

BY-LAWS
2021 LANE COUNTY INDEPENDENT CITIZENS REDISTRICTING COMMITTEE

ARTICLE I

NAME

This committee shall be known as the 2021 Independent Citizens Redistricting Committee, hereinafter referred to as the Committee.

ARTICLE II

RESPONSIBILITIES AND OBJECTIVES

The 2021 Independent Citizens Redistricting Committee is an advisory committee created by the Lane County Board of Commissioners with the authority granted in Lane Manual section 3.505. The purpose of the Committee is to create options for the Board to comply with its obligation imposed by the Lane County Home Rule Charter Chapter III, section 3 subsections (d) and (e) to not less than every 10 years review and modify the boundaries for commissioners. The redistricting options must comply with the relevant law relating to redistricting, voting rights and the applicable local, state and federal legal requirements.

In addition the Committee also has the following responsibilities:

- A) The Committee will prepare at least two (2) but not more than four (4) proposed redistricting plans in ordinance form for adoption by the Lane County Board of Commissioners as required by the Lane County Home Rule Charter Chapter III, section 3 subsections (d) and (e); and,
- B) The proposed plans must comply with the Lane County Home Rule Charter and all applicable federal and state law governing redistricting; and,
- C) The proposals must be ranked by the Committee in the order of its preference and the Committee must report to the Lane County Board of Commissioners the strengths and weaknesses of each proposal; and,
- D) The Committee shall report to the Lane County Board of Commissioners monthly on the progress of the Committee.

ARTICLE III

MEMBERSHIP

- A) The Committee shall consist of fifteen (15) regular members and three (3) Alternate members. All regular and alternate members shall serve until the adoption by the Lane County Board of Commissioners of the ordinance required by the Lane County Home Rule Charter Chapter III, section 3 subsections (d) and (e).
- B) The following criteria shall be taken into account when selecting Regular and Alternate members of the Committee:
 - 1) Experience that demonstrates an ability to appreciate the diversity of Lane County including but not limited to:
 - 2) Experience that demonstrates analytical skills relevant to the redistricting process and voting rights and the ability to comprehend and apply the applicable local, state and federal legal requirements; and,
 - 3) Experience that demonstrates an ability to be impartial.

ARTICLE IV

VACANCIES, ALTERNATES AND ABSENCES

- A) Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Committee shall notify the County Administrator's Office. At the next regular meeting of the Committee an Alternate member will be seated in the order they were ranked by the selection committee. The Alternate member will become a Regular member with all of the rights and privileges of any other Regular member.
- B) In the case of an absence by one of the 15 Regular members, an Alternate would stand in and seated in the order they were ranked by the selection committee with all of the rights and privileges of any other Regular member. An Alternate can stand in for a Regular member in the case that a Regular member is absent and in order to meet a quorum.
- C) Any Regular or Alternate member who is absent from three (3) consecutive meetings or from four meetings within a period of six (6) months may have their incumbency terminated. If the incumbency is terminated, selection of a replacement will proceed as described in section IV A).

ARTICLE V

OFFICERS

- A) The Officers of the Committee shall be elected to serve until the work of the Committee is completed. Officers shall consist of the following:
 - 1) Chairperson – Presides at all meetings of the Committee and prepares agendas. The Chairperson must represent the views of the Committee at all times in Committee business.
 - 2) Vice-Chairperson – Acts in the absence of the Chairperson.
- B) An Officer may be removed from office for misconduct or neglect of duty in office as determined by a majority vote of the Committee.

ARTICLE VI

MEETINGS AND VOTING

- A) The Committee shall meet at least monthly. The Committee, by a vote of the majority present, may determine to cancel an upcoming meeting.
- B) Open Meetings Law/Special Meetings: All meetings of the Committee shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610 – 192.690. Regular, subcommittee and special meetings shall be open to the public. The Committee is responsible for complying with the requirements of the Oregon Public Meetings Law, including advance public notice of the agenda and written minutes, which shall be filed with the County Administrator's Office. Notice of special meetings shall state the purpose for which the meeting is called. At any special meeting, only the business stated in the notice of the meeting may be transacted.
- C) Rule of Order: Meetings of the Committee shall be conducted according to Robert's Rules of Order, latest revision, unless otherwise specified in these By-Laws. Regardless of their voting status in the meeting, alternates can participate in the discussions of the Committee.
- D) Voting: Each Regular member of the Committee shall be entitled to one (1) vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy votes shall be allowed.
- E) Quorum: Eight (8) of the Regular Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee. The act of a majority of the

Regular members present at a meeting at which a quorum is present shall be the act of the Committee, except as noted in Article IX.

- F) No member may speak for the Committee except by designation by the Committee for a special purpose.
- G) Notice: All Regular and Alternate of the Committee shall be give notice of time, date, location, and purpose of the meeting at least three (3) days before a regular Committee meeting.
- H) Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained in the Lane County Office of County Counsel. Staff for recording the proceedings of the Committee shall be provided by the County.
- I) Virtual Participation: Virtual participation by phone or video conferencing constitutes attendance for meeting and quorum purposes.

ARTICLE VII

CONFLICT OF INTEREST

Committee members shall comply with ORS 244, in determining whether or not to participate in a Committee decision, based on the member or their relative actual or potential conflicts of interest. All Regular and Alternate Committee members shall complete and Oregon Government Ethics Commission Public Official Disclosure form.

In situations which a conflict of interest exists for a Regular or Alternate member, the member shall declare and explain the conflict of interest. No member of the Committee shall vote in a situation in which a conflict of interest exists for that member.

ARTICLE VIII

ROLE OF STAFF

The staff person assigned to the Committee will provide the following administrative support: prepare and disseminate meeting notices; provide background information on agenda items; prepare and distribute minutes. County Counsel will be available to provide legal advice to the Committee as requested or necessary.

ARTICLE IX

SUBCOMMITTEES

- A) Establishment of Subcommittees: The Committee, at regular or special meetings, may establish standing or special subcommittees at its discretion. A majority of voting members present is required to establish a standing or special subcommittee.
- B) Membership on Subcommittees: The Committee shall appoint members of any standing or special subcommittee established by the Committee. The members of any standing or special subcommittee shall elect their own chair.
 - 1) Each subcommittee will consist of a minimum of three members of the Committee.
 - 2) Subcommittee meetings shall be conducted according to the Oregon Public Meetings Law and Roberts Rules of Order, latest version, unless otherwise specified in these By-laws.
 - 3) Subcommittees shall not make decisions for the committee as a whole.
- C) All members of subcommittees shall adhere to the Conflict of Interest rules as stated in Article VII, Conflict of Interest.

AMENDMENTS TO BY-LAWS

The Committee, by two-thirds vote of members present, may recommend amendments to these By-Laws. Amendments shall become effective only upon the approval of County Counsel and the Board of County Commissioners.