

BYLAWS OF THE ST. HELENS PARKS & TRAILS COMMISSION

ARTICLE 1

Name

The name of this Commission shall be the St. Helens Parks & Trails Commission as established by St. Helens Municipal Code Chapter 2.74, as amended.

ARTICLE 2

Purpose and Powers of Commission

The purpose of the Parks & Trails Commission is to encourage opportunities for parks and trails use in St. Helens, identify groups and organizations that could help enhance the parks and trail systems in the St. Helens area, provide liaison and recommendations to the City Council and other City commissions and boards, advocate and promote parks and trails in the community, identify funding opportunities for the parks and trails, and to perform such other park and trail related tasks as it shall be directed by Council to perform. In addition, the Parks & Trails Commission shall have responsibilities, duties, and powers as stated in Chapter 2.74 of the St. Helens Municipal Code, as amended.

ARTICLE 3

Composition

The Parks & Trails Commission shall consist of nine at-large members, at least six of which shall be city residents, and one ex-officio, non-voting Council member. All members shall be appointed to the Parks & Trails Commission by the Mayor with the consent of the City Council. Commissioners serve at the pleasure of the City Council.

ARTICLE 4

Term of Office; Vacancy

Term of office for each position shall be four years beginning on January 1 of the year subsequent to the appointment unless the appointment is to fill an unexpired term. Vacancies in the Commission can occur following a resignation or a removal of a Commission member. A commissioner may resign at any time. A commissioner may be removed from the Commission for cause following a hearing before the City Council. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government ethics, or conviction of a felony or a misdemeanor involving moral turpitude, including the crime of official misconduct. Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chair. Any Commission member failing to attend three consecutive Commission meetings without an excused absence shall be deemed to have resigned. The Commission shall report any vacancies in the Commission to the Council and the Council shall declare the position vacant. The Mayor may then, with the consent of Council, appoint a new member to complete the term.

ARTICLE 5 Officers

A majority of the at-large members shall comprise a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter, except that no Commission meeting to conduct business shall be held by less than five members. Pursuant to St. Helens Municipal Code Chapter 2.74, as amended, the Commission shall have authority to adopt rules for the conduct of its business. The following officers shall be elected from the at-large Commission membership during the first meeting of each year and shall serve a one-year term in the office:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Nothing in this section shall be deemed to limit the number of terms these officers may ultimately serve.

ARTICLE 6 Subcommittees

The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs. The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

ARTICLE 7 Public Meetings and Records

The Commission is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings. The regular meeting of the Parks & Trails Commission shall be the second Monday of every month at a place accessible to the public. The Commission is subject to the Open Meetings law (ORS 192.610 to 192.690) and shall conduct meetings accordingly. Special meetings may be called by the Chair by giving the members and the press written or verbal notice at least 24 hours before the meeting.

ARTICLE 8
Rules of Order

The rules contained in Robert’s Rules of Order Newly Revised shall generally govern the Commission if they are not inconsistent with these bylaws, Oregon Revised Statutes, or St. Helens City Ordinances.

ARTICLE 9
Ethics

Parks & Trails Commission membership is an unpaid voluntary appointed position and members receive no compensation for their service except for expenses specifically budgeted and authorized by the City Council. The Parks & Trails Commission is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

ARTICLE 10
Amendment

These bylaws may be amended at any regular meeting of the Commission by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and any such amendment is approved by the City Council. These bylaws may be amended by the City Council upon its own motion. Prior to an amendment, the City Council may request a recommendation from the Commission.

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Approved by Commission: May 13, 2019
Accepted by the City Council: June 5, 2019
Amendments Accepted by the City Council: December 21, 2022
Approved by the Commission: February 13, 2023
Amendments Accepted by the City Council: March 15, 2023