

City of St. Helens
RESOLUTION NO. 1521

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT
OF ST. HELENS BOARD, COMMISSION AND COMMITTEE MEMBERS**

WHEREAS, the City Council wishes to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions; and

WHEREAS, this policy is to establish general recruitment, selection and appointment guidelines for appointments to the City of St. Helens Boards, Committees and Commissions.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS
RESOLVES AS FOLLOWS:**

1. The City shall advertise in the local newspaper of record all board, committee and commission vacancies as they become available.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application on file with the City Recorder's Office. Appointees wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application.
4. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period the Council liaison shall determine if there is sufficient candidates to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
5. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
6. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board or commission, the specific chapter shall control.
7. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a vacancy. The number of applicants to be interviewed is at the committee's discretion.
8. Reappointments to a board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.
9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. board, committee or commissioners members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 12th day of August, 2009, by the following vote:

Ayes: Morten, Locke, Martyn, Barlow, Peterson

Nays: None

Approved by the Mayor: August 12, 2009



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder

Advisory Board Attendance Policies

Tillamook:

(5) Board, Commission, Committee and Task Force Operating Policies

5.1) All meetings of boards, commissions, committees and task forces that are formed to make a recommendation to the Council are subject to public meetings laws of the State of Oregon.

5.2) Unless otherwise provided by law, the number of meetings related to business needs of the board, commission, committee or task force may be set by the individual body. Notices of all meetings, including date, time, place and principal subjects to be discussed will be published in accordance with the public meetings laws of the State of Oregon.

5.3) For those boards, commissions, committees or task forces having bylaws, all by-laws and amendments will be approved by the Mayor and/or Council.

5.4) The chairperson or staff liaison (if assigned) will be responsible for the agenda of all meetings of boards, commissions, committees and task forces. They will also assure that minutes are kept of all meetings in accordance with the public meetings laws of the State of Oregon.

5.5) All appointees serve at the pleasure of the appointing authority. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the board, commission or committee meetings in any twelve consecutive month period.

5.6) A quorum for conducting business is a simple majority of the membership of the board, commission or committee.

5.7) All members of advisory bodies should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage. Additionally, certain public officials are required to file "Statements of Economic Interest" with the Oregon Government Ethics Commission by April 15 annually (ORS Chapter 244). In Springfield, this currently applies to the following:

Mayor and City Council
Planning Commission
Springfield Community Development Board

Others:
Springfield Utility Board
Municipal Judges
City Manager

Further information about filing requirements may be obtained through the City Recorder.

5.8) Unless specifically directed by the City Council to state the City's official position on federal, state or county legislative matters, no lobbying before other elected bodies or subcommittees thereof will be undertaken by members of boards, commissions, committees or task forces. An individual member is free to voice a position on an issue as long as it is made

clear that he/she is not speaking as a representative of the City of Springfield or as a member of his/her board, commission, committee or task force.

Oregon City:

URC: Section 3. Lack of Participation: Any Board member, with the exception of a City Commission member, may be removed by a majority vote of all members of the Urban Renewal Commission for non-participation, which shall be defined as absence from three consecutive meetings without notice to the chair or vice-chair.

Library Board: After two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member's attendance and shall, by a quorum of the Library Board, reach a decision about their continued membership on the Library Board. The Chairperson will contact the member with the decision of the Library Board.

CCAB: Any Board member who by unexcused absence misses three (3) consecutive regular and special meetings, or any four (4) regular and special meetings in a six-month period shall be notified in writing by the Chairperson. The Board shall review the reasons for non-attendance and may recommend to the City Commission that a Board member be removed. The City Commission shall have authority to remove Board members who miss three(3) consecutive regular and special meetings, or any four (4) regular and special meetings in a six-month period.

ARTS COMMISSION: Inactive committee. After a member has three consecutive absences without adequate reason, the Commission may remove that member. Should a member be removed, the Mayor will make a new appointment.

PLANNING COMMISSION: Upon failure of any member to attend three consecutive meetings, the Planning Commission may recommend termination of that appointment to the City Commission, and the City Commission may remove the incumbent from the Planning Commission and declare the position vacant to be filled in the manner of regular appointment.

PRAC: After two (2) consecutive unexcused absences, the Chair will contact the committee member. The remainder of the committee shall then determine continued membership.
