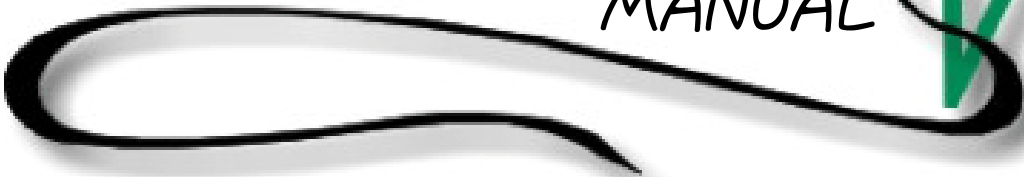
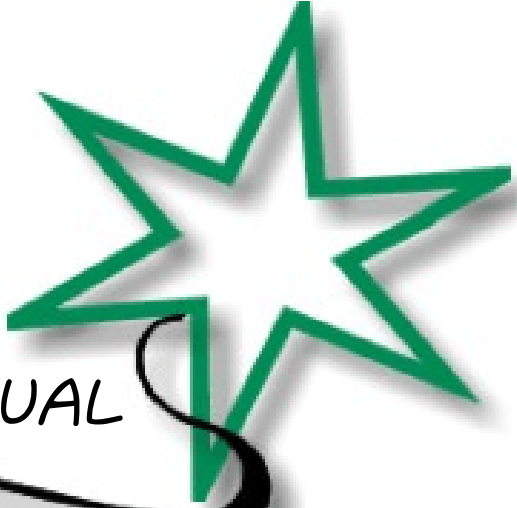


ADVISORY
COMMITTEES
MANUAL



Lane
County

COUNTY STAFF SUPPORT



Specific direction from the Board of Commissioners and advisory committee bylaws shall define the role of the department staff liaison in support of an advisory committee.

The department staff liaison assigned to a committee will provide all support services inclusive in this administrative procedure. These include, but are not limited to, the following:

- a. May participate in committee deliberations.
- b. Staff may serve as chair for a new committee until it is sufficiently organized to elect officers.
- c. Submits letters of resignation to the County Administrator's Office. In the absence of a letter, will include the reason for resignation in a memorandum along with a written request to advertise for that vacant position.
- d. Notifies present committee members and the County Administrator's Office at least two months prior to the expiration of members' terms.
- e. Prepares on behalf of the Board of County Commissioners letters of appreciation for participation and service to those committee members who have resigned or whose terms have expired.
- f. Obtains the original applications for membership the day following deadline for applications to be submitted to the County Administrator's Office.
- g. Prepares advisory committee agenda packets for the consideration of the Board of County Commissioners, in accordance with Administrative Procedures Manual, Chapter 1, Section 2.

Updated May 2002

- h. Prepares orientation packets for new members.
- i. If a committee meeting is rescheduled or changed, is responsible for notifying the Document Resource Center by 12:00 noon on Wednesday, a week prior to the meeting date.
- j. Sends agenda and minutes of committee meetings to the County Administrator's Office and/or to the Commissioner representative.
- k. Prepares and submits any changes in bylaws to the Board of County Commissioners with a copy to the County Administrator's Office.
- l. Coordinates the development of the annual report and yearly work plan and submits to the Board of County Commissioners by February 1 of each year.

VACANCIES



Vacancy Due to Resignation: A letter of resignation signed by the resigning committee member must be submitted to the County Administrator's Office by the department staff liaison before advertising a vacancy on any advisory committee. In the absence of such letter, the department staff liaison will include the reason for resignation in a memorandum to the County Administrator's Office along with the request to advertise the vacant position.

Vacancy Due to Expiration of Term: A person presently serving on a committee who wishes to be considered for another term on the advisory committee must complete and submit a new application. It will be the responsibility of the department staff liaison to notify present committee members and the County Administrator's Office at least two months prior to the expiration of terms.

