



Oregon Association of Municipal Recordors

CITY RECORDER'S PROCEDURES MANUAL COMMITTEE

Purpose:

The Recorder's Procedures Manual Committee shall ensure that the manual is kept up-to-date with the most current information, guidelines and resources available.

Responsibilities:

- a. The Committee shall meet at least once during the year to review the Procedure Manual for any changes that need to be made. The Committee shall verify that Recordors listed as network resources in Chapter 7.04 of the manual are still current, active members of OAMR and that their addresses and phone numbers are correct. The Chair of the Committee shall present recommended amendments for approval by the OAMR Board of Directors no later than the annual meeting. Upon receiving approval of amendments, the Committee shall coordinate the incorporation of such amendments into the manual and distribution of the same to membership.
- b. The City Recorder's Procedure Manual is now available on the OAMR Web site (www.oamr.org). The Committee shall be responsible for ensuring that the approved revisions to the Procedure Manual are provided to the Chair of the Internet Committee so that the Web site can be updated. If a City does not have access to the Internet, a hard copy of the Manual can be provided upon request to the Procedure Manual Committee or an Executive Board Member.

PROPOSED DUTIES:

1. Review the duties of the Committee.
2. Each member to print out on the Organization's website, and read through the current manual, indicating any questions or concerns with procedures. Share any concerns or questions with other committee members.
3. Prepare proposed changes to the Manual.
4. Update any phone numbers, mailing and e-mail addresses of contacts.
5. Committee review proposed changes, and agree on recommended changes. Because it would probably be difficult for the Committee members to all get together, the meetings can be handled through e-mail.
6. Prepare report and recommendation to the Board for approval.
7. After Board approval, update manual, convert to PDF, update Web pages, and send to Internet Committee Chair to be added to OAMR website.
8. Prepare announcement of addition for the OAMR newsletter.

9. Have copies of updated manual available for members who do not have access to Internet.
10. Chair: Prepare status reports for Board Meetings and Committee annual report for approval at the annual conference. Make presentations as needed of any update to the Board as well as at the annual conference Business Meeting.

[Current Committee Member List](#)

[Procedure Manual](#)

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