

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.