April 15 of each year. The City Recorder’s Office provides the State’s Ethics Commission with the required list annually, and the State sends the members the appropriate filing documents.

## **M. Public Meetings**

Oregon's public meeting law gives members of the public the right to attend all meetings of governing bodies of public agencies with a few exceptions. The right to attend is not the same as a right to participate in the meetings. Governing bodies include all City Commission and Planning Commission meetings, Budget Committees, citizen advisory boards and committees, and others if their functions are to advise the City Commission. The public meeting laws do not apply to staff meetings (ORS 192.610 – 192.690).

The public meeting law applies whenever a governing body convenes on any matter to make a decision or to deliberate toward a decision - this includes "conference call" telephone meetings or other electronic communications sent singly or serially among a quorum of board or commission members to avoid compliance with public meeting laws. In general, meetings may not be held outside the city limits. Notice is required for all public meetings and must include the date, location, time and principal subjects to be considered. Communications regarding city business, whether in "hard-copy" or electronic form, may be subject to the Oregon Public Records Law (ORS 192.410 to .505).

# CITY OF OREGON CITY

## Chapter III: Coordination with City Staff, Commission, and Others

### A. COORDINATION WITH THE CITY COMMISSION

#### 1. Relationship to City Commission

Most boards and commissions serve as an advisory to the City Commission. As an authorized legislative body of the City, the City Commission is responsible for accepting, rejecting or modifying board and commission recommendations. The City Commission relies on the view points and talents of each board and commission member for valuable insight on various City issues. By concentrating on specific areas, board members expand their expertise and conduct detailed analyses that the City Commission may not have the time to pursue. It is expected that boards and commissions will adopt positions of advocacy within their specific spheres of interest. However, the City Commission's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The City Commission must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Aside from the Planning Commission and Urban Renewal Commission, boards and commissions do not create policy or operate various city programs, however, they do make recommendations that could be approved and made by the City Commission.

It is the responsibility of the City Manager and City staff to operate programs authorized by the City Commission. In a few cases a specific program will be designated by the City Commission to be sponsored by a specific board, and even in such instances the administration is the responsibility of City staff.

## 2. **Communications from Board or Commission**

Each board and commission will be given an opportunity to review and make recommendations on items relevant to its charge. Oregon City staff liaison will notify that board or commission of relevant items requiring City Commission action while the item is still in the development stage so as to provide adequate response time.

Each item presented to the City Commission on its agenda, whether generated by the City Manager, City Commission, or boards, commissions, and committees, shall indicate to whom the item has been referred, the date of referral, and any responses. Each board may elect to respond by means of a separate communication.

The City Recorder posts City Commission agendas, agenda packets, and e-Packets, which includes all reports and finalized copies of resolutions and ordinances on the City's website ([www.orcity.org](http://www.orcity.org)), as well as providing a hard copy for review at City Hall, 625 Center Street, Oregon City, Oregon 97045.

The City also provides live web-streaming for the following meeting bodies:

- City Commission
- Historic Review Board
- Citizen Involvement Committee
- Library Board
- Enhancement Grant Program Committee
- Natural Resources Committee
- Parks and Recreation Advisory Committee
- Planning Commission
- Transportation Advisory Committee
- Urban Renewal Commission

Video archives of meetings may be found at:

<https://oregon-city.legistar.com/Calendar.aspx>

Board, committee, and commission members will receive all agenda related material via email from the staff contact for that particular board.

**3. Presenting Agenda Items to Commission**

A board transmits its findings, responses to referrals and other communications to the City Commission through the Commission agenda. Upon direction of the City Commission, City staff prepares and submits a completed staff report for the Commission agenda directly to the City Recorder in a reasonable time frame. The City Recorder will place the report on an upcoming Commission agenda based on City Manager timelines for scheduling matters on the agenda. The City Manager may ask the commission for additional information and/or clarification before placing the report on the agenda.

**4. Commission Meetings and Agendas and Annual Reports**

Regular City Commission meetings are held the first and third Wednesday of each month. The schedule is established annually taking into consideration holidays and election dates. The City Commission asks each board and committee to give an annual report summarizing the year's activities. The report is given at a regular meeting of the City Commission.

