

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-02-28-08

IN THE MATTER OF APPROVING BYLAWS  
OF THE LANE COUNTY CHARTER  
REVIEW COMMITTEE

**WHEREAS**, the Board of Commissioners referred a measure to the May 18, 2010 primary election establishing a Charter Review Committee (CRC) to be convened every 10 years, which was approved by a majority of Lane County voters; and

**WHEREAS**, the CRC is charged with reviewing and recommending suggested changes or updates to the existing Charter; and

**WHEREAS**, the Lane County Board of Commissioners recognized the individual Commissioner appointments of members to the CRC and appointed two at-large members to the CRC; and

**WHEREAS**, those members of the CRC have reviewed and submitted bylaws of the CRC to be reviewed and approved by Legal Counsel and the Board of Commissioners; and

**WHEREAS**, this matter having been fully considered by the Lane County Board of County Commissioners.

**NOW, THEREFORE, IT IS HEREBY ORDERED**, that the Board of County Commissioners of Lane County accept and approve the bylaws of the Lane County Charter Review Committee attached and incorporated here by this reference.

**ADOPTED** this 28th day of February, 2023.



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Pat Farr, Chair  
Lane County Board of Commissioners

**BYLAWS**  
**LANE COUNTY CHARTER REVIEW COMMITTEE**

**ARTICLE I. NAME.** This Committee shall be known as the Lane County Charter Review Committee, hereinafter referred to as the Committee.

**ARTICLE II. RESPONSIBILITIES AND OBJECTIVES.** In accordance with Lane County Charter, Section 35, the Committee is convened to review the existing Charter and make recommendations to the Board of County Commissioners regarding suggested changes to the Charter.

In completing the above-cited objective, the Committee may recommend both substantive and housekeeping measures that could improve Lane County government and improve the Charter's clarity, readability, and effectiveness as a guide to County policy and administrative decisions.

**ARTICLE III. MEMBERSHIP.**

A. The Committee shall consist of a total of seven (7) members comprised as follows:

1. Five (5) members, one appointed by each Lane County Commissioner and each member shall serve a maximum two (2) year term as specified in the Charter, Section 35; and
2. The Committee shall nominate additional persons to fill two (2) at-large positions, to be appointed by the Lane County Commissioners, who will also serve a maximum two (2) year term as specified in the Charter, Section 35.

B. Subsequent Charter Review Committees will be appointed in the same manner every 10 years.

**ARTICLE IV. VACANCIES.**

A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Committee shall notify the County Administrator, who will then request that the Board of County Commissioners declare a vacancy and appoint a replacement.

B. A member who is absent from two (2) consecutive meetings without an excuse acceptable to a majority of Committee members shall receive a certified letter from the chairperson of the Committee that if the member fails to attend the next meeting without excuse, the chairperson will request that the Board of County Commissioners declare a vacancy and appoint a replacement.

**ARTICLE V. OFFICERS.**

A. The officers of the Committee shall be elected to serve for a maximum of two (2) years or until released by the County Board of Commissioners upon completion of their duties and shall consist of the following:

1. **Chairperson** - who shall preside at all meetings of the Committee and shall represent the Committee before the Board of Commissioners.

2. Vice-Chairperson - who shall act in the absence of the Chairperson.

B. An officer may be removed from office for any reason and at any time by a majority vote of all other Committee members.

ARTICLE VI. MEETINGS AND VOTING.

A. The Committee shall meet monthly with additional meetings scheduled as needed for the term of the Committee or until all work is completed. Meeting dates and times will be published on the Lane County website. The date and time of any regularly scheduled meeting may be changed or a meeting cancelled by the Chair or majority of the Committee as long as any change is made with ample time to provide required public notice

B. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings law, ORS 192.610-690. The Committee is responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes, both of which shall be filed with the Office of the County Administrator.

C. Meetings of the Committee shall be conducted according to Roberts' Rules of Order, latest revision, unless otherwise specified in these bylaws.

D. Each member of the Committee shall be entitled to one vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest), and no proxy votes shall be allowed.

