

A RESOLUTION OF THE LEBANON CITY COUNCIL ADOPTING THE ADVISORY GROUPS MEMBER & STAFF MANUAL, AMENDING RESOLUTION NO. 3 FOR 2006 AND APPOINTING THE CITY COUNCIL AS THE LIBRARY BOARD PURSUANT TO ORS 357.465
) **RESOLUTION NO. 3**
) **FOR 2011**
)

WHEREAS, the City of Lebanon enacted Ordinance 1795 for 1980, codified at LMC 2.20, establishing and regulating the Lebanon Library and the Lebanon Library Advisory Board; and

WHEREAS, the City of Lebanon enacted Ordinance 2790 for 2010, codified at LMC 2.30, establishing and regulating the Lebanon Bicycle and Pedestrian Advisory Board; and

WHEREAS, the City of Lebanon enacted Ordinance 2101 for 1991 and Ordinance 2031 for 1988, codified at LMC 2.28, establishing and regulating the Lebanon Senior and Disabled Services Program and the Lebanon Senior and Disabled Services Advisory Board; and

WHEREAS, the City of Lebanon enacted Resolution No. 3 for 2006 establishing and regulating the Lebanon Park Committee/Tree Board; and

WHEREAS, the Lebanon City Council appointed an *ad hoc* committee entitled the Advisory Boards Review Committee which, after appropriate notice, held public meetings and received public input on December 15, 2010, January 6, 2011 and January 13, 2011 regarding the creation and adoption of an Advisory Groups Member & Staff Manual; and

WHEREAS, The Lebanon City Council has considered public testimony, staff reports and the recommendations of the Lebanon Advisory Boards Review Committee and desires to provide guidance and consistency for the committees created and/or appointed by the City of Lebanon;

NOW, THEREFORE, THE LEBANON CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. As a result of the adoption of this Resolution, Resolution No. 3 for 2006, AN AMENDMENT TO RESOLUTION NO. 38 (dated October 9, 1996), A RESOLUTION TO CREATE THE LEBANON PARK COMMITTEE/TREE BOARD is and shall be amended as follows:

A. Section 1 shall be deleted in its entirety except for: "There is hereby established a committee which shall be known as the *Parks Committee/Tree Board.*"

B. Sections 2, 3, 4 and 5 are deleted in their entirety;

C. Section 6 is deleted in its entirety and shall be replaced with:

Section 6. The functions of the Park Committee/Tree Board may include but are not limited to the following:

- A. Promote Parks and the maintenance and preservation of trees in the City of Lebanon.
- B. Review and evaluate for final implementation of the park system master plan. The committee shall continue to evaluate progress toward the plan and recommend future changes as needed to keep abreast of current needs and conditions.
- C. Prioritize and help coordinate efforts of volunteer groups wishing to develop park improvements.
- D. Promote the annual Tree City U.S.A. designation by the National Arbor Day Foundation.
- E. Review fee schedules for picnic shelter rental, camping fees or other fees pertaining to parks, and make recommended changes as needed.
- F. Promote the planting and proper maintenance of trees through special events, including an annual local celebration of Arbor Day.
- G. To carry out such other tasks as may be delegated to the committee from time to time by the City Council.

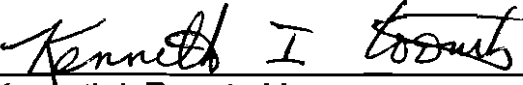
Section 2. Pursuant to ORS 357.465 and consistent with Ordinance 1795 of 1980, the Lebanon City Council is hereby appointed the Library Board, which shall govern the Lebanon Public Library.

Section 3. The Lebanon City Council hereby adopts and ratifies the City of Lebanon Advisory Groups Member & Staff Manual in the form attached hereto as Exhibit A and intends that such Manual shall govern all City of Lebanon standing or *ad hoc* committees to which it applies. It is the intent of the Lebanon City Council that the Advisory Groups Member & Staff Manual shall apply to all standing and *ad hoc* committees except those that are controlled or governed by state law and/or the Lebanon Municipal Code.