## **B. COORDINATION WITH CITY STAFF**

### **1. Duties of Staff**

An employee of the City designated by the City Manager serves as staff to the board/committee. The staff person, often the department director, represents the City Manager and at the same time, assists the board in its functions and advises them of staff's recommendations. Individuals assigned to serve as staff to a board or commission are there to perform the ministerial and housekeeping functions as outlined below and do not vote. The staff person should inform members about activities, projects and work that is taking place in the organization and among other board/committees. In addition to this, as City professionals, they have the responsibility to assure that the board/committee is aware of laws and administrative processes affecting proposed policy recommendations and operational recommendations. This will save reprocessing all the good work of these bodies whose members serve without compensation and which contribute valuable time to the City. It is a staff person's responsibility to:

- Arrange for accommodations for disabled commissioners or citizens.
- Prepare and/or review agendas and minutes pursuant to the open meetings law and City procedures.
- Notify members of meetings.
- Maintain an accurate subscription mailing list.
- Maintain permanent records of all meetings.
- Follow the established City Commission agenda process and prepare professional and accurate reports to the City Commission based on the board/committee action.
- Request permission from the City Manager or Department Director, for any requests for extensive staff work or report preparation.
- Obtain clerical assistance from other staff members when needed.

More importantly, the staff person must at all times consider the policy and fiscal impacts of proposals and provide members with early and timely information about not only the fiscal and policy impact of a proposal in and of itself, but its relationship to overall department and citywide fiscal capacity and priorities. Staff must be constantly aware of the responsibility to represent overall City Commission priorities and administrative policies of the City.

### **2. Relationship with the City Manager**

The City Recorder will provide the City Manager with copies of each commission report or communication directed to the City Commission at the time staff submits the report to the City Recorder for the agenda process.



**C. RELATIONS WITH OTHER COMMISSIONS, OUTSIDE AGENCIES AND THE GENERAL PUBLIC**

**1. Other Boards/Committees**

There are enormous benefits when boards, commissions, and committees work together on projects or investigations. Besides the advantages of time and energy savings, a board's work can reflect a more accurate blend of community sentiment when efforts are made to coordinate in order to deal with overlapping subject matter.

When one board recommends an action to the City Commission relating to a sphere of interest of another board/committee, the other involved boards shall be notified and given an opportunity to comment before any reports are forwarded to the City Commission. Referrals for information or review of proposals from one board/committee to another are transmitted through the respective staff contact for each board/committee.

In order to develop a useful liaison between boards, each board should determine which other bodies regularly deal with overlapping subject matter. Boards which regularly overlap on each other's activities should request agendas, minutes and relevant reports from each other. Boards which do not ordinarily relate need not routinely communicate with each other, but where an issue arises which is of concern to both, the two should review the issue with each other before submitting a report to the City Commission.

## **2. Outside Agencies**

From time to time, boards and committees may desire to communicate with outside agencies. Unless specifically authorized by the City Commission, boards, commissions, and committees may not represent policy to outside agencies either on their own behalf or on behalf of the City. Boards function in an advisory capacity and in the absence of an explicit delegation of the role to act on the City's behalf by the City Commission on a particular issue, may not directly communicate with outside agencies. If a board wishes to support or object to a particular policy or program it should frame its action as a motion and a recommendation to the City Commission on whose behalf the letter would be sent. Supporting or opposing legislation need not take the form of a resolution. Action by the City Commission on such a board request would be in the form of a letter. However, should a resolution be requested of the City Commission, such resolution would be attached to the Commission report (in the proper format), ready for City Commission action. If a request for an official policy statement is received from an outside jurisdiction, the board should analyze and study the request. It could then make a recommendation to the City Commission. Furthermore, boards other than Enhancement Grant Program Committee may not endorse grant applications or receive donations and gifts. Boards may not take any action such as approving use of City property, facilities or other resources, which commits or indicates an intention to commit the City without authorization by the City Commission and coordination with the City Manager.