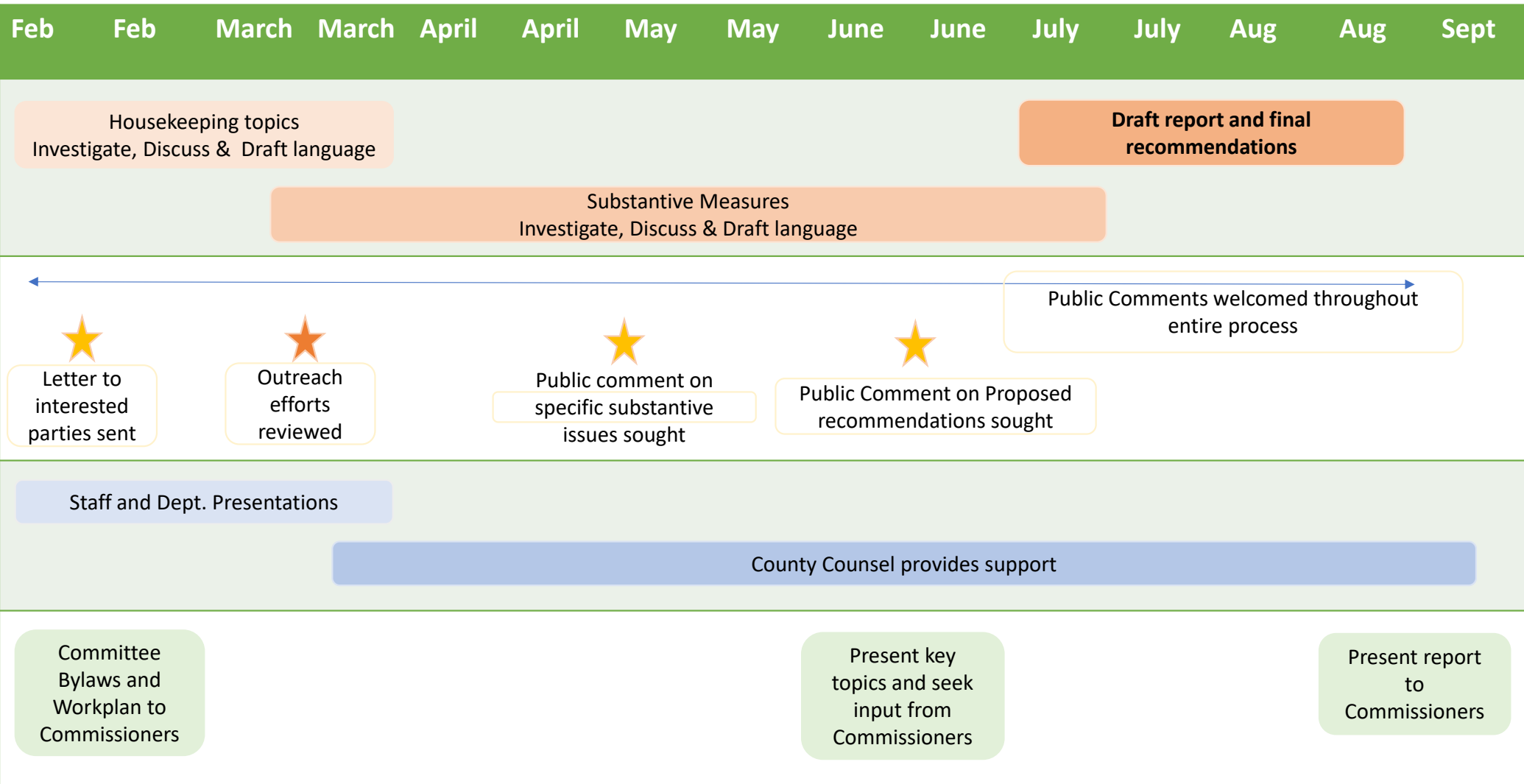
E. Four of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee.

F. The act of a majority of the total membership shall be the act of the Committee.

ARTICLE VII. CONFLICT OF INTEREST. In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which he or she has a private financial interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.120.

ARTICLE VIII. ROLE OF STAFF. The role of the staff should be in accordance with LM Chapter 3 to provide administrative support including but not limited to maintenance of accurate minutes of topics discussed, motions, and votes. Staff will develop each meeting's agenda in coordination with the Chair and/or Vice-Chair.

ARTICLE IX. AMENDMENTS TO BYLAWS. The Committee by two-thirds vote of members present may recommend amendments to these bylaws. Amendments shall become effective only upon approval of Legal Counsel and the Board of County Commissioners.



**Lane County Charter Review Committee Draft Workplan 2023**