

## **RESOLUTION NO. 583**

### **A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE FOR GENERAL CANBY DAY FOR THE PURPOSE OF COORDINATION OF THE ANNUAL EVENT WITHIN CANBY; AND TO BE KNOWN AS THE GENERAL CANBY DAY ADVISORY COMMITTEE**

**WHEREAS**, the City Council is of the opinion that it is in the public interest to provide the citizens of Canby with an annual event known as General Canby Day; and

**WHEREAS**, it is recognized that there is a need in the City of Canby for a committee to coordinate the activities for said event that will have full City and public support, now therefore

#### **IT IS HEREBY RESOLVED BY THE CANBY CITY COUNCIL:**

##### **Section 1. General Canby Day Advisory Committee**

There is hereby created and established an advisory committee to be entitled and designated as the General Canby Day Committee under authority granted by the Canby City Council.

##### **Section 2. Duties and Responsibilities of the Committee**

The advisory committee shall be specifically responsible for but not limited to the following:

- A. Act in an advisory capacity to the City Council regarding General Canby Day activities.
- B. Developing, implementing and coordinating the annual General Canby Day activities.
- C. Review and approve applications for participation in General Canby Day.
- D. Serve as liaison between the City of Canby and other outside agencies in developing, implementing and coordinating General Canby Day.
- E. Promote public interest in General Canby Day.
- H. Create and work within an annual budget.

##### **Section 3. Organization of the Advisory Committee**

A. **Membership:** The advisory committee shall consist of a minimum of ten (10) members with at least one member representing the Canby Arts Association and one member representing the Canby Chamber of Commerce. The members of the committee shall be appointed by the Mayor and confirmed by the City Council and serve at the pleasure of the Council.

B. **Terms of Office:** At their first meeting, the appointed members of the advisory committee shall choose their term of office by lot as following:

at least two members shall initially hold office for one two year period;

at least four members shall initially hold office for one three year period; and

at least four members shall initially hold office for one full four year term.

Succeeding appointees shall hold office for a term of four (4) years from July 1st in their appointment. At the expiration of the term of any member, the Mayor shall appoint a new member or may reappoint a member for another term of four (4) years with the confirmation of the City Council. If a vacancy occurs during the term of a member, the Mayor shall appoint a new member to complete the unexpired term, with the confirmation of the City Council. Any member failing to attend three (3) consecutive meetings without approval of the committee chairperson, may be removed by the City Council and a new member appointed to complete the unexpired term.

C. Officers: At the first meeting the committee shall select a chairperson, vice-chairperson and secretary who shall serve for a term of two (2) years. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve all minutes; have custody and keep all documents and papers while with said commission. The chairperson and vice-chairperson shall advise and consult with the City Council and City officials as to the work and recommendations of said committee; work with said committee and its subcommittees; work with organized community groups and others to carry forward all plans and policies of the committee as to activities of General Canby Day; and perform such other duties as may be prescribed by said committee.

D. Meetings: The advisory committee shall meet at least once each month and shall meet on the call of the Chairperson or on call by a majority of its members. A majority of the members shall constitute a quorum.

**ADOPTED** by the Canby City Council at a regular meeting, April 19, 1995.

  
Scott Taylor, Mayor

ATTEST:

  
Marilyn K. Perkett, City Recorder