All communications to and from outside agencies shall be transmitted through a City staff person.

## **3. General Public**

The purpose of board, commission and committee meetings is to permit open discussion on specific topics in a setting that is more informal than a City Commission meeting, to hear public expression on issues and to inform the public of what the board is doing. Committee members have the obligation to consider the welfare of the entire City, to be fair, objective and courteous, and to afford due process to all who come before them.

Public opinion must be sought but no member should permit his/her judgment to become subservient to the criticism of those citizens attending the meetings. In order to conduct its business, the board has the authority to limit discussion and public participation on any subject.

All communications from the board to members of the public are transmitted through the staff person. Similarly, arriving communications are received by staff and relayed to the board through the agenda. The staff person is responsible for acknowledging all communications received.

#### 4. Analytical Problem Solving Approach

It is important that those who recommend policy, operational, and other improvements in city government use an analytical problem solving approach. This pertains not only to boards, committees, and commission, but to staff people, executives and others who wish to improve municipal services. As resources dwindle, systems become more complex, and the public becomes more and more accustomed to the world's highly competitive consumer oriented economy; therefore, all municipalities and city governments must adapt. In order to determine priorities, to select the best forms of service and the best methods of providing those services, an analytical approach needs to be taken prior to advocacy and mobilization of support. A shorthand approach includes:

- What is the problem we are trying to solve and if we probe deeper, is the problem a symptom or is there really a deeper problem?
- What general approaches could be used to solve the problem? Avoid single solution answers.
- Of the possible approaches to take, which one is the best and why?
- How will the selected approach or solution work? What personnel, financial, and other resources are necessary to make it work? Where will these come from: if there are insufficient resources, what other equally valued programs or activities should be reduced or eliminated to free up the resources needed?
- Have all the people involved in implementing the project had input and do they agree?
- Does the project meet legal requirements and has the City's budget indicated that the financial part of the proposal is, in fact, feasible and manageable?
- Can the project be proven to work by putting it on a standard schedule for implementation?

If each project or recommendation brought to the City Commission were thoroughly tested against these criteria, or something like them, much wasted time and effort would be avoided and the City Commission would be much more likely to approve recommendations rather than sending them back for laborious staff analysis.

## **5. Individual Members**

Unless authorized by the board as a whole, an individual member may not represent the board before any other board, outside agency, to the press, or the general public. When an individual member is appearing in a private capacity before other boards, outside agencies, or the general public, the member must clearly indicate that he/she is speaking as a private individual, not as an official representative of the City. Official City stationery may be used only for official communications authorized by the City Commission or City Manager.

Each member also has the obligation to work cooperatively with other members on that board. Members should exercise self-discipline and always strive to be objective, fair and courteous with each other as well as with staff and the public. A healthy respect for the time of other commissioners, staff and the public is of critical importance.

## **6. Press and Other Media**

In order to inform the public as much as possible of board activities, the designated City staff person, with the approval of the board, should provide the media with pertinent information as noted below. Press releases should be sent to local media. From time to time, it may be appropriate to provide press releases to other newspapers, radio and television stations.

- Notices of Meetings and Agenda - The staff person should routinely send meeting notices and agenda to the media, City Hall, Pioneer Center, City Library, and post the agenda on the City's website. Copies should be sent to the City Recorder and City Manager.
- Items of Public Interest and Policy Statements - Information concerning items of particular interest to be discussed at future meetings as well as recent newsworthy actions of the board should be regularly provided to the media. Press releases which state the City's policy should be cleared through the City Manager's Office prior to release to the press. Copies of all press releases and other notices that are provided to the media should also be sent to the City Manager's Office.

# CITY OF OREGON CITY

## Chapter IV: Commission Goals, Procedures and Policies

**Note:** *The City Commission established Rules of Procedure pursuant to Section 14 of the City Charter. Copies of these rules are available in the City Recorder's Office. The following sections provide a summary of the Rules that apply to boards and commissions.*

### A. Goal Statement

Many boards, commissions, and committees find it effective to establish a yearly work program or goals statement. A work program is a planning document that specifies how and when the objectives (outcomes) which the board expects to accomplish during the fiscal year will be achieved. Goal statements explain the nature and scope of the work to be performed and the time needed to accomplish the goal. The nature of the duties of specific commissions may determine which method is most suitable.

