



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501

RESOLUTION 20-R-10

A RESOLUTION REPEALING AND SUPERSEDING SECTION 6 OF RESOLUTION 12-R-11, CITY BOARDS, COMMISSION, LAY-COMMITTEES AND COUNCIL COMMITTEES

Commented [JS1]: The text below is the original language, which currently governs how we should create committees. I'm highlighting things that we either didn't get right, or that we should include in the revised resolution.

WHEREAS, This Resolution will assist the City Council by documenting accepted practices and clarifying expectations. Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council Members in their actions, and

City Boards, Commissions, and Lay-Committees. Unless otherwise provided by statute, ordinance or resolution, the following shall be procedure for the creation of and appointments to all City Boards, Commissions, and Lay-Committees:

- **Creation and Dissolution.** At any time, the Council may by Ordinance or Resolution establish and City Board, Commission or Lay-Committee deemed necessary and in the best interest of the City, other than Planning Commission. Any Committee so created may contain one or more Councilors as members, and unless otherwise provided, all City Boards, Commissions, or Lay Committees so created shall sunset at the end of their mission, but in all events shall be reviewed yearly from the date of initial creation, and at such time shall either be reauthorized or dissolved.
- **Qualifications.** All appointees to City Boards, Commissions and Lay-Committees shall be registered electors, and shall have resided in the City of Gold Hill for a period of one year. No appointee may serve on more than two City Boards, Commissions or Lay-Committees at any one time.
- **Term.** The term of all appointments shall be for one year or less, unless otherwise stated beginning with the first Council meeting in January. Appointments may be renewed for any number of terms.
- **Vacancies.** Any qualified citizen may submit a letter of interest for any open position on a City Board, Commission or lay-Committee. Vacancies shall be advertised in the local media, and letters of interest shall be received only during the time set forth in the advertisement.
- **Nominations and Confirmations.** Nominations for positions on City Boards Commissions or Lay-Committees may be made by the Mayor, or any two Councilors, and shall be

Commented [JS2]: Committees need to be established by Ordinance or Resolution. So once we approve this revised Resolution, we'll then need to do a Resolution creating the committees

Commented [JS3]: Councilors ARE allowed to be on the Committees

Commented [JS4]: Appointees must be registered to vote, and have lived here WITHIN CITY LIMITS for more than one year.

Commented [JS5]: I think it's unnecessary and costly to advertise in the newspaper – we should remove this line.

Commented [JS6]: Nominations are made to the Council, not the Mayor

subject to confirmation by the Council. Such nominations shall be in writing, and shall be submitted for consideration at least two weeks prior to the scheduled date of confirmation. Confirmation may be made by written ballot, and shall require majority vote.

Commented [JS7]: The Mayor does not appoint committee members, the Council votes on it.

- **Notification of Expiration of Terms.** The Deputy Recorder shall give written notice to the Council of the expiration of the term of office of all members of City Boards, Commissions and Lay-Committees at least thirty (30) days prior to expiration date of any appointee's term of office.
- **Removal.** All Lay members of City Boards, Commissions, or Lay-Committees serve at the pleasure of the Council, and may be removed at any time, for any reason whatsoever upon motion and vote by majority of the Council.
- All Council seats on City Boards, Commissions or Lay-Committees are reserved for sitting Councilors; upon expiration of any councilor's term, or upon resignation, removal or death, the Councilors seat on any City Board, Commission or Lay-Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed as a replacement.

Council Committees.

- **Creation and dissolution.** Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairman and Secretary, who may be either appointed by the Mayor or by majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the council without unnecessary delay upon matters referred to them. All Council Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the first council meeting of January each year for reauthorization, and at such time shall either be reauthorized or dissolved.
- **Membership.** Membership on such Council Committees shall only include only sitting Councilors, who shall be appointed by the Mayor or the Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, unless otherwise stated and Councilors may be reappointed for an indefinite number of terms.
- **Meetings.** Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.
- **Meetings Subject To Oregon Open Meetings Law.** All meetings of any City Boards, Commission, and Lay-Committee or Council Committee shall be subject to and comply with the Oregon Public Meeting Law, ORS 192.610-192.710
- **Quorums.** A majority of the sitting members of Any City Board, Commission, Lay-Committee or Council Committee shall constitute a quorum to do business.
- **Registry.** The City Recorder shall prepare, keep current and retain on file in the office of the City Recorder a list of all appointees to all City Boards, Commissions and Lay-Committees, the date of their appointment, the length of their unexpired term, and their addresses and phone numbers. All Councilors shall be given a copy of this list at least once yearly or upon any substantial change in membership of any City Board, Commission, or Lay-Committee.

Commented [JS8]: Council Committees, since they are made up of the governing body, should absolutely be held to public meeting law. However, the other committees we create are not governing bodies, and should not be held to that. Imagine having to advertise in the newspaper every time the parks committee wanted to meet. I think we should revise this.

NOW, THEREFORE BE IT RESOLVED, that

PASSED AND ADOPTED on this ____ day of _____, 2020.

Approve: Mayor Pro Tem Brad Stdebaker

Attest: City Recorder Jessica Simpson