



## 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 annually 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 verify contact information. The Chair of the Committee shall present recommended amendments for approval by the OAMR Board of Directors no later than the actual meeting. Upon receiving approval of amendments, the Committee shall coordinate the incorporation of such amendments into the manual for distribution to the OAMR membership.
- b. The City Recorder's Procedure Manual is now available on the OAMR website ([www.oamr.org](http://www.oamr.org)). The Committee shall be responsible for ensuring approved revisions to the Procedure Manual are provided to the Internet Committee Chair so the website 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 a Board Member.

#### **PROPOSED DUTIES:**

1. Review the duties of the Committee.
2. Each member to review the current manual, sharing any questions or concerns with other committee members.
3. Prepare proposed changes to the Manual.
4. Update any referenced websites, 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 updates to the Board, as well as at the annual conference Business Meeting.