

CITY OF SHADY COVE

Commission, Committee and Volunteer Group Bylaws

1. All commissions/committees of the City of Shady Cove shall be governed by these bylaws, unless otherwise specified by State law or municipal code.
2. Amendment. Adopted bylaws may be amended at any regular meeting of the City Council by a majority vote of the entire Council.
3. Throughout this document, the following definitions apply:
 - a. Council: The Mayor and all Councilors of the City of Shady Cove.
 - b. Commission: A group responsible to carry out a broader mission statement defined by Council.
 - c. Committee: A group entrusted to fulfill a specific task specified by Council.
 - d. Volunteer Group: Informal group working with the City of Shady Cove to meet the needs of the City's goals and work plan. Volunteer groups have no recommendation authority to the City Council, have no decision-making authority, and do not meet in regular formal settings.
4. Mission statements for each commission/committee as well as bylaw exceptions/additions specific to that commission/committee are contained in Addendums to this document.

Volunteer Group Policy

1. Volunteer groups may be established on a temporary or long-term basis depending on the need and availability of work to be performed and/or staff to provide supervision/support.
2. Volunteer groups have no recommendation authority to the City Council, have no decision-making authority, and do not meet in regular formal settings.
3. Council shall create/dissolve volunteer groups.
4. Council shall define the composition, responsibilities and rules of conduct for each volunteer group.
5. Council shall assign each volunteer group to a specific commission or committee, or to Council itself.
6. The assigned commission/committee/Council shall have oversight responsibilities for its volunteer groups.

7. Volunteer Group members shall be appointed by the commission/committee/Council to which the volunteer group is assigned.
8. City Council can remove a member of a volunteer group.
9. Volunteer Group members must complete and submit the required volunteer form(s) and be approved by the City Administrator before being appointed to the volunteer group.

Commission and Committee Appointment Policy

1. Appointment. Upon being made aware of an opening on a City of Shady Cove commission or committee, the Mayor will, at his/her discretion, direct Staff to post a seat vacancy notice on the City of Shady Cove website.
 - a. A notice will also be posted at City Hall and if possible, the local paper.
 - b. The initial opening will have a minimum time of two weeks. If enough applicants are not found, the time may be extended as necessary. Time may be fluctuated in the case of an emergency.
 - c. Staff will send the completed applications to the commission/committee Chair. Applicant will be interviewed by the commission/committee. The Chair will make a recommendation to appoint at a City Council meeting. The recommendation will also include the length of term of the office. Re-appointments will follow the same procedure lacking interviews.
 - d. All applicants shall appear before Council prior to appointment in order to introduce themselves and provide Council an opportunity to ask questions.
 - e. For appointments to a new commission/committee and to those lacking a quorum, applications will go directly to the City Council for interview and appointment.
2. Removal. At the discretion of the City Council, any member of a commission/committee can be removed.

Commissions and Committees Composition, Reporting and General Procedures

A. Composition

The following applies to all Commissions and Committees:

1. The members of a commission or committee shall not at any time receive compensation for their service.
2. The commission/committee will be comprised of five members, appointed by position number running from one to five.
3. The term of office for a commission/committee member shall be for two years. Terms shall begin in January and end in December unless otherwise required to fill a vacancy or establish seat position staggering. There are no term limits.
4. Commission/Committee terms shall be staggered such that odd numbered seat positions will expire at the end of an odd numbered year, and even numbered seat positions will expire at the end of an even numbered year.
5. Commission/Committee members shall be Shady Cove residents within City limits and/or be the owner of a business with a physical address within City limits.
6. Ad-hoc members may be appointed due to their official expertise and may reside outside City limits. The ad- hoc will not be voting members and shall receive no compensation.
7. The Council Liaison (if any), shall serve for a one-year term as appointed by the Mayor each January. The Council Liaison will be a non-voting member and will not participate in commission/committee discussions or influence a potential commission/committee vote in any way.
8. A quorum for the conduct of business shall consist of a simple majority of the voting commission/committee members, unless otherwise indicated. If a quorum is not present, the commission/committee meeting will be cancelled or adjourned as appropriate.
9. At its first regular meeting, and every year thereafter in January, the commission/committee shall select from among its members a Chairperson, Vice-Chairperson and a Secretary who shall serve at the pleasure of the commission/committee. The Council Liaison shall not hold any office of this commission or committee.
10. The City Administrator may recommend to the Mayor the reactivation of a commission or committee.