In Oregon City, the City Commission creates and adopts a “Goals and Objectives” that explains the next two-year’s goals for the City. The City Commission has a biennial retreat, usually in January, to discuss with staff the goals that will be set forth for that year. Current goals may be found on the City’s website. The 2017-2019 Commission Vision, Mission and Goal statement is listed below.

#### **2017-2019 City Commission Vision, Mission, and Goals**

**Vision:** Embrace and advance Oregon City’s historic role as a regional leader.

**Mission:** Build a dynamic community that leads the State in safety, economic opportunity, livability, and historic significance.

**Goal 1:** Cultivate an environment for successful economic development.

**Goal 2:** Address critical facility needs.

**Goal 3:** Enhance the livability of the community.

**Goal 4:** Pursue opportunities to increase transparency and encourage citizen participation.

**Goal 5:** Maintain fiscal health and long-term stability.

## **B. Meetings**

### **1. Rules of Procedure**

“Robert’s Rules of Order,” current version, shall govern in all situations not specifically covered by the Commission’s Rules of Procedure or the City Charter. In the event of a conflict between the Rules of Procedure and Robert’s Rules of Order, the Rules of Procedure shall prevail.

### **2. Requirement to Meet in Public**

The Oregon form of government requires an informed public be aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies are arrived at openly.

All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.630 (ORS 192.610 to 192.690).

Legal reasons to hold closed sessions are very limited and the occasions when an advisory board could adjourn to a closed session are rare. Specific cases should be cleared with the City Attorney prior to attempting to schedule a closed session. The board should follow all City guidelines and checklists regarding compliance with the Oregon Open Meeting Laws.

### **3. Requirement to be Accessible to Public**

State law requires that public meetings shall be accessible to persons with disabilities.

#### Wheelchair Access

All board, committee, and commission meetings and meetings of the sub-committees must be held at wheelchair accessible locations. This includes the approach to the facility, entry, path of travel within the facility, and restrooms. City of Oregon City facilities are continually being upgraded to meet accessibility requirements.

#### Communication Access for Disabled Members of the Public

Pursuant to ORS 192.630, it is discrimination on the basis of disability for a governing body of a public body to meet in a place inaccessible to persons with disabilities, or upon request of a person who is deaf or hard of hearing, to fail to make a good faith effort to have an interpreter for persons who are deaf or hard of hearing provided at a regularly scheduled meeting.

Assistive listening devices are available in Commission Chambers for persons with impaired hearing. Arrangements for these can also be made with the staff person prior to the scheduled meeting.

#### **4. Public Comment**

Citizens are welcome to present information or raise issues relevant to the City during the "Citizen Comments" portion of the agenda, for issues not related to an item on the agenda. Citizens are allowed up to 3 minutes to speak, and are asked to complete a comment form prior to the meeting and present it to the staff person/City Recorder. The Commission generally does not dialog with the citizen, but may direct staff to address the issue.

Citizens are welcome to comment on an item on the agenda and are allowed up to 3 minutes to speak when the item is brought forward at the meeting. Representatives of a recognized neighborhood association, government agency, or other incorporated public interest organization may speak to an item on the agenda for up to 5 minutes, if requested and the Chair approves.

## **5. Meeting Types**

### Regular Meetings

Regular meetings of boards and commissions are opportunities to take action on agenda items, receive public comment, discuss issues, receive updates from staff, and receive member communication.

### Public Hearings

Public hearings are held when required by law or when the board determines that such a hearing would be desirable. When a hearing is required by law, the procedure for that hearing may also be specified by that law. Most hearings and Commission matters are quasi-legislative; the Commission is making policy or programmatic recommendations to the City Manager or City Commission. Some hearings are quasi-judicial, such as hearings or permits before the Historic Review Board or Planning Commission. In such quasi-judicial proceedings, special rules apply.