Vacancy Due to Failure to Comply with Bylaws: When bylaws state that a voting member absent from three consecutive meetings, unexcused, shall be removed, the following materials are required:

- a. A memorandum to the County Administrator's Office from the department staff liaison documenting the missed meeting dates, or a copy of the attendance record (See Attachments 7 and 8);
- b. Documentation of attempts to contact the individual;
- c. A copy of a letter that will be sent to individual notifying him or her of present status; and
- d. A request to the County Administrator's Office to advertise for the vacant position.

LETTER OF APPRECIATION



Letters of appreciation for participation and service to resigning committee members and members whose terms are expiring, shall be drafted on behalf of the Board of Commissioners by the department staff liaison for signature by the Chairperson of the Board of Commissioners. (See Attachment 1 for an example.)

APPLICATION PROCESS FOR COMMITTEE VACANCIES



Following written notification to the County Administrator's Office by the department staff liaison of a vacancy on an advisory committee, a news release is prepared by the Document Resource Center and sent to the media. The news release provides the following information:

- a. The name of the advisory committee, membership, committee charge, number of vacancies on the committee, and any special needs or qualifications of applicants;
- b. Closing date for submitting applications; and
- c. Where and how to obtain an application.

Vacancies shall be advertised for 30 days.

News releases are sent to the following: libraries, chambers of commerce, and news media.

DEADLINE: All completed applications must be submitted to the County Administrator's Office by 5:00 p.m. on the closing date indicated in the news release to be considered for appointment.

APPOINTMENT PROCESS FOR COMMITTEE VACANCIES



When the time period for acceptance of applications has expired:

The County Administrator's Office will make one copy of each application (see the attached sample of Application for Lane County Citizen Advisory Committees, Attachment 2) for its files.

Original applications (new and those received over the past 12 months) will be obtained by the department staff liaison to present to the advisory committee for its review and subsequent recommendation.

The committee's recommendations will then be returned by the department staff liaison to the Board of Commissioners' Office to be placed on the Board Agenda in accordance with Administrative Procedure Chapter 1, Section 2, Process for Submitting Agenda Items for Consideration at Board of Commissioners' Meetings. The recommendation shall contain the following information:

- a. Twelve (12) copies plus the original(s) of the completed Citizen Advisory Committee Appointments memo or the standard agenda cover memo format (see the attached sample, Attachment 3), with an up-to-date list of committee members (i.e., name, occupation, term) attached.
- b. Five (5) copies of each completed Application for Citizen Advisory Committees with attachments (address and phone numbers should not be included).
- c. Completed Agenda Checklist, with reference to any qualifications for membership (i.e., citing local, state, or federal requirements).
- d. NOTIFICATION OF APPOINTMENT OR NONAPPOINTMENT. Notification of appointment or nonappointment letters must be submitted after action taken by the Board. (See Attachments 4 and 5 for examples.)

- e. Board Order and notification letters will be processed by the responsible department and submitted to the County Administration Office for signatures. (See Attachment 6 for example.)

The department staff liaison should attend the Board of Commissioners' meeting on the scheduled agenda date to make the presentation of advisory committee recommendations.

Only those citizens who have formally applied for membership within the proper time frame and have the proper qualifications as specified by the Board of Commissioners in Lane Manual Chapter 3 may be considered for appointment to an advisory committee.

A packet of information shall be prepared by the department staff liaison for distribution to the new advisory committee appointees. This packet shall contain: notification of appointment letter, advisory committee policy and informational materials, copy of committee charge, and any other pertinent County information.

The department staff liaison is responsible for providing new appointees with copies of bylaws and minutes of past committee meetings.

County employees should not ordinarily be deemed eligible as citizen representatives on advisory committees. REFER TO LANE MANUAL, CHAPTER 3.

MEETING NOTICE PROCEDURE AND NEWS RELEASES



Notice: The Public Meetings Law requires that public notice be given of the time and place of meetings. The notice must be reasonably calculated to give actual notice to interested persons and members of a governing body.

Notice of all advisory committee meetings must be published two weeks prior to the meeting date, unless provided otherwise by state law, Lane Code, or Lane Manual. It is the responsibility of the department staff liaison to ensure compliance with this procedure.

