



Commissions, Committees, Task Forces, and other Advisory Bodies Rules

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1. Purpose.

The Fairview City Council adopts the following rules for creating, appointing, and conducting business to govern commissions, committees, task forces, and other council created advisory committees. The authority to create commissions, committees, and task forces is subject to the City Charter and FMC 2.14. These rules are adopted by the council subject to the City Charter and FMC 2.14.

2. Creation.

- a. The creation of all council advisory bodies is subject to the provisions of FMC 2.14.
- b. A commission or board is a standing advisory body created by ordinance and appointed by council and which is required by state law.
- c. A committee is a standing advisory body to the council created by ordinance and appointed by council.
- d. A sub-committee is an advisory body to a committee or commission created by resolution for a specific purpose, for a limited, stated duration and made up of at least four members of the committee or commission who are appointed to the sub-committee by council. Sub-committees will be dissolved upon completion of the stated project or purpose.
- e. A task force is an advisory body to the council created by resolution for a specific purpose, for a limited stated duration, and appointed by council). Task forces will be dissolved upon completion of the stated project or purpose.
- f. A work group is a group of less than a quorum of a commission or committee which may be comprised of additional city volunteers, created by the commission, committee, or other advisory body, without council approval, to serve a specific purpose for a limited, state duration, and be dissolved upon completion of the stated project or purpose.

- g. Other advisory bodies are any other group created by resolution and appointed by council which advises the council regarding issues of City business with purpose and terms of appointment to be determined by the council at the time of creation.

Fairview Municipal Code Established Commissions and Committees

	Membership	Years Per Term
<i>Planning Commission</i>	7	4
<i>Parks and Recreation Advisory Committee</i>	7	3
<i>Arts and Community Events Advisory Committee</i>	7	3
<i>Building Appeals Board</i>	5	3
<i>Public Safety Advisory Committee</i>	7	3
<i>Contract Review Board</i>	7	4
<i>Economic Development Advisory Committee</i>	7	3

3. Appointments and vacancies.

- a. The size of commissions, committees, task forces and other council created advisory committees shall be determined by the council at the time of the commissions, committees, task forces, or other advisory committee creation.
- b. Open positions on commissions, committees, task forces, and other council created advisory committees shall be broadly noticed in the local newspaper, on the city webpage, and in the city monthly newsletter for no less than 30 days prior to council consideration of appointments. If an inadequate number of qualified applications are received for any position, the deadline may be extended with a majority vote of the council.
- c. A majority vote of the council will determine if Council appoints commission, committee, task force, and other advisory committee members based on application criteria only or if interviews will be required before appointment.
 - i. If an exceptionally large number of applications are received, the council may create a council committee of those councilors interested in conducting formal interviews to conduct interviews and then forward recommendations to the full council for consideration of appointment.
 - ii. If interviews are conducted for appointment to a specified commission, committee, task force or other advisory body, all applicants for that body will be interviewed.
 - iii. The council will interview all applicants for Planning Commission and Budget Committee.
 - iv. Appointed commission, committee, task force, and other advisory committee members will be notified in writing by the City Administrator of their appointment.
 - v. The Chair of each commission, committee, task force, or other advisory body will be notified of appointments.
 - vi. All applicant records will be maintained in compliance with State Record Retention requirements.
 - vii. Applications will expire on December 31 of the calendar year in which they were submitted.
 - viii. If a vacancy occurs on a commission, committee, task force, or other advisory body, applicants who have a current application on file with the city recorder's office will be contacted for interest in participating in the process to fill the vacancy.

- d. Council will utilize several criteria in choosing recommendations for appointment including residency, prior experience with city committees, special knowledge and relevant skills, time availability to serve, and geographic balance of community representation.
- e. All commission, committee, task force and other advisory groups shall be appointed by a concurrence of majority of the council (including the Mayor) present at the meeting when the appointment occurs.
- f. Term limits exist per FMC 2.14.
- g. Vacancies will be filled in accordance with FMC 2.14.110 and pursuant to the notice requirements detailed above.
- h. A vacancy will be declared when a member fails to attend three or more consecutive meetings of the commission, committee, task force or other advisory body to which he/she has been appointed; provided, however, that a majority vote of the council may waive automatic termination if expressly requested by the advisory body and is, in the discretion of council, warranted by individual circumstances.
- i. A member's term which expires on December 31, shall continue until such time as Council appoints or reappoints a member to the vacancy.