B. Reporting

The following reporting procedures apply to all Commissions and Committees:

1. All commissions/committees shall keep minutes and/or shall record the proceedings of their meetings. A report shall be presented to the City Council during the commission/committee report section of the Council agenda by the commission/committee Chair, or if not present, the Council Liaison. The commission/committee Chair or their designate shall be responsible for providing a written record to the City Recorder within one week of the meeting. The record should contain the following, at a minimum:

Date, time, location and name of group meeting;

The name of those present;

Any motions made and seconded;

Results of votes (who made the motion and the vote total);

Issues that need to be forwarded to the City Council;

The date, time and location of the next meeting;

The substance of any discussion on any matter; and

Relating to public records, a reference to any document discussed at the meeting.

C. Procedures - General

The following general procedures apply to all Commissions and Committees:

1. Oregon Public Meetings Law. All commission/committee meetings shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.
2. Robert's Rules of Order Revised shall be used as a guide in the conduct of commission and committee meetings. These rules of order may be relaxed at the discretion of the presiding officer to simplify and clarify matters before the body. Robert's Rules of Order Revised for small boards applies to any group with fewer than 12 members.
3. A majority vote of the commission/committee members voting shall be required and shall be sufficient to transact any business before the commission/committee.
4. If all members of the commission/committee abstain or are disqualified, all members present after stating their reasons for abstention or disqualification shall by doing so be requalified and proceed to resolve the issues.

Commissions and Committees Conduct Procedures

A. Duties

1. Chair – Duties. The Chair shall preside at all meetings of the commission/committee, providing general direction for the meetings and assuring proper order of the commission/committee and public in all proceedings. Such duties shall include:
 - a. Announcing the business on the meeting agenda in the order in which it is to be acted on;
 - b. Receiving and submitting all motions presented by the members of the commission/committee;
 - c. Putting to a vote all questions which are properly moved, or those that arise in the course of proceedings, and to announce the result thereof;
 - d. Informing the commission/committee when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;
 - e. Maintaining order at the commission/committee meetings;
 - f. Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;
 - g. Receiving documents or other physical evidence as part of the record;
 - h. Recognizing speakers and members of the commission/committee prior to receiving comments and presentations of physical evidence; i.e., plans and pictures;
 - i. The Chair may rule out of order any testimony or comment that is irrelevant, personal, or not pertinent to the matter being heard.
2. Duties of the Vice-Chair. During the absence of the Chair the Vice-Chair will have and perform all the duties and functions of the Chair.
3. Temporary Chair. In the event of the absence or disability of both the Chair and Vice-Chair, the Secretary calls the meeting to order, calls the roll, and the commission/committee shall elect a temporary chair to serve until the Chair or Vice-Chair so absent or disabled shall return. In such event, the temporary chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the commission/committee.
4. Commissioners and Committee Members– Duties. The duties of the other Commissioners and Committee Members include: contributing ideas; keeping on subject; being aware of personal agendas and acknowledge if appropriate; aiding and contributing to all of the Chair’s responsibilities.

5. Secretary – Duties. The Secretary shall have the following duties:
 - a. Give notice of all commission/committee meetings as hereinafter provided; attend every meeting of the commission/committee, call the roll and record for the record all members in attendance, read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting; and receive and bring to the attention of the commission/committee messages and other communications from other sources;
 - b. Keep the minutes of the proceedings of the commission/committee and record the same;
 - c. Perform such other duties as may be required by these rules.
6. Volunteer Group Representative. For each assigned volunteer group, a commission/committee member shall be assigned as a representative to that group. This representative shall oversee the volunteer group and report the group’s status at regular commission/committee meetings.

B. Conduct of Commission/Committee members

1. Preparation. Members of the commission/committee shall take such time as necessary to prepare themselves for hearings and meetings. If members visit or have familiarity with a issue under discussion, they shall disclose any relevant observations.
2. Attendance. Every member of the commission/committee shall attend the meetings of the commission/committee unless duly excused with advance notice or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Chair as soon as possible. The Secretary shall call the same to the attention of the Chair.
3. Addressing Members. Commission and Committee members shall address other members as “Commissioner” or “Committee Member” respectively, followed by their last name. This is for the benefit of the record and the public, who may not know the various commission/committee members by their first names.

C. Meetings

1. Place. Meetings of the commission/committee shall be held at City Hall, or in such other place in the City of Shady Cove as the commission/committee may designate. A meeting having been convened at the place designated, may be adjourned by the commission/committee to any other place within the City of Shady Cove for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.
2. Regular Meetings. The commission/committee shall meet at least once per month.
3. Special Meetings – Call. A special meeting may be called at any time by the Chair or by a majority vote of the commission/committee at any regular meeting of the commission/committee. Notice

shall be given to each member of the time and purpose of every special meeting of the commission/committee, delivered in accordance with City policy.