Section 4. This Resolution shall be effective 30 days after its passage.

Passed by the Lebanon City Council and signed by the Mayor this 9th day of February 2011 by a vote of 5 in favor and 1 against.

CITY COUNCIL OF LEBANON, OREGON


Kenneth I. Toomb, Mayor
Bob Elliott, Council President

Attested by:


Linda Kaser, City Clerk



Lebanon City Council

Advisory Groups Member & Staff Manual

Effective January 15, 2016
Approved by the Lebanon City Council on January 15, 2016

Introduction To Lebanon City Council Advisory Groups

Lebanon's community members may choose to participate in city government through serving on one of the City of Lebanon's advisory or ad hoc boards, commissions, or committees. Advisory group members provide an invaluable service to our community by interacting with people of all ages, interests, and backgrounds.

Advisory group members provide elected officials and City staff greater understanding of community concerns, values, and perspectives. The detailed studies and advice of boards and commissions are often catalysts for innovative programs and improved services.

This Advisory Group Manual is intended to function as both a guideline and a governing framework for the City's standing committees, with the exception of the Planning Commission.

It will be reviewed annually by the City Council to assure consistency with the current City needs, goals and financial resources.

Lebanon's Form of Government

Mayor/Council/Manager System: The City of Lebanon is governed by the Council/Manager form of government. In this form of government, the City Council develops legislation and policies to direct the City, and hires a professional manager (the City Manager) to oversee/direct the City's personnel and operations and to carry out the City Council's direction.

Mayor: The Mayor serves as the City's political head and chair of the Council. The Mayor is the formal representative of the City. He or she presides over City Council meetings but has no vote except in the case of a tie. The Mayor appoints all advisory group members with City Council advise and consent.

City Council: The City Council, Lebanon's legislative body, has six members. Councilors are elected on a nonpartisan ballot for four-year terms, with two members elected from each of the three wards. The Council sets City goals, enacts legislation, adopts a budget, policies and plans, and determines the services the City provides.

City Manager: The Council appoints a City Manager who manages the City's staff and departments. The City Manager is responsible for the day-to-day operations of the City and hires department managers to assist in providing City services and enforcing City ordinances.

For the purpose of this manual all committees, commissions and boards will be referred to as "Committees".

The following pages provide information and guidelines in the following areas:

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Types of Committees

The City Council has created *two distinct types of committees*: **Standing** and **Ad Hoc** Committees.

Standing Committees are herein established by this advisory manual and implementing resolution. In general, they make recommendations to the City Council on policy issues and, upon request, advise City staff on specific operational matters, **all within the limitations of the City's financial resources**. For example, committees help locate donations, or in kind services, as a match for Council approved goals. Existing Standing Committees include:

Budget Committee: Develops budget recommendations for Council action and approves the City's tax rate. (*Note: The Budget Committee is governed by ORS 294.336, thus not affected/impacted by this manual.*)

Planning Commission: Advises the Council and serves as a quasi-judicial committee. This committee has the authority to make binding decisions regarding land use activities on public and private property. (*Note: The Planning Commission is governed by Lebanon Municipal Code Title 16 and Oregon Revised Statutes 227 and 197, thus not affected/impacted by this manual.*)

Article 6, Chapter 16.31 of the LMC establishes the Planning Commission as the City's official **Historic Landmark Commission**. As such, the Planning Commission has authority over the Lebanon historic register, provides criteria for decisions regarding the inventorying, listing of historic resources, as well as proposed alterations and demolitions of historic resources.

Parks Committee/Tree Board: Advises the Council in assessing needs and planning for City parks and tree maintenance. This committee advises the City Council, when requested, of updates/amendments to the Parks Master Plan. It also makes recommendations concerning repairing/improving park facilities.

Bike and Pedestrian Advisory Board: Advises the Council on matters which will encourage and enhance cycling and walking in Lebanon while promoting bicycle and pedestrian safety and awareness. This committee makes recommendations to the City Council concerning possible expansion of bike and pedestrian routes as well as repairs to existing facilities consistent with the City's Transportation System Plan (TSP).

