

PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME AND/OR AUTHORITY

The Name of this organization shall be the Parks/Tree Citizen Advisory Committee for the City of Coburg Oregon; hereinafter referred to as Committee.

ARTICLE II – PURPOSE

Utilize the Parks and Open Space Master Plan as a guide to accomplish the goals as set forth within the Plan as adopted by City Council.

Participate in ~~and/or organize fund raising events, as approved by City Council, for the purpose of~~ promoting donations for future park improvements.

The Committee will advise City Council on matters pertaining to Parks, Trails, Street Trees and related facilities.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The Committee shall have the ability, as vested by the City Council, and be required to: Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to the preservation, enhancement and advancement of the viability and attractiveness of the Parks, Street Trees, and related facilities.

Make recommendations to the City Council concerning City policies and decisions relating to Street Trees

Participate in studies in the area of Parks

Act in an advisory capacity to the City Council in matters pertaining to public recreation, including playgrounds

Review and make recommendations to the City Council pertaining to the annual budget of the Parks Fund

Make recommendations to City Council for revisions to the Parks and Open Space Master Plan. Review and make long-range recommendations concerning the planning of a program for parks and recreation. Promote and stimulate public interest and involvement.

Perform other duties as may from time to time be prescribed by City Council.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The Committee shall consist of a maximum of seven (7) voting Committee Members, hereinafter referred to as Members. And one non-voting staff representative, referred to as Staff, appointed by the City Administrator, ~~and one non-voting Council Member.~~

Section 2. Qualifications

The voting Members must reside within the Coburg Fire District with a majority residing within Coburg City limits.

Section 3. Application for Membership

Prospective Members shall file an application with the City Recorder. If the applicant is a minor the application must be co-signed by a parent or guardian.

Section 4. Method of Appointment

All voting Members shall be appointed by City Council. An applicant must have the approval of the Committee prior to appointment by City Council. All existing members wishing to continue to serve will automatically be included in the appointments for the upcoming calendar year.

Section 5. Good Standing and Reporting of Absences

It is the responsibility of Staff to bring serious attendance issues to the attention of City Council.

Section 6. Termination

If a Member accrues three (3) or more consecutive absences with a total lack of participation and/or communication, the Committee may recommend, to the City Council, to remove the Member from the Committee.

The City Council reserves the right to terminate a Member for any reason at any time.

All terms expire on December 31

Section 7. Ex-Officio Membership "Optional"

The Committee may find that, because of the complexity of its work, it is desirable to add member(s) at-large to the Committee to serve as non-voting Ex-Officio Member to lend other opinions or expertise. The Committee shall recommend to City Council such member(s) for temporary appointment as a non-voting Ex-Officio Member.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. Officers

Officers of the Committee shall consist of a Chair and Vice Chair.

Section 2. Election of Officers

In the regular scheduled meeting in January of every year, there shall be an election from among the Members of the Committee to elect a Chair and Vice Chair.

Section 3. Term of Office

The term of office for the Chair and Vice Chair is one calendar year (January-December).

Section 4. Nominations/Voting

In the absent of a Chair or Vice Chair, a Designee will be temporarily appointed by the Committee to chair the nomination process.

The Chair or Designee will open the floor to nominations. Any Member may nominate a candidate including the Designee for the position of Chair or Vice Chair.

Once the nominations are complete, the Chair or Designee will ask for a motion to close the nominations; a second of, and vote on the motion is required.

The Chair or Designee then declares that it has been moved and seconded, that the nominations be closed, and the members proceed to the election.

The candidate who receives a majority of the votes is then declared to be legally elected to fill the office of Chair, and will immediately chair the remainder of the meeting.

The same procedure is followed for the election of Vice Chair.

Section 5. Vacancy of an Officer

Should a vacancy occur, for any reason, in the office of Chair or Vice Chair a special election shall be held to fill the vacant office from among the Members. Refer to Article V.

Section 6. Removal of Elected Officers

The Chair or Vice Chair may be removed by a majority vote of the Committee at a regularly scheduled meeting. In order for the Committee to entertain a motion to remove an officer an agenda item must be placed on the meeting agenda prior to a regular scheduled meeting. Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice Chair shall become the new Chair. An item to elect a new officer will be placed on the agenda of the next scheduled meeting

Section 7. Duties of the Chair

The Chair shall preside at all regular meetings and may call special meetings. The Chair may amend the agenda and shall use all points of order and procedure during the meeting; the Chair may be overruled by a majority vote of the Committee. The Chair may not make motions, but may second motions. The Chair acts as primary contact for Staff and may represent the Committee before City Council. The Chair and Staff shall jointly set the meeting agenda. The Chair may delegate the recording of the minutes to other Members.

Section 8. Duties of the Vice Chair

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair. ~~The Vice Chair will be responsible for recording and preparing the monthly meeting minutes and agenda for all scheduled meetings. It is the responsibility of the Vice chair to notify all members in a timely manner of the meeting schedules and any changes to the schedules, in addition to notifying City Officials as required with related information.~~

Section 9. Duties of the Acting Chair

In case of absence of both the Chair and the Vice Chair from any meeting, an acting Chair shall be elected from among the Members present, to serve only during the absence of the Chair or Vice Chair.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

Staff support and assistance is provided, but the Committee does not have supervisory authority over City Employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Administrator.

The City Administrator shall designate appropriate staff to act as Staff person(s) to assist and support the Committee. Staff shall attend all regular and special Committee meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Committee in the conduct of its business according to City Council policy. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding all regular and special Committee meetings and related events. From time to time and/or at the request of the Committee, the City Administrator may appoint addition Staff to assist the Committee.