4. Meetings – Matters Considered. Any matter pertaining to the affairs of the commission/committee may be considered and acted upon at any regular meeting of the commission/committee without prior notice thereof, unless other notice is required under statute or other noticing policies of the commission/committee. At special meetings, a matter not included within the notice may not be considered or acted upon.
5. Study/Work Sessions. Study sessions may be held as part of a regular commission/committee meeting or called in the same manner as a special meeting in order for the commission/committee to discuss matters at greater length or to obtain additional background information. The commission/committee shall take no vote during such study/work session, but may give directions to staff regarding the presentation of options for future consideration.

D. Order and Decorum

1. Order of Consideration of Items. The following procedure will normally be observed in a public hearing or other matter before the commission/committee; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:
 - a. Chair introduces item;
 - b. Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest;
 - c. Any opponents and/or proponents may comment;
 - d. Commission/Committee members may question staff, proponents or opponents on all the above. Questioning of witnesses shall be brief and to the point. Questions shall be submitted through the Chair, or asked by a commission/committee member recognized by the Chair.
 - e. Closing of the public hearing, if applicable;
 - f. Staff may provide new recommendations based on testimony;
 - g. The commission/committee discusses the item. During discussion members may further question any party appearing for or against the proposal as necessary, but generally, questions should be asked while the public hearing is open.
 - h. Motion is made and seconded; the Chair states the question; the commission/committee may discuss the item further before voting.

2. Public Hearings. The Chair of the commission/committee shall have authority to:
 - a. Regulate the course and decorum of the meeting.
 - b. Dispose of procedural requests and similar matters.
 - c. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation, questions, and rebuttal testimony.
 - d. Question any person appearing, and allow other members to question any such person.
 - e. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so; provided, that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.
 - f. Take such other action as authorized by the commission/committee to appropriately conduct the hearing.

Any member of the commission/committee present at the hearing may challenge a ruling of the Chair. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.

3. Guidelines for Persons Speaking Before the Commission/Committee. Persons making presentations or providing comments to the commission/committee shall address the commission/committee from the podium or microphone, or from the audience only when recognized and waived from the requirement by the Chair, shall address all comments to the commission/committee, and may not directly question other persons in the audience or at the podium.

If possible, persons presenting materials as evidence for an agenda item at a meeting shall submit a copy by email, fax or hard copy to the City for forwarding to the commission/committee not less than one week before the meeting.

- a. Conduct. Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who:
 - i. Is disorderly, abusive, or disruptive;
 - ii. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
 - iii. Testifies without first receiving recognition from the Chair and stating his or her full name and residence;
 - iv. Presents irrelevant, immaterial, or repetitious evidence.

- b. Time Restrictions. Unless otherwise relaxed by the Chair, persons speaking before the commission/committee shall be limited to three minutes for individuals, and 5 minutes for an individual representing a group.

E. Order of Business and Motions

1. Order of Business.
 - a. Roll call.
 - b. Brief announcements by staff.
 - c. Approval of minutes of prior meetings.
 - d. Public comments on non-agenda items.
 - e. Public hearings.
 - f. Updates from assigned volunteer group(s).
 - g. Discussion items.
 - h. Propositions and remarks from the commission/committee.
 - i. Assignment of representatives to the City Council.
 - j. Adjournment.
2. Making of Motions. Upon review of the full public record on a request and due deliberation among the members of the commission/committee, any commission/committee member may move or second a motion. A second shall be required for each motion. Other members of the commission/committee may support the motion by adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.
3. Withdrawing a Motion. When a motion has been made but not yet stated by the Chair, whether or not it has been seconded, it can be withdrawn or modified by the mover. The member simply says, "Chair, I withdraw the motion."

If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may withdraw it.

If a motion is modified before being stated by the Chair, the second may withdraw his/her second.

After the Chair states a motion, it is the property of the commission/committee. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

4. Amendments. All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment be offered, the question shall be first upon the amendment.
5. Friendly Amendments. A commission/committee member may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean-up items or an issue discussed but inadvertently neglected by the maker of the motion.

F. Procedures – Debate

1. Commissioner and Committee Member Input. Commission/Committee members shall be recognized by the Chair for input or questions in rotation, making effort to give all commission/committee members equal input. Second testimony by a member shall wait until all members have had an opportunity to speak.