4. Meetings.

- a. All meetings of commissions, committees, task forces and other advisory groups shall comply with the Oregon Public Meetings Law, which is hereby incorporated by reference into these Rules.
- b. Special meetings may be called by the Chair or three or more members of the commission, committee, task force or other advisory group in compliance with public meetings law. Appropriate notice of no less than 24 hours shall be given to the remaining appointed members, the council liaison, the staff liaison, the City Administrator and the public. The notice shall specify the meeting time and place and a description of the business to be transacted at the meeting. No general legislation may be considered at a special meeting except that for which the meeting is called.
- c. A majority of voting members must be present for a special meeting; one of whom must be the chair or vice-chair of the commission, committee, task force, or other advisory body.

5. Minutes.

- a. The staff liaison shall prepare written minutes of all meetings within seven business days of the meeting. The minutes shall be approved by the commission, committee, task force, or other advisory group and made available for public inspection.
- b. Copies of minutes shall be included in council packets on a monthly basis.

- c. Written minutes shall include the names of all appointed members present, all motions made, results of votes, with the vote of each member recorded by name unless the vote is unanimous, and references any documents discussed. Minutes shall be signed by the meeting Chair or Vice-Chair at the immediate subsequent meeting.
- d. All meetings are recorded and copies are retained by the City Recorder of the City of Fairview in order to comply with the Oregon Public Meetings Law.

6. Order of business.

Regular meetings shall be conducted in the following order of business, subject to the right of the Chair to change the order of business:

- a. Call to order.
- b. Roll call.
- c. Approve minutes from prior meeting.
- d. Citizens Wishing to Speak on Non-agenda Items.
- e. The purpose of this item is to allow citizens to present information or raise an issue regarding items not on the agenda. A time limit of three minutes per citizen shall apply unless the chair adjusts the time limit as appropriate. Citizen comment period shall not exceed 30 minutes unless the members vote to suspend the rules.
- f. Presentations.
- g. Committee business and Public Hearings.
- h. Adjournment.

The order of business may be changed by Chair or presiding officer, or by a majority vote of the remaining members.

7. Discussion of business.

The right to discuss the business before the commission, committee, task force, or other advisory group is reserved exclusively for the commission, committee, task force, or other advisory group appointed members, with the following exceptions:

- a. Public hearings.
- b. Citizens wishing to speak on non-agenda items.
- c. Only the Chair shall have the authority to recognize any council, staff liaison, or member of the audience for discussion of any matter before the commission, committee, task force or other advisory group.
- d. No person shall be permitted to speak or present evidence until recognized by the Chair and given permission to speak or present evidence. All comments, evidence or questions from the floor will be addressed to Chair. In the case of questions, the Chair will request input from the appropriate sources (staff, councilors, or presenters).
- e. A committee member may request an item on the agenda, if they have support from one additional committee member by notifying the Chair of the topic at least five business days prior to the commission, committee, task force, or other advisory group meeting. The topic

should have sufficient information for consideration. The item will be placed on the agenda under Committee business in a timely manner. The staff liaison organizes and compiles commission, committee, task force, or other advisory group agendas with final approval by the Chair.

- f. Draft agendas will be distributed to commission, committee, task force, or other advisory group members one week prior to meetings.

8. Conduct of business.

- a. Presiding Officer. The Chair shall preside at all meetings of the commission, committee, task force, or other advisory group. In the absence of the Chair, the Vice-Chair shall preside.
 - i. Absence of Presiding Officer. In the absence of the Chair and Vice-Chair, the commission, committee, task force, or other advisory group meeting will be deemed cancelled.
- b. Motion Procedure. When a motion is moved and seconded, the Chair or presiding officer will state the topic is open for discussion by the commission, committee, task force, or other advisory group.
- c. Motion to Postpone. A motion to postpone may be debated and amended and may specify a time when the question will be considered.

