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## MEMORANDUM

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**TO:** Board of County Commissioners  
**FROM:** Policies & Procedures Committee, Bobby Green Chair  
**SUBJECT:** **DRAFT Group Expectations for Lane County's Advisory Boards & Committees**

The Policies & Procedures Committee recommends that this list of expectations for County advisory boards and committees be adopted and distributed to all staff and members of the County's advisory groups, and given to all new members upon appointment.

Members serve at the pleasure of the Board of County Commissioners and should:

- Bring the expertise of your profession, civic interests, affiliations and life experience to the County's decision-making process.
- Focus on the County's and the committee's vision, goals and objectives while providing recommendations to the BCC and staff.
- Attend 70% of meetings each calendar year.
- Treat each other and staff with respect. Attack the issue, not the person, and voice praise in public, problems in private.
- Accept the final decisions of the group. Appreciate and value the work and process that went into them. If you have a minority position, describe it as such and be clear that it is your personal opinion, not that of the group.
- Process issues of concern with the appropriate committee or board staff person. Then if unresolved, with their department director and lastly with the BCC liaison.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3  
OF THE LANE MANUAL TO DESCRIBE BOARD  
AUTHORITY TO REMOVE ADVISORY  
COMMITTEE MEMBERS (LM 3.506(2)(e))

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by deleting, substituting, and adding the following section:

**DELETE THIS SECTION**

3.506  
as located on page 3-23 through 3-26  
(a total of 4 page(s))

**INSERT THIS SECTION**

3.506  
as located on page 3-23 through 3-26  
(a total of 4 page(s))

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to describe Board authority to remove advisory committee members (LM 3.506(2)(e)).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 11/28/06 Lane County

  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

## COMMITTEES AND OTHER ADVISORY BODIES

### 3.505 General.

(1) In addition to the Department structure presented in this chapter, a number of committees, boards, task forces and other advisory bodies may be required and established pursuant to certain statutory provisions, Charter, and LC 2.010.

(2) Pursuant to LC 2.010, the Board may further create boards, commissions, committees, task forces and other advisory bodies as deemed necessary by order of the Board. The Board may also describe and establish the responsibilities of its created advisory bodies by separate Board order, which shall be included within this Manual below.

(3) All advisory bodies created by the Board shall report their concerns and recommendations to the Board rather than taking action or policy positions on behalf of the County upon their own initiative.

(4) The Board delegates authority to the County Administrator to implement the advisory committee policy. This advisory committee policy applies to all advisory committees, unless the Board chooses to make an exception. A request for an exception to this policy shall be filed in written form and filed with the County Administration Office, identifying the unique and special reasons related to the functioning responsibilities of the committee submitting the request.

#### (5) Definitions

(a) **Community Organization.** A recognized group of residents in a defined area charged with advising County government on matters affecting the community.

(b) **Mandated Committee.** An advisory body to the Board of Commissioners, appointed by the Board. The existence charge and sometimes the composition of the committee is controlled by the enabling legislation.

(c) **Mandated Special Committee/Board.** A group of citizens appointed pursuant to statute and charged with certain independent decision-making and other responsibilities over a certain area of County Government.

(d) **Multi-Jurisdictional Committee.** A group of citizens appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision-making) with respect to defined matters of mutual concern to the appointing governments.

(e) **Nonmandated Committee.** An advisory body to the Board of Commissioners appointed and charged by the Board with advising on certain areas of County government. The existence of the committee is controlled by the Board, and the members serve at the pleasure of the Board.

(f) **Standing Committee.** A group of two Board members and other County officials charged with studying issues and making recommendations in certain defined areas to the full Board.

(g) **Task Force.** A group created by the Board or County Administrator for a limited term to advise on a specific issue.

(h) **Watershed Council.** A voluntary local organization designated by a local government group convened by the County to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per ORS 541.350 to 541.395. *(Revised by Order No. 97-4-2-1; Effective 4.2.97)*

### 3.506 Lane County Advisory Committee Policy.

#### (1) Formation & Dissolution of Committees

(a) The Board of County Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens or other sources.

(b) The Board, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

(c) The Board shall assign the committee a specific charge by Board Order, which shall be included in Lane Manual Chapter 3. The Board will also establish the qualifications for membership, terms of office and determine time limits to be included in the committee's bylaws and summarized in Lane Manual, Chapter 3 (making reference also to any applicable state or federal laws). All actions of the Committee shall require the affirmative vote of the majority of the designated number of members, regardless of any vacancies. The County Administrator will provide sample bylaws in the Administrative Procedures Manual. The committee is responsible for preparing bylaws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise.

(d) Each advisory committee shall provide the Board and County Administration an annual report detailing the committee's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the County Administration Office by February 1, each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the committee, and forward the report to County Administration for scheduling on the Board's Agenda.