### Work Session

Work sessions are meetings designed to discuss city matters in an informal manner, allowing interaction between citizens and Commissioners when needed, or for boards, committees and the City Commission to work on issues in an in-depth manner. Work sessions do not culminate in action at that meeting. Actions or recommendations should be taken at either the next regular meeting or at another publicly announced date and time. In both cases, the committee, when establishing the time and place for the meeting, should determine the period of time available and establish the portion of time to be devoted to presentations by the public. Staff persons should also keep in mind that all public access and communication access requirements must be met for all public hearings and work sessions.

### Executive Session

A public meeting or part of a meeting of a governing body may be closed to the public and certain persons for deliberation on certain matters. (ORS 192.610(2)). State law has identified certain subjects permitted for executive sessions and procedures for holding such sessions in ORS 192.660. If the matter may not be discussed in executive session under this statute, it must be discussed in a meeting open to the public.

Although not open to the public, noticing of an executive session must take place.

### City Commission Retreat

The City Commission shall hold a retreat in January of each odd numbered year for the purpose of setting Commission goals. In addition, at the retreat, all City Department Heads provide a department update, addressing current and future projects for the department. Commission retreats shall be held within City limits and are subject to the open meeting and public records laws of Oregon.



## **6. Board, Committee and Commission Conduct**

While the meeting is in session, the members should not interrupt the proceedings or any Commissioner or member of the public who has the floor.

## **7. Conduct of Public in Attendance**

Persons attending the meeting should not disrupt meeting business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the Commission's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the board without consent. Any message to or contact with any member of the board/committee while it is in session should be through the staff person. Each person addressing the board/committee should first give his/her name and city of residence in an audible tone of voice for the record. All remarks should be addressed to the board/committee as a body and not to any specific member. No one other than the board/committee and the person having the floor may enter into any discussion, either directly or through a member of the board/committee, without the permission of the Chair. No question may be asked of a board/committee member except through the Chair. After being recognized for this purpose by the Chair, any member may briefly respond to comments made during the public comment period or may pose a question to the person speaking at public comment or during a public hearing but may not discuss the matter. Interested persons may address the board/committee on any issue concerning city business during the period assigned to "*Citizen Comment*". The public may also comment during a public hearing on the subject of the public hearing in accordance with any procedures established by the board/committee for this purpose. Commissioners/members may ask questions but the board/committee should not discuss or act in connection with such citizen comment, if the subject is not on the agenda for action. A Commissioner may, however, refer a subject to staff or other resources for factual information or for action, if appropriate.

## **8. Rules of Debate**

The presiding officer may debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and should not be deprived of any of the rights and privileges of board/committee members by reason of his/her acting as the presiding officer. Improper references are to be avoided. Every member desiring to speak should address the Chair and upon recognition by the presiding officer, should confine him/herself to the question under debate.

## **9. Interruptions**

A commissioner/member, once recognized, should not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she should cease speaking until the question of order can be determined, and, if in order, he/she should be permitted to proceed.

## **10. Notice of Meetings**

In order to protect the right of the public to know when meetings are held, adequate notice must be made. In the case of regular meetings whose time and place is set forth in a formal document (bylaws, ordinance, resolution, etc.), the required agenda serves as notice and no additional notice is needed. Special meetings may be called by the chair or a majority of members if written notice is received at least twenty-four hours in advance by each member and by any news media which have requested such notice in writing. The notice must contain the time and place of the meeting as well as the business to be transacted. No other business can be considered. Agendas of meetings of the board, committee or commission and any subcommittee meetings are to be posted on the official City bulletin board, Pioneer Center bulletin board, and Library bulletin board and are also to be posted on the City's website and sent to the media.

## **11. Polling, Quorum, and Voting**

The staff person/City Recorder should check with the chair of such board/committee or Mayor of the City Commission a few days before the scheduled meeting to ensure there will be adequate attendance by members to make a quorum.