G. Voting

1. Voting. Voting shall be done by voice vote. Voting results on all motions, excepting minutes, shall be forwarded as recommendations to the City Council.
2. Minutes Approval. The Chair shall ask the commission/committee if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the commission/committee, the Chair shall declare the minutes approved either as presented or as amended. If the commission/committee has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.
3. Changing Vote Before Decision Announced. When a vote is taken on roll call on any question, any member may change his/her vote before the Chair has announced the decision of the question.
4. Voting or Changing Vote After Decision Announced. On any such vote, no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair unless the member has the permission of the commission/committee by general consent or motion if a member objects.
5. Late Voting. A member entering the chamber after the question is put, and before it is decided, may have the question stated, record his/her vote and be counted.

6. Tie Votes. If a motion regarding any matter before the commission/committee receives an equal number of affirmative and negative votes the motion fails. The commission/committee shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the commission/committee would be at a subsequent meeting may be considered.
7. Explaining Vote. After the vote is taken, any member of the commission/committee desiring to explain his/her vote shall be allowed an opportunity to do so.
8. No Vote Unless Present. No member of the commission/committee shall vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whomsoever.

H. Documents of the Commission/Committee

1. Any and all materials submitted to the commission/committee regarding a request shall be entered into the public record by the Chair by indicating that the material is “accepted for the record.” The staff report submitted to the commission/committee as part of the agenda is automatically part of the public record.
2. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions of record shall constitute the documents of the commission/committee and shall be indexed as public records.

I. Maintaining of Bylaws – Copies to be Furnished.

1. The commission/committee Secretary shall maintain a copy of these bylaws, and all subsequent amendments thereto, and shall furnish an up-to-date copy to each member of the commission/committee in a form convenient for reference.

Addendum 1: Recreation and Tourism Commission

This Addendum contains the Mission Statement, and bylaw exceptions/additions specific to the Recreation and Tourism Commission.

Recreation and Tourism Commission created.

There is hereby created a commission to be known as the Shady Cove Recreation and Tourism Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing recreation and cultural programs, and boost tourism.

Mission.

The mission of the City of Shady Cove Recreation and Tourism Commission is to provide high quality, diverse, and accessible programs, services, and events that enhance the quality of life for all ages, and maximize tourism generating opportunities for the City.

General duties and responsibilities.

The Recreation and Tourism Commission is an appointed body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to recreational and cultural programs, and to make such other recommendations to assist the Council in developing and preserving aesthetic, recreational and cultural values that serve the public interest. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

- A. Compile data to assist City policy making in the preservation and beautification of existing parks, the City's downtown, and other aesthetic areas in the City of Shady Cove.
- B. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Shady Cove as they pertain to existing parks, recreation and tourism.
- C. Work in conjunction with other City commissions, boards, or committees to help ensure coordination of various elements of recreation and cultural programs.
- D. Conduct public meetings and make recommendations to the City Council on recreation, cultural programs and tourism issues.
- E. Make recommendations for capital improvements and operations relating to the City of Shady Cove's recreation, cultural programs, and tourism.
- F. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's recreation, cultural programs, and tourism.
- G.** Foster public awareness and involvement in all aspects of the City of Shady Cove's recreation, cultural programs, and tourism.

Addendum 2: Emergency Management Commission

This Addendum contains the Mission Statement, and bylaw exceptions/additions specific to the Emergency Management Commission.

Emergency Management Commission Created.

There is hereby created a commission to be known as the Shady Cove Emergency Management Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing procedures, facilities, and chain of command for all emergencies facing the City, including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies.

Mission.

The mission of the City of Shady Cove Emergency Management Commission is to coordinate, maintain and administer emergency management through education in the areas of Mitigation, Preparedness, Response, Recovery, Detection, Prevention, and Protection. Our goal is to reduce the impact of hazards that may affect our community.

General duties and responsibilities.

The Emergency Management Commission is an appointed body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the development of procedures, facilities, and chain of command for all emergencies facing the City including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies and to make such other recommendations to assist the Council in developing an emergency plan before such emergencies exist. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

- A. Perform periodic reviews of the City's Emergency Management Master Plan.
- B. Compile data to assist City policy making in the planning of all emergency situations in the City of Shady Cove.
- C. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Shady Cove as they pertain to Emergency Management.
- D. Make recommendations to the City Council for modifications or additions to existing ordinances, policies and practices relative to emergency planning in the City of Shady Cove.
- E. Work in conjunction with other City commissions, boards, or committees to help ensure coordination of various elements of the Emergency Management master plan. Conduct public meetings and make recommendations to the City Council on Emergency Management and procedures during emergencies.

- F. Make recommendations for capital improvements and operations relating to the City of Shady Cove's Emergency Management and related equipment and facilities.
- G. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's Emergency Management Plan.
- H. Foster public awareness and involvement in all aspects of the City of Shady Cove's Emergency Management and related facilities.