(e) The County Administration Office on behalf of the Board shall conduct a review and evaluation of each committee annually. After the review, the County Administration Office may recommend to the Board whether the committee should continue, or be eliminated, consolidated or combined.

(2) Appointment Process

(a) Applications. Applications for advisory committee membership shall be accepted at any time and shall be kept for 12 months from the date of the application. Incumbents shall submit a complete new application to be considered for reappointment to an advisory committee. Refer to the specific Lane Manual section on the committee for other appointment information. Refer to the Administrative Procedures Manual for submission information and other details.

(b) Advertisement. Vacancies for specific committees shall be advertised for 30 days, unless the County Administrator determines that there is an adequate pool of candidates from a previous advertisement for the same advisory committee within the past six months. A shorter advertisement period may be utilized upon written request from the staff assigned to the committee to the County Administration Office.

(c) Time Frame for Application. Only those citizens who have formally applied for membership within the proper timeframe and have the proper qualifications as specified by the Board in Lane Manual, Chapter 3 may be considered for appointment to an advisory committee.

(d) Conflicts of Interest. In furtherance of the laws relating to conflicts of interest, no vendor shall serve on any advisory committee or board that deals with or makes recommendations on or awards of contracts with the vendor. In this context, "vendor" means any individual, partnership, joint venture, corporation, private non-profit organization or private for-profit organization who seeks to obtain a contract with the County to provide a service or product on some type of regular basis, i.e., more often than "infrequently" or "rarely." "Vendor" includes employees, board members and any members of the organization who actively participate in the management of the organization.

(e) **Term.** Unless otherwise stated in enabling legislation or a specific Lane Manual section, appointments shall be for a term of four years, ending on the last day of the month specified for that committee, but staggered over the four-year period among the members. Unless otherwise provided by law, appointees serve at the pleasure of the Board and are subject to removal at any time during the term. Removal shall be by Board Order identifying the last date of service; reasons for removal need not be stated by the Board, which can exercise this power at its sole discretion. These provisions shall apply to all appointments made after the date of adoption of this section.

(f) **Two-Term Limit.** In order to give more people an opportunity to participate on advisory committees, appointment of an individual to any one advisory committee shall be generally limited to two consecutive terms. This two-term limit shall apply to all positions appointed by Lane County which are not designated by the County or statute as being filled by a specific individual. However, in circumstances when the Board deems it in the County's best interest, the Board may reappoint an incumbent to more than two consecutive terms. An individual who has served for two terms may in all events be eligible for reappointment after not serving for one year.

(g) **Vacancy During a Term.** Whenever a vacancy occurs during a term, the replacement shall be appointed only to fill the unexpired portion of the term. If the vacancy is for a term which ends on a date other than that specified in the Lane Manual for that committee, the appointment will adjust the ending date of the term to comply with the appropriate Lane Manual section. Such service shall not be deemed a full term for the purposes of the two-term limit of LM 3. 506(2)(f). If the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term. In that case, the appointment is considered as meeting one term of the two-term limit.

(h) **Interview.** The Board may designate certain committees to undergo an interview process prior to appointment and the Board retains authority to interview applicants for any of Lane County's advisory committees. The Board may appoint a subcommittee to conduct the interviews. The Board has designated these bodies as committees whose applicants will be interviewed as a vacancy occurs:

- (i) Board of Property Tax Appeals.
- (ii) County Fair Board.
- (iii) Planning Commission (Lane County).
- (iv) Community Mental Health Advisory Committee.

The County Administrator is delegated authority to implement the interview process.

(i) **Notice.** Notice of committee vacancies shall be sent to city offices, public libraries and other sources, in addition to the normal news media list.

(j) **County Employees.** County employees shall not ordinarily be deemed eligible as citizen representatives on advisory committees. However, there are instances where such membership may be appropriate. The Board shall consider applications from County employees when the employee presents sufficient written rationale for membership to County Administration Office. The County Administration Office shall review and make recommendations to the Board. The Board can remove appointments in any case in which a problem may arise.

(3) **Communication Between Committees and the Board of County Commissioners**

(a) A copy of all minutes of advisory committee meetings shall be sent to the County Administration Office.

(b) Committee recommendations for public action must be submitted to the Board for approval prior to taking action.

- (4) Staff Support for Committees
- (a) The staff person assigned to an advisory committee shall provide the support determined by the County Administrator.
  - (b) Staff may participate in committee deliberations, but shall not vote on deliberations.
  - (c) Staff may serve as chair for a new committee until it is sufficiently organized to elect officers. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

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organization or private for-profit organization who seeks to obtain a contract with the County to provide a service or product on some type of regular basis, i.e., more often than "infrequently" or "rarely." "Vendor" includes employees, board members and any members of the organization who actively participate in the management of the organization.

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