The County Administrator's Office has records of regularly scheduled advisory committee meetings; therefore, if the meeting is rescheduled or changed, it is the responsibility of the department staff liaison to notify the County Administrator's Office and to contact media representatives in the event of late changes.

AGENDA

If there is an established agenda, it should be included with the Meetings Notice; otherwise, notice of the subject matter is sufficient.



The department staff liaison is responsible for sending a copy of the advisory committee agenda to the County Administrator's Office two weeks prior to the meeting date. A copy of the agenda will be forwarded to the Commissioner liaison.

MINUTES



The Public Meetings Law requires written minutes of all public meetings, including executive sessions. Regular meeting minutes shall include: members present, motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition, result of all votes and the vote of each member by name (except for public bodies consisting of more than 25 members unless requested by a member of that body), the substance of discussion on any issue which concludes with a committee action, and the subject matter of any other discussion. Instead of written minutes, a record of any executive session may be kept in the form of an audio tape recording, which need not be transcribed unless otherwise provided by law. Material submitted for an executive session meeting pursuant to ORS 192.660 may be eligible to be withheld from public disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action, and the court shall determine their admissibility.

Minutes of the advisory committee meetings shall be sent to the County Administrator's Office by the department staff liaison; a copy will be forwarded to the Board of Commissioners by the County Administrator's Office. It is the department staff liaison's responsibility to highlight matters in the minutes to indicate special notice to the Board of Commissioners.

EMERGENCY MEETINGS NOTICE PROCEDURE



An emergency is defined as a sudden unexpected happening, an unforeseen occurrence or condition, specifically, perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action; exigency, pressing necessity--defined by Legal Counsel.

Media must be given at least 24-hour notice by e-mail or telephone and the County Administrator's Office must be contacted regarding the emergency meetings.

BY-LAWS PROCEDURE



The department staff liaison is responsible for submitting any recommended changes to existing bylaws or new bylaws with an accompanying Board Order to be submitted to the Board of Commissioners for approval. (See Attachments 9, 10 and 11.)

After Board approval, the department staff liaison is responsible for submitting a copy of approved bylaws (with an accompanying Board Order) to the County Administrator's Office.

ANNUAL WORK PLAN



By February 1 each year, each advisory committee shall provide the Board of Commissioners and the County Administrator's Office with an annual report detailing the committee's accomplishments over the past year and the proposed work plan for the coming year. It is the responsibility of the department staff liaison to coordinate the development of the annual report with the committee and forward that report to the County Administrator's Office for scheduling on the Board of Commissioners' Agenda.

FORMING NEW COMMITTEES



The Board of Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens, or other sources.

The Board of Commissioners assigns the committee a specific charge by Board Order, which is included in Lane Manual Chapter 3. The Board of Commissioners will also establish the qualifications for membership, terms of office, and number of consecutive terms, to be included in the committee bylaws. (See Attachments 9 and 10 for sample of bylaws.) The committee is responsible for preparing bylaws with an attached Board Order to be submitted to the Board of Commissioners for review and approval, unless provided otherwise by Lane Manual.

LANE COUNTY ADVISORY COMMITTEES



COMMITTEES	STATUS
Board of Property Tax Appeals	Active
Budget Committee	Active
Building Appeals	Active
Commission on Children & Families	Active
Community Action Advisory Committee	Active
Community Mental Health Advisory Committee	Active
Elected Officials Compensation Board	Annually/As-needed
Eugene-Springfield Metropolitan Partnership Board	Active
ESMP Board of Directors	Active
Fair Board	Active
Farm Review Board	Active
Health Advisory Committee	Active
Human Rights Advisory Committee	Active
Human Services Commission	Active
Lane Workforce Partnership Advisory Committee	Active
Law Library Advisory Committee	Active
Metro Wastewater Management Commission	Active
Metro Wastewater Service District Budget Committee	Active
Parks Advisory Committee	Active
Planning Commission	Active
Public Safety Coordinating Council	Active
Public Welfare Board	Inactive
Resource Recovery Advisory Committee	Active
Roads Advisory Committee	Active
Rural Community Improvement Council	Active
Vegetation Management Committee	Active