



LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

Bob Straub Conference Room, Public Service Building, 125 East 8th Avenue,
Eugene, OR 97401

Tuesday, October 16, 2018 | 3:30 p.m. – 5:00 p.m.

AGENDA

Committee Charge: Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals.

Call to Order	3:30pm
Welcome / Introductions	3:35-3:45pm
Public Comment (3 minutes per person)	
Review and Approval of Minutes <i>(not applicable)</i>	
Updates to Agenda	
Old Business	3:55-4:20pm
- Lane Manual change and Board Order appointments <i>(I, 5 minutes)</i>	
- Advisory Committee purpose <i>(I/G, 5 minutes)</i>	
- LLAC bylaws <i>(G, 15 minutes)</i>	
New Business	4:20-4:50pm
- FY18-19 budget <i>(I/G, 15 minutes)</i>	
- 3 year Strategic Plan <i>(G, 15 minutes)</i>	
Workgroup / Sub-committee Reports <i>(none)</i>	
Staff Reports <i>(none)</i>	
Announcements	
Next Meeting: <i>November meeting date TBD</i>	
Adjourn	5:00pm

Legend: *I = Inform, G = Generate ideas, D = Decide*

BYLAWS: Posted to Committee webpage. *(Revised by Order No. 16-04-05-06; Effective 4.5.16; 17-06-06-06, 6.6.17)*

3.610 Law Library Advisory Committee.

Description: Advises the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Makes recommendations for project priorities and long-range planning goals.

DEPARTMENT: County Administration Office.

MEETING SCHEDULE: Monthly, or as needed; at least quarterly.

MEETING TYPE: Non-Mandated.

MEMBERSHIP: Up to nine (9) and not fewer than seven (7) members. Consists of three (3) LCBA members appointed by the Lane County Bar Association, two (2) at-large lay (non-attorney) citizens appointed by the Board of Commissioners, and up to four (4) at-large members from the legal profession, including courts, legal aid, and related non-profits. One (1) person from the University of Oregon Law Library staff serves as an ex-officio member.

MEMBERSHIP TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than four (4) years without reappointment.

LIAISON: One (1) member of the Lane County Board of Commissioners will be appointed as a liaison to this committee.

EXPIRATION DATE: None.

VACANCIES: Lane County Bar Association their members' fills vacancies annually; otherwise, per Lane County Advisory Committee Policy.

REPORTS: Per Lane County Advisory Committee Policy (Annual).

MINUTES/AGENDAS: Posted to Committee webpage.

BYLAWS: Posted to Committee webpage. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11; 17-06-06-06, 6.6.17)*

3.615 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.

DEPARTMENT: Department of Public Works.

MEETING SCHEDULE: Monthly.

MEETING TYPE: Non-Mandated.

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

MEMBERSHIP TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.

LIAISON: One member of the Lane County Board of Commissioners will be appointed as a liaison to this committee.

EXPIRATION DATE: None.

VACANCIES: Per Lane County Advisory Committee Policy.

REPORTS: Per Lane County Advisory Committee Policy (Annual).

MINUTES/AGENDAS: Posted to Committee webpage.

BYLAWS: Posted to Committee webpage. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11; 17-06-06-06, 6.6.17)*

3.625 Public Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding,

At left margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

3.610

Lane Manual

3.610

DEPARTMENT: County Administration Office.
MEETING SCHEDULE: Monthly, or as needed.
TYPE OF COMMITTEE Non-Mandated.
MEMBERSHIP: Advisory Board members must live within the geographical boundaries of Lane County. The Advisory Board will have up to fifteen (15) members and not fewer than nine (9) members. The Advisory board will ideally be made up of an odd number of members for voting purposes. At least 51% of the Advisory Board will be made up of individuals who identify with underrepresented communities, or are a part of an underrepresented community. One-third (1/3) of the Advisory Board will be made up of members that reside outside of the Eugene/Springfield Metro area. No fewer than two (2) members of the Advisory Board will reside outside of the Eugene/Springfield Metro area.

MEMBERSHIP TERM: The term of office will be two (2) years. The length of terms may be adjusted in order to create or maintain staggered terms. No member may serve more than two (2) full consecutive terms, or a total of five (5) years.

LIAISON: N/A.

EXPIRATION DATE: None.

VACANCIES: Per Lane County Advisory Committee Policy.

REPORTS: Per Lane County Advisory Committee Policy (Annual).

MINUTES/AGENDAS: Posted to Committee webpage.

BYLAWS: Posted to Committee webpage. *(Revised by Order No. 16-04-05-06; Effective*

4.5.16; 17-06-06-06, 6.6.17)

3.610 Law Library Advisory Committee.

Description: ~~Works with assigned county staff to develop advice as to the~~ **Advises the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Makes recommendations for project priorities and long-range planning goals.**

DEPARTMENT: County Administration Office.

MEETING SCHEDULE: ~~In December or January of each year to discuss the upcoming budget process and to prepare recommendations for County Counsel to forward on to the Administrator for preparation of the proposed budget~~ **Monthly, or as needed; at least quarterly.**

MEETING TYPE: Non-Mandated.

MEMBERSHIP: **Up to nine (9) and not fewer than seven (7) members.**

~~Consists of~~ **seven-three (3) LCBA** members appointed by the Lane County Bar Association, two **(2) at-large lay (non-attorney)** citizens appointed by the Board of Commissioners, and **up to four (4) at-large members from the legal profession, including courts, legal aid, and related non-profits. One (1) a member of person from** the University of Oregon Law Library staff **serves** as an ex-officio member.

MEMBERSHIP TERM: **At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than four (4) years without reappointment.**

LIAISON: **One (1) member of the Lane County Board of Commissioners will be appointed as a liaison to this committee.**

EXPIRATION DATE: None.