Staff shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Committee, may represent the Committee at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to Committee business. Staff shall receive and record all documents or other materials presented to the Committee in support of, or in opposition to, any question before the Committee. Staff shall sign all notices prepared in connection with Committee business, shall attest to all records of actions, transmittals, and referrals as may be necessary or required by law, and shall be responsible for compliance with all Brown Act postings and noticing requirements.

Section 2. Staff Relationship to the Committee

Given limited staff resources, the Chair or individual members shall not make separate requests of Staff without approval of the Committee. The staff's supervisor shall determine whether the request will be granted. If a member has a research or report request, it shall be brought to the Committee for discussion, consideration, and recommendation prior to making the request of staff. If not approved by the Committee, the individual member shall be responsible for his/her own research or report. Staff and the Chair shall jointly set the meeting agenda.

ARTICLE VIII – MEETINGS

Section 1. Time and Location of Meetings

The Committee will meet monthly, time, date and location as posted by the City Recorder.

Section 2. Cancellation

If a majority of the membership deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice to the Staff. This determination may be made via email or phone with members.

Section 3. Special Meetings

The Chair of the Committee, Staff, or a majority of the membership of the Committee may call a special meeting.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Compliance with City Council Policies

All regular, special, and adjourned meetings of the Committee shall be open meetings to which the public and the press shall be encouraged. Meetings will be held at City facilities which are accessible to persons with disabilities.

Section 2. General Conduct of Meetings

Points of order and conduct, including those not addressed by these Bylaws, shall be settled by the Chair, unless overruled by a majority vote of the Committee. Points of order should use Robert's Rules of Order. The Chair will consult with staff as necessary.

Section 3. How Items Are Placed on the Agenda

A request to have an item placed for consideration on a future agenda may be made by Staff, Committee Member or a member of the public. The Chair and Staff will consider if that item should be placed on an agenda

Section 4. Quorum

A quorum shall consist of three ~~(3)~~ 4 voting Members, whether or not there are vacancies on the Committee.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, no formal recommendations or actions may be taken.

Section 6. Agenda

The Chair and staff shall jointly set the meeting agenda and its format shall conform to any framework set by City Council Policy.

Section 7. Order of Business

The Chair or a majority vote of the Committee may change the order of business.

The Chair may be overruled by the majority of the membership.

ARTICLE X – PROCESSING MOTIONS (Robert's Rules of Order)

Section 1. Call for Motion

Upon conclusion of preliminary discussion, any member other than the Chair may place a motion on the floor. The motion shall contain the proposed action.

Section 2. Seconding a Motion

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second and the Chair shall state this. This shall not be considered an action of the Committee and shall not be included in the minutes.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote. The Chair may, at his/her discretion, limit debate of any motion; except that each member shall have the opportunity to speak.

Section 5. Amending a Motion

A motion to amend may be made by any member to revise a motion on the floor; but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second accept it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

Section 6. Withdrawing a Motion

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes.

Section 7. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members will refrain from using a motion to table as a means of capriciously limiting debate among Members, to suppress a minority of the Committee, or to avoid public input on an agenda item under consideration by the Committee.

Section 8. Results of Voting

The Chair shall state the results of each vote, e.g., "The motion passes by a vote of five to two."

ARTICLE XI – VOTING

Section 1. Conflict of Interest

No member shall make or participate in a governmental decision which she/he knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. Any member who has a disqualifying interest on a particular matter shall do all of the following:

- 1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- 2) Recuse himself or herself from discussing and voting on the matter;

Any question regarding conflicts of interest shall be referred to the City Attorney.

Section 2. Voice Vote

All questions shall be resolved prior to the voice vote. Each member shall vote “Yea” or “Nay” and the vote shall be so entered into the minutes. A Member may state the reasons for his or her vote, which reasons shall also be entered into the minutes of the meeting. All members including the Chair shall vote on all matters, except where she/he has a conflict of interest.

ARTICLE XII – REPORTS

Section 1. Agenda Reports to Committee

All agenda items require a written or an oral report. Written reports serve as the analysis, detail, history, and justification for each agenda item. Oral and written reports shall include recommendation(s) and background. Draft reports not submitted in a timely manner shall be placed on a future agenda.

Section 2. Preparation of Committee Generated City Council Agenda Reports

All resolutions and recommendations adopted by the Committee and addressed to the City Council shall be delivered to the City Administrator, generally fourteen days before the Council Meeting. Reports to the City Council from the Committee shall be written reports consistent with content, style, and formatting of City Council agenda reports.

ARTICLE XIII – RECORD KEEPING

Section 1. Maintenance of Records

All records shall be maintained according to the State of Oregon Retention Schedule.

Section 2. Minutes

Minutes shall be reviewed, corrected as appropriate, and or amended and approved by the Committee at a subsequent meeting. Minutes are a permanent document and shall be maintained in hard copy in addition to an electronic version.

~~The Vice Chair or designee is responsible for taking meeting minutes.~~

ARTICLE XIV – AMENDMENTS

A majority of the full membership of the Committee may amend these Bylaws, subject to the approval of the City Council.

ARTICLE XVI – ADOPTION OF BYLAWS

Upon adoption of the City Council, these Bylaws shall be in full force and effect. Any and all previously adopted Bylaws are hereby superseded.

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Coburg, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Committee may direct its activities.

Adopted by City Council on January 8, 2013

Amended January 13, 2015

Amended September 13, 2016

Amended April 13, 2021