Library Advisory Committee: This committee is not a governing board as described in ORS 357.465, but rather serves a purely advisory role to City staff and the City Council. It makes recommendations concerning Library programming materials, and overall public services. It provides input to the City Council and staff, regarding Library facilities, grants opportunities, and the appropriate uses of gifts made to the Library.

Senior & Disabled Services Advisory Committee: Makes recommendations to the Senior and Disabled Services Program Manager on rules and policies for governing the Senior Center and Dial-A-Bus programs. This committee makes recommendations concerning senior programs. It also gives input to staff and the City Council concerning the maintenance of/or improvements to Senior Center Facilities.

Ad Hoc Committees are authorized by the Mayor to address specific emerging or priority issues. In most cases, the Mayor recommends and appoints members to these groups. The duration of the committee(s) is limited and the scope of work is limited to a specific charge. This manual serves as a functioning guideline for ad hoc committees but is not always applicable to them.

Committee Membership

It is the policy and intent of the City Council that in all mayoral committee appointments, every applicant will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, genetics, disabilities or other protected status or activities in accordance with law.

Recruitment for most department advisory groups occurs each spring, in every even numbered year, with appointments to all terms beginning July 1. Public notice of all current or anticipated vacancies shall be made from April 1-30 in every even numbered year (or as required) in the local newspapers and the City's website. Applicants shall complete a City application submitted online or paper to the City Clerk no later than May 15 of every even numbered year. The City Clerk then provides all applications to the Mayor and affected committee chair(s). The standing committee with a vacancy then reviews applications and selects candidates to recommend to the Mayor for his/her review/consideration.

The Mayor makes appointments in June with terms commencing on July 1. Committee vacancies occurring as a result of a resignation shall normally be filled within 60 days by following the same process as regular vacancies.

Number of Members: Each standing committee shall have not fewer than five or more than seven current (active) members based on the committee's request and the final appointments of the Mayor. It shall be the committee chairperson's responsibility in conjunction with the City Clerk, to maintain a listing of all active members including all relevant contact information for each.

Terms: Terms shall be for four years, or less, as may be necessary to assure proportional (staggered) expiration of terms.

Quorum: Shall consist of 51% of the current voting membership.

Number of Meetings: For most standing committees, 4 to 10 meetings per year should be adequate. Where there are no, or minimal, City Council goals related to the committee, quarterly meetings are the standard. Committees may meet more often upon request of the Chairperson, Mayor, or City Manager. However, the Mayor or City Manager must approve staff support and/or participation for any special meeting that may be called.

Reappointment: Members on standing committees may be reappointed for second and third terms. Incumbents must submit application material before the recruitment deadline. Individuals who have served the maximum three terms must wait one year before they can reapply for a position on the same committee.

Member Eligibility Requirements: Applicants must live within the Lebanon Community School District boundary to be eligible for appointment to standing committees. Budget Committee members must be qualified electors residing in the ward they represent. Preference in appointments will usually be given to those who live within City limits. *[All applicants must pass a criminal background check.]*

Eligibility of City Employees: City of Lebanon employees or City Council members may not serve on City committees except in a nonvoting advisory capacity only.

Serving on Multiple Committees: If there are no other interested applicants members of City committees may serve on one additional standing committee or two Council ad hoc committees.

In some cases, a standing committee member may represent his or her group on another standing committee. In these instances, the standing committee member is permitted to serve on the two standing committees and one additional department or ad hoc committee.