A quorum is the minimum number of members/commissioners who must be present for the valid transaction of business. In order to take any action, a quorum of members/commissioners must be present. For the purposes of these guidelines, a quorum means a majority of actual appointees. Thus, if a board has nine actual appointees (out of a potential of nine), five members constitute a quorum. If there are only five appointees (out of a potential of nine), three members constitute a quorum. The number of affirmative votes needed to pass a motion is the same number which constitutes a quorum - a majority of actual appointees. This ensures that a majority of those actually appointed to a board endorse the action being taken. If one were to allow a majority of a quorum to take action (instead of a majority of those actually appointed), formal action could be taken by a very low percentage of those actually appointed (e.g., if there were five actual appointments to a nine-member body, a quorum would be three and action could be taken by two appointees). Occasionally, a particular enabling ordinance or resolution may create a different requirement so the ordinance or resolution establishing the Commission should be consulted for particular requirements, as in the case of the Urban Renewal Commission. There are specific rules on these matters applicable to the City Commission under sections 15, 18 and 19 of the City Charter.

## **12. Polling for Special Meetings**

"Polling" members to determine their vote is **not** permitted because no discussion or testimony is possible. In instances where the board desires a prompt advisory recommendation and there is no time to consider the City Commission's request at a regular meeting, a special meeting should be called. If a quorum cannot be assembled for a special meeting, the staff person/City Recorder so advises the City Commission and indicates the date that the board, committee or City Commission is expected to be able to consider the issue.

## **13. Minutes**

Pursuant to ORS 192.650, the staff person/city recorder shall keep an accurate record of the board/commission's proceedings and transactions. The staff person/City Recorder, or another person so designated, shall provide minutes. Minutes list the date, time, and place of the meetings, the members and staff in attendance and absent, a description of the actions taken, and give a true reflection of the matters discussed at the meeting and the views of the participants. Approved motions are indicated by "moved, seconded, and carried," and include a breakdown of the vote. The vote breakdown includes the members voting yes, no, and abstain.

In quasi-judicial proceedings more detailed minutes are needed which summarize debate, list findings, and note testimony offered by appellant, witnesses, etc. Public hearings may require more specific and complete minutes, depending on the nature of the hearing. In the case of public hearings, a tally is made of speakers for or against and a summary of their views is provided, if possible. Most board/committee meetings and all City Commission meetings are Web streamed and a designated person who is under contract with the City of Oregon City will transcribe the minutes for most meetings.

Once the minutes have been transcribed, they are presented to the board, committee, or commission for approval, at the following meeting or soon thereafter. The board may by motion make such correction as conforms to fact. It is the responsibility of the staff person to retain the official signed copies of minutes in accordance with the State's General Records Retention Schedule.

State law required public bodies to provide a recording or written minutes of all its meetings. A verbatim transcript is not required, but the law requires a record of the members present; actions proposed and the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting. [ORS 192.650(1)]

#### **14. Recording Meetings**

It is desirable to record meetings when resources permit; but it is not required. However, if a board/committee decides to record their meetings, all meetings should consistently be recorded on a regular basis. Recorded meetings must be maintained in accordance with the City's Records Retention Schedule.

#### **15. Official Board, Committee, and City Commission Records**

Pursuant to ORS Chapter 192, all agendas, minutes, reports, communications, tapes/DVD's (if retained), and any other related material, should be kept in an organized manner and in such a way that these records can be easily transferred to another staff person in the event of a change in duties or termination with the City. It is the responsibility of the board/commission staff person to maintain all records pursuant to the State's General Records Retention Schedule and other policies.

The Office of the City Recorder maintains the City Seal and serves as clerk of the City Commission by recording and archiving the official records, proceedings, and legislative history of the City of Oregon City. The Office strives to provide professional, courteous, and timely assistance to the City Commission, citizens, City departments, and other agencies. The City Recorder manages City records and implements the State's records retention schedule for cities, and maintains the permanent records for boards and commissions.

*For further information on Boards, Commissions, and Committees*

*visit the City's website at:*

[www.orcity.org](http://www.orcity.org)

*Select City Government, then Boards and Commissions*

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recorder@orcitey.org