



RESOLUTION 2023-059

CREATING A CITY CHARTER REVIEW COMMITTEE

WHEREAS, the City Charter for the City of Sherwood is the constitution for the City; and

WHEREAS, the City Charter was last comprehensively reviewed by a Charter Review Committee created via Resolution 2018-059 in June of 2018

WHEREAS, Section 1 of the City Charter provides that the, "charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council"; and

WHEREAS, The last voter approved update occurred during the November 2019 Election; and

WHEREAS, The current City Charter went into effect on January 1st, 2020; and

WHEREAS, the City Council met in work session on June 20th, 2023 and discussed the creation and format of a City Charter Review Committee, and

WHEREAS, The City Council desires to establish a City Charter Review Committee to evaluate the existing City Charter to determine if there is a recommendation for the City Charter to be updated or changed;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. A City Charter Review Committee ("Committee") is hereby established for the purpose of reviewing the City Charter in a comprehensive manner and advising the City Council with regard to potential proposed changes to the City Charter and the possible referral of said changes to City voters at a future election.

Section 2. The Committee will consist of ten members appointed by the City Council as follows:

- a. The committee will be composed of six members from the City Boards and Commissions, with no more than one member from each board or commission. The City Boards and Commissions include, for purposes of this selection: Planning Commission, Parks and Recreation Advisory Board, Library Advisory Board, Cultural Arts Commission, Police Advisory Board, Senior Advisory Board, Traffic Safety Committee, and a citizen member of the Budget Committee.
- b. The addition of three members of the Committee will be at-large citizens appointed by the City Council after an opportunity for interested citizens to apply for consideration.

- c. One City Council member (non-voting liaison member).
- d. All members shall be qualified City electors under state law and must have resided within the city for at least one year before appointment to the committee.
- e. All committee members must reside within the city during their entire tenure on the committee.

Section 3. The Committee is a public body governed by Oregon Public Meeting Law and other applicable statutes. Minutes shall be kept of all committee meetings in accordance with applicable law.

Section 4. If the Committee determines changes to the City Charter are warranted, it shall recommend draft amendments to the existing charter to City Council for its review and consideration for placement on the ballot for the voters of Sherwood.

Section 5. The Committee shall be subject to, and shall follow, to the greatest extent feasible, the attached document, Exhibit A, entitled "Expectations of the Charter Review Committee."

Section 6. The Committee shall terminate at the time charter amendments are voted on by the voters of Sherwood, unless the Committee determines changes are not warranted, in which case the Committee shall terminate when it makes such report to the City Council and council accepts the report.

Section 7. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 18th of July, 2023.



Keith Mays, Council President

Attest:



Sylvia Murphy, MMC, City Recorder

Expectations of the City Charter Review Committee

"Membership on a charter review committee is accepting responsibility for leadership in the most important single civic effort that any community can undertake. The duty of leadership is to find the highest attainable level of improvement, not just a token advance. Statesmanlike compromise is simply a means to this end."

- Guide for Charter Commission, National League of Cities

Purpose

The primary function of the City Charter Review Committee is to review the existing City Charter approximately every six years to determine if it will adequately serve the Sherwood community into the future. If necessary, the committee will recommend draft amendments to the City Charter for the City of Sherwood. Any proposed charter amendments will ultimately be reviewed by the City Council and considered for placement on the ballot for the voters of Sherwood.

The committee must be impartial, unbiased, and free of any perceived political gain. It may approach its task in whatever manner it determines will result in a document that best serves the citizens of Sherwood, subject to the terms and requirements set forth in this document. In addition to adhering to the Oregon Public Meetings law, the committee will strive to include the community beyond the requirements of the law. The City Council encourages the committee to seek opportunities to educate the community about the process and purpose of a charter review and the importance of a city charter, and to solicit community input.

The City Council has directed the committee to develop a review timeline such that any proposed amendments can be placed on the ballot no later than 2024.

Council Expectations

The Council expects the committee to follow proper decorum and be civil at all times the committee is operating. Committee members serve at the discretion of the Council and may be removed by vote of a majority of the Council.

Council may decide to focus the committee on certain items which Council feels are of community importance. Communication with Council will be through the committee liaison or through joint work sessions if Council feels they are necessary.

Operating Policies and Procedures

Regular Meetings

1. The committee will meet in accordance with a schedule established by the committee based on the direction from Council set forth above regarding the overall review timeline.
2. Regular meetings of the committee will occur in the Council chambers (Community Room) in order to be televised and taped.
3. The committee will consider written and oral testimony offered during the charter review process. Public testimony will only occur during the Community Comments agenda item and be limited to four minutes per speaker. Public testimony may, on occasion, be taken on specific agenda items when specifically noted on the agenda. The Committee will determine when public testimony is appropriate.

Attendance, Quorum

1. Attendance by committee members is important to the success of this effort. Members unable

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- to attend shall notify the City Attorney by phone or email in advance of the regular meeting.
2. A quorum of at least six committee members must be present to conduct business at any meeting.

Rules of Procedure

1. The Committee shall be guided by Robert's Rules of Order.
2. The Committee Chair will strive to reach consensus of the committee whenever possible.
3. The Committee Chair will rule on any disputed matters of procedure after consultation with the City Attorney.

Final Report

1. The committee chair or select committee member will prepare a final report with recommendations to City Council and present it at a meeting to be determined.
2. The final report will be balanced and represent the majority opinions of the committee.
3. The final report will be reviewed by the entire committee and approved by motion prior to being submitted to City Council.
4. The motion approving the final report must be approved by at least six committee members.