Members Roles, Relationships, & Communication (with Elected Officials and City Staff)

Mayor and City Council: Groups that are advisory to the City provide status reports, meeting minutes, written findings, and recommendations in several ways:

- 1. The Monthly City Council Agenda Packet.** Committee reports/minutes must be approved by the committee before being submitted to the Council. The committee's chairperson is responsible for supplying the City Clerk's Office with recommendations and/or meeting minutes for placement in the council packet. Recommendations requiring action by the City Council must be submitted in writing to the City Clerk. The City Clerk shall then place the committee recommendation(s) on the next available scheduled Council Agenda for Council consideration. *Council will consider committee recommendations separately from committee minutes.*
- 2. Small Group Interface.** Committees may also communicate with the Mayor and Council through assigned council liaisons and by setting occasional meetings with one or more elected officials to discuss current issues.
- 3. Annual Committee Work Plan.** Any standing committee may develop a specific and scheduled work plan with specific goals, functions or projects for a one or two year period. All work plans must be submitted to the City Council for approval prior to implementation.
- 4. Committee Reports.** The committee chair, or other committee person as approved by the committee, may personally present recommendations or activity reports directly to the City Council, and/or submit a memo outlining the recommendation/report to the City Clerk. All written reports/ recommendations must be submitted by 5 pm Wednesday of the preceding week's City Council meeting. The City Clerk will place the report on the Council Agenda as a discussion item.
- 5. Joint meeting.** On rare occasions, it may be appropriate to consider a joint meeting between a standing committee and the City Council. Requests for a joint meeting should be submitted to the Mayor or City Manager via the City Clerk's office, stating the reasons and anticipated outcomes of such a meeting.

Standing and ad hoc committees make recommendations to the City Council. The City Council then accepts, rejects, or modifies those recommendations. The Council relies on various committees to increase the variety of viewpoints on City issues. By concentrating on specific areas, committee members can expand the level of expertise in which to address an issue and can conduct detailed analyses that the Council itself may not have the time to pursue.

It is expected that committees will adopt positions of advocacy within their specific spheres of interest. However, the Council's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public. The Council must weigh the effect of any given recommendation, not only on the particular area of interest but on all other City goals, programs, and financial status.

Committee Support Staff: City staff, when assigned to committees, performs administrative and housekeeping functions, but do not vote. If one or more City staff regularly attend or otherwise supports a standing committee, they remain under the direction of the Department Manager and City Manager, not the Committee or Committee Chair. The Committee Chair must have the written consent from the City Manager for the City staff member(s) attendance at committee meeting(s) prior to such meeting(s).

Staff's main responsibilities are to assist the committee in its functions and to represent the City of Lebanon. Other responsibilities may include the following:

- Provide professional and technical advice;
- Provide clerical assistance for the preparation, duplication and distribution of committee letters, minutes and reports;
- Assist in preparing the committee agenda in consultation with the chair;
- Notify committee members and the City Clerk's Office of upcoming meetings or to place meeting information on the City website;
- Maintain a current copy of the Advisory Groups Manual and bring it to the committee meetings; and
- Secure meeting rooms for committee meetings.

In most cases, requests for City staff support, to perform specific work, projects, or reports should be approved by the Department Manager or City Manager to ensure that the resource allocation is in accordance with overall priorities and does not impose an undo hardship on the City's financial resources.

Committee Member Responsibilities

The Chair is elected by the committee at the first committee meeting (organizational meeting) after July 1 in each even numbered calendar year and performs the following duties:

- Presides at all meetings of the committee
- Approves the agenda prior to distribution
- Signs correspondence on behalf of the committee
- Represents the committee before the City Council with the approval of the committee
- Performs other duties necessary or customary to the office

The most important duty of a chair presiding over a meeting is to ensure that the work of the committee is accomplished. To this end, the chair must exert sufficient control to eliminate irrelevant, repetitious, or otherwise unproductive discussion. At the same time, the chair must ensure that all viewpoints are heard and are considered in a fair and impartial manner.

Vice Chair & Secretary: These positions are also chosen by the committee at the organization meeting. The vice chair performs all the functions of the chair in his/her absence. The secretary is responsible for all minutes (see page 9), meeting notices, correspondence, and recordkeeping in conjunction with the City Clerk.

Transfer of Chair: In the event the chair is absent or unable to act, the vice chair presides in place of the chair. In the absence of both the chair and the vice chair, the remaining members shall elect one of their members to act as temporary chair.

