

## **EXHIBIT A**

### **EXPECTATIONS OF THE CHARTER REVIEW COMMITTEE**

#### *Purpose and Overview*

The primary function of the Charter Review Committee ("Committee") is to review the existing Charter to determine if it will adequately serve the community well into the future. The Committee is to review and recommend to the City Council a proposed Charter, Charter amendment(s), or no changes to the Charter.

The Council requests the Committee begin holding its meetings in 2025. The Committee may recommend which election to place proposed changes to the Charter on the ballot and how to structure the ballot measure(s). For example, one ballot measure encompassing all the proposed changes, or multiple ballot measures proposing individual changes to the Charter. The Council may accept, amend, or reject the Committee's recommendations and for those recommendations that are approved, determine the best method to structure the ballot measure(s).

The Committee must be impartial, unbiased, and free of any perceived political gain. The Committee may approach the task in whatever means results in a document that best serves the citizens of Hermiston. The Committee must adhere to the Oregon Public Meetings law and strive to include and educate the community about the process and purpose of a Charter Review, the importance of a City Charter and to solicit community input on proposed changes prior to making a recommendation to the Council.

#### *Membership*

The Charter Review Committee shall consist of seven (7) members made up of city electors, living inside of city limits, who shall be appointed by the Council. The City shall hold an open recruitment for the members.

The City Council will appoint a member from among the confirmed members to serve as Chair of the Committee. The Mayor may appoint a Council Liaison, to be confirmed by the Council, who will act in a liaison role, and will not attempt to lobby or influence the Committee on any items under consideration and shall be a non-voting member of the Committee. The Charter Review Committee will adhere to the following:

#### *Scope of Review*

The Committee is authorized to review the entire Charter and to make recommendations to the Council on any aspect of the Charter. Specifically, the Council would like recommendations on the following issues/subjects:

- Geographic representation for Council members
- Ward Boundary Adjustment
- Elected or Appointed Municipal Court Judge
- The necessity of a city manager residency requirement
- Ordinance Adoption process
- City Attorney supervision/hiring

### Meetings

Meeting dates will be set as determined by the majority of the Committee. Meetings will be held at City Hall or other City public facility and all meetings shall be open to the public. The Committee shall hold at least one publicly advertised public hearing and will consider written and oral testimony offered during the review process. At the first meeting, the Committee shall elect a vice-chair who will serve as Chair in the absence of the Chair. A quorum must be present to conduct business and is necessary to adopt a motion.

### Motions

The Chair will strive to reach a consensus within the Committee whenever possible. Motions on changes to the Charter constitute tentative approval of such changes pending approval of the final report that contains all the recommendations to the City Council.

### Staff Support

The city manager, city attorney, and city recorder shall do the following:

- Act in an advisory role to the Committee and attend all Committee meetings.
- Support the work of the Committee and assist the Chair/Vice Chair in preparing the agenda. Agendas will be mailed electronically to the Committee in advance of the meetings.
- Conduct research as needed.
- Review the existing Charter and identify housekeeping changes and present the changes to the Committee for its review.
- Prepare and explain substantive provisions for consideration and draft alternative provisions for discussion and consideration.
- Draft a Charter and revise the draft based on input from the Committee.
- Prepare a final version of the newly recommended Charter for Committee review and Council consideration.

In addition, staff will prepare minutes for the Committee meetings and will post to the City's web page all information related to the Committee's proceedings. Should the Committee require additional staff support beyond what is provided, a request will be made to the City Manager.

### Duration

The Charter Review Committee shall terminate at the time of recommending to the Council a proposed Charter, Charter amendment(s), or no changes to the Charter. The Council encourages the Committee to complete their work within 6-9 months of appointment.