9. Conduct of meetings.

The rules contained in this section shall govern the conduct of meetings held by the commission, committee, task force, or other advisory group.

Nature and General Conduct of meetings

- a. No person in attendance shall be disorderly, abusive or disruptive of the orderly conduct of the meeting and any person may be removed from the meeting for such conduct. This standard is applicable to the entire commission, committee, task force, or other advisory group meeting. The Chair or presiding officer has the responsibility for control of the meeting. In the event of a disruption, the Chair or presiding officer will recess the meeting and contact those necessary to restore order for assistance.
- b. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive of the meeting.
- c. No person offering testimony shall speak more than once without permission from the Chair or presiding officer.
- d. No person shall testify without first receiving recognition from the presiding officer and stating his or her name and residence or business address.
- e. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by City staff shall be deemed

relevant, material and the weight or competency thereof shall be determined by the Chair or presiding officer.

- f. No member of the commission, committee, task force, or other advisory group who has a financial or other private interest shall participate in discussion with, or give an official opinion to, the commission, committee, task force, or other advisory group on the matter without first declaring for the record the nature and extent of such interest.
- g. An abstaining or disqualified commission, committee, task force, or other advisory group member present may be counted for purposes of forming a quorum.
- h. Public Hearings shall follow the same rules and guidelines as identified in the Council rules for "Public Hearings."
- i. Robert's Rules of Order Revised will be used as the guideline for conduct of commission, committee, task force, or other advisory group meetings, except where these Rules specifically apply.

10. Voting.

- a. Votes by all commission, committee, task force or other advisory groups are subject to the provisions of FMC 2.14.
- b. Each member present must vote on all questions before the commission, committee, task force, or other advisory group unless otherwise disqualified under state law or these Rules.
- c. If a member abstains, the reasons for the abstention shall be entered into the record.
- d. In the case of a tie vote on any proposal the proposal shall be considered lost.
- e. A commission, committee, task force, or other advisory group member may change his or her vote only if:
 - i. the action is taken immediately following the last vote cast; and,
 - ii. only if the vote originally was with the majority.
- f. A member shall not be allowed to withdraw an abstention if that abstention was appropriate and due to the member being disqualified from voting under state law or these Rules.
- g. A motion to reconsider any action may be made only at the same meeting where the action was taken, by a member on the prevailing side of the question. Any member may make a motion on the same question at any subsequent meeting.
- h. Unless the vote is unanimous, the ayes and nays of each member shall be entered into the minutes.

11. Communication

- a. The commission, committee, task force, or other advisory group shall by a majority vote recommend the forwarding of commission, committee, task force, or other advisory group members' recommendations to the council. The Chair or Vice-Chair will forward the recommendation via written correspondence to the Mayor for placement of the topic on the council agenda. A copy of the request will also be forwarded to the City Administrator. All supporting documentation, notes, minutes, presentations, and detailed expense request will be included with the recommendation.
- b. The commission, committee, task force, or other advisory group will on a quarterly basis, submit a status report to the council on the progress made on the work plan as presented by and developed with the commission, committee, task force, or other advisory group the previous August.

12. Dissolution.

Dissolution of any commission, committee, and task force of other advisory group is subject to the provisions of FMC 2.14.070.

13. Ethics code.

Commission, committee, task force, or other advisory group members shall review and be bound by the requirements of the State Ethics Law dealing with use of public office for private financial gain. Members shall give public notice of any potential or actual conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the commission, committee, task force, or other advisory group. This general obligation includes the duty to refrain from:

- a. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public;
- b. Making decisions involving business associates, customers, clients and competitors;
- c. Violation of commission, committee, task force, or other advisory group Rules in fact or intent;
- d. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends;
- f. Seeking employment of relatives with the City;
- g. Actions benefiting special interest groups at the expense of the City as a whole;
- h. Commission, committee, task force, or other advisory group members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring nondiscriminatory performance of public services, being informed concerning the matters of the commission, committee, task force, or other advisory group's consideration and abiding by all decisions of the Council, whether or not the member agrees with the prevailing side.