Individual Committee Members: Unless authorized by the committee, an individual committee member may not represent the committee before any other committee, outside agency, the media, or the general public. When an individual committee member is appearing in a private capacity before other committees, outside agencies, or the general public, the committee member must clearly indicate that he or she is speaking as a private individual, not as an official representative. Official City stationery may be used only for official communications authorized by the committee. Committee members should be sure that the Committee Chair, City Clerk, and staff liaison (if applicable), have your current contact information.

Each committee member also has the obligation to work cooperatively with other committee members. Committee members should exercise self-discipline and strive always to be objective, fair and courteous with each other as well as with staff and the public. Respect for the time of other committee members, staff, and the public is of critical importance.

Miscellaneous

Food and Beverage: Because of budget constraints, departments generally are unable to provide full meals at regular committee meetings. However, many advisory groups enjoy light snacks. Committee members may choose to provide snacks within their membership and at their own expense.

Training and Travel: The City supports member development through advisory group orientation, special forums and other sessions. Except in the most unusual circumstances, the City does not provide out-of-state and high-cost training opportunities, generally keeping training costs below \$100 per member in a 12-month period. All costs must be approved by the City Manager prior to the training registration.

Ethics and Accountability

Conflict of Interest: Members of Lebanon's committees need to provide objective advice to the City Council. All members of committees should be aware of the need to avoid any instance or appearance of conflict of interest. Conflict of interest standards are generally applicable to all committees. In general, committee members should not vote whenever they have any kind of direct or indirect financial benefit in the action or recommendation proposed. State law requires that public officials may not use their position for financial gain.

Respectful Environment (No Harassment): Members of all City committees are agents of the organization and are subject to City policies related to maintaining a respectful work environment:

The City of Lebanon is committed to fair and impartial treatment of all employees, applicants, contractors, volunteers, and agents of the City, and to provide a work environment free from discrimination and harassment, where people treat one another with respect. It is the responsibility of all employees to maintain a work environment free from any form of discrimination or harassment based on race, creed, sex, sexual orientation, genetic makeup, color, national origin, age, religion, disability, marital status, familial status, source of income, or any other legally protected status. The City prohibits unlawful harassment and/or discrimination. Accordingly, derogatory racial, ethnic, religious, age, gender, sexual orientation, sexual, or other inappropriate remarks, slurs, or jokes will not be tolerated.

Absenteeism: All members shall take an active role in their committees, including regularly attending committee meetings. No distinction is to be made between excused and unexcused absenteeism, since it may be a source of misinterpretation.

Any member who misses more than two consecutive, regular meetings, or three or more meetings in a year, may be removed by the mayor or upon vote of a majority of the committee. If members of the committee are unable to attend a meeting, they shall notify the committee chair as soon as possible.

Resignation Procedure for Committee Members: A committee member wishing to resign shall submit a letter of resignation to the City Clerk. The City Clerk shall then notify the Committee Chair, Mayor, and the City Manager that a vacancy exists.

Committee Meeting Requirements

Open Meetings: Meetings must be held within the city limits of Lebanon and only at the place specified on the agenda. Once convened, such meetings may be adjourned to another location within the city if unusually large crowds or other circumstances warrant.

With very limited exception, all meetings of governing bodies, which include standing and ad hoc committees of the governing body, are open to the public in the state of Oregon. ORS 192.620 establishes Oregon's policy of open decision-making by governing bodies.

A quorum, consisting of 51% of the current voting membership must be present in order to proceed with the meeting. If a quorum isn't obtained within fifteen minutes of the scheduled start time, the meeting cannot take place and the meeting room should be vacated.

General Public: The purpose of committee meetings is to permit open discussion on specific topics in a setting that is more informal than a council meeting, to hear public expression on issues, and to inform the public of what the committee is doing. Committee members have an obligation to consider the welfare of the entire City, to be fair, objective, and courteous, and to afford due process to all.