VACANCIES: Lane County Bar Association **their members'** fills vacancies ~~on an annual basis~~ **annually; otherwise, per Lane County Advisory Committee Policy.**

REPORTS: ~~None~~ **Per Lane County Advisory Committee Policy (Annual).**

MINUTES/AGENDAS: Posted to Committee webpage.

BYLAWS: Posted to Committee webpage. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11; 17-06-06-06, 6.6.17)*

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 18-09-11-02

IN THE MATTER OF APPOINTING FOUR
MEMBERS TO THE LAW LIBRARY
ADVISORY COMMITTEE

WHEREAS, Lane Manual 3.506(2)(e) provides for appointments to non-mandated advisory committees by the Board of County Commissioners; and

WHEREAS, all at-large vacancies exist on the Law Library Advisory Committee, due to loss of leadership and inactivity for approximately two years; and

WHEREAS, the vacancies were duly advertised and applications reviewed,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

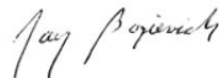
1. The following persons appointed as “legal industry” at-large members to the Law Library Advisory Committee, with each to serve a maximum 4-year term (to coincide with County fiscal year).

Appointee	Affiliation	Term Begins	Term Ends
Marc Friedman	Access the Law (non-profit law firm)	September 11, 2018	June 30, 2022
Erika Hente	Oregon Law Center (Legal Aid)	September 11, 2018	June 30, 2022

2. The following persons appointed as “lay (non-attorney) citizen” at-large members to the Law Library Advisory Committee, with each to serve a maximum 4-year term (to coincide with County fiscal year).

Appointee	Affiliation	Term Begins	Term Ends
Kristynn Johnson	Eugene Public Library	September 11, 2018	June 30, 2022
Kari Malone	Lane County Circuit Court	September 11, 2018	June 30, 2022

ADOPTED this 11th day of September, 2018.



Jay Bozievich, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date

9/10/18

LANE COUNTY OFFICE OF LEGAL COUNSEL

Law Library Advisory Committee Bylaws

Article I. Name. This Committee shall be known as the Lane County Law Library Advisory Committee, hereinafter referred to as the Committee.

Article II. Responsibilities and Objectives. In accordance with Lane Manual 3.542, the Committee has the following authority and responsibility: "Works with assigned County staff to maintain adequate law library facilities and services."

In addition to and in furtherance of the above-cited objective, the Committee shall:

- A. Perform its duties in accordance with ORS 9.840, 9.850 and 21.350.
- B. Act as liaison between the Board of County Commissioners and the Executive Committee of the Lane County Bar Association regarding law library matters.
- C. Provide advisory recommendations to the Law Librarian concerning policies for the law library, and its programs and services.
- D. Provide advisory recommendations to the Law Librarian on long-range requirements for the law library
- E. Make advisory recommendations to the Board of County Commissioners on the appointment of lay members.

Article III. Membership.

- A. The Committee shall consist of nine (9) members.
- B. Two (2) members of the Committee shall be lay members, appointed by the Board of County Commissioners. Each lay member shall be appointed to serve a three (3) year term, ending on September 30th of the third year. Lay members are defined as individuals who are not members of the Lane County Bar Association or active members of the Oregon State Bar Association.
- C. Seven (7) members of the Committee shall be members of the Lane County Bar Association, appointed by the president of the Bar, to serve a one (1) year term, subject to reappointment by the Bar Association for additional terms.
- D. A member of the University of Oregon Law Library staff shall serve as an ex-officio member. Additional ex-officio members may be appointed by the Committee. Ex-officio members serve in a non-voting capacity.

Article IV. Vacancies.

- A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Chair shall notify the appointing authority and request the appointment of a replacement to complete the term of the vacant position. A member who wishes to resign shall do so by submitting a letter to the appointing authority and a copy to the Chair, specifying the effective date.
- B. A member who is absent without excuse from three (3) consecutive meetings shall receive a certified letter from the Chair stating that if the member fails to attend the next meeting without excuse, the Chair will request the Committee vote to declare the position vacant. Upon such a vote, the Chair will notify the appointing authority of the vacancy and request appointment of a replacement.

Article V. Officers.

A. Except as specified below, the officers of the Committee shall serve for one (1) year or until their successor is designated. The officers consist of:

1. Chair – who shall preside at all meetings of the Committee. The Chair is appointed to serve by the Lane County Bar Association president.

2. Vice-Chair – who shall act in the absence of the Chair. The Vice-Chair is elected by the Committee in October of each year.

3. Secretary – who shall provide the staff support to the Committee. The Secretary shall be the Law Librarian.

B. The Committee may remove an officer from office for misconduct or neglect of duty in office.

Article VI. Meetings and Voting.

A. The Committee shall meet at least quarterly, as mandated by LM 3.542.

B. All meetings of the Committee (and any appointed sub-committee) shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192-610-.690. The Secretary shall be responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.

C. Meetings of the Committee shall be conducted generally according to Roberts' Rules of Order, latest revision.

D. Each lay and bar member of the Committee shall be entitled to one vote on all issues at a meeting at which the member is present, except as provided in Article VII Conflict of Interest. No proxy votes shall be allowed.

E. A majority of the total membership 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.

G. Vacancy in a position does not change the number needed for purposes of calculation of quorum or votes needed to take action.

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 pecuniary interest. Affected members shall disqualify themselves from participation, and state on the record the nature of their conflict.

Article VIII. Role of Staff. The Law Librarian shall provide administrative support for the Committee meetings, including preparation of notices, agendas (in conjunction with the Chair), minutes and background information on agenda items, as well as professional advice to the Committee. The Law Librarian shall accurately present the Committee