Public Records: In Lebanon, the City Clerk has been assigned the responsibility of archiving, retaining, and lawfully destroying all public records. The Chair or Secretary must provide the City Clerk with all approved meeting minutes and agendas to be added to the City Council Consent Calendar and to archive accordingly.

Notice of Meetings, Agendas, and Public Records

All committee meetings are open to the public. State law requires that the City of Lebanon provide public notice of all meetings. The committee chairman and/or secretary shall be responsible for providing notice of the meeting and the agenda. He/she may be assisted in, or relieved from, this task by a designated City staff person.

In addition, discussion and materials distributed during public meetings are public record. For additional, detailed information, please see the Attorney General's Public Records and Meetings Manual.

City policy and public meetings law requires that committees provide at least 24-hour notice to the news media and interested persons before conducting a meeting. If 24-hour notice cannot be provided, the meeting should be rescheduled.

Committees may, in rare circumstances, hold an emergency meeting without providing 24-hour notice. This may only be done in a genuine emergency and with the knowledge and concurrence of the Mayor or City Manager.

Record of Meetings (Minutes): Oregon's Public Meetings Law requires that a public body have an accurate record (minutes) of its meetings. Minutes must be made available within a "reasonable time" after each meeting.

While written minutes need not be a verbatim transcript, the record of a meeting, whether preserved in written minutes or a sound, video or digital recording, must provide a "true reflection" of the meeting and must, at a minimum, contain the following information:

- Members present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- Results of all votes by name of each member;
- The substance of any discussion on any matter; and
- Any reference (or mention) to any document discussed at the meeting. The committee shall determine whether any documents on which decisions or recommendations are based, should be attached to the minutes.
- All documents distributed at the meeting shall become part of the record and turned over to the City Clerk along with the Meeting Agenda.

The committee's secretary is responsible for arranging for the meeting record, unless arrangements for staff assistance have been made. If minutes are taken, they must be presented to the committee for approval, and the committee may by motion make correction(s) to conform to fact. Corrected minutes should be included in the agenda packet at the next regular committee meeting. The official (approved) copies of minutes are retained by the City Clerk's Office.

How to Conduct a Successful Meeting

The chairperson should review the following steps with the membership on an annual basis after appointments are seated (usually August).

Five Steps to a Better Meeting:

I. Plan

- ⇒ Set the agenda in advance and state the purpose of the meeting
- ⇒ The agenda should include the date, time, subject and estimated length of the meeting
- ⇒ List the participants
- ⇒ State the goal for each agenda item: Information, Discussion, or Decision
- ⇒ Distribute background material in advance

II. Inform

- ⇒ Send out the agenda with enough lead time to prepare members for the discussion

III. Prepare

- ⇒ Structure the agenda so that the most important issues get covered first and there is adequate time for full discussion
- ⇒ Check the agenda at the start of the meeting for additions or deletions and to assure a quorum is met

IV. Structure and Control

- ⇒ Define the issues and stay focused on them
- ⇒ Avoid "spinning your wheels"
- ⇒ Keep the meeting within reasonable time parameters

V. Summarize and Record

- ⇒ Assign follow-through: Who does what and by when?
- ⇒ Commitments should be stated and recorded in the minutes

Tips on Chairing a Meeting:

1. Use "Robert's Rules of Order" as a guide for the conduct of your meetings
2. Follow the agenda and state clearly which item is being considered
3. State the purpose of each agenda item and the time allotted to it
4. Recognize persons to speak in the order in which they have sought recognition
5. Keep participation balanced – discourage domination by one or two committee members
6. Keep participation respectful, stop abusive, belittling or overly negative communications
7. Solicit input from those who have not spoken on an issue
8. Halt side discussions among one or two members while another person has the floor
9. Summarize at the conclusion of each agenda item: What was agreed upon and who shall do what by what date?
10. Clearly restate what is being voted upon
11. Outside of the meeting, confront cases of persistent late arrival, early departure, absenteeism

For additional tips on running meetings: www.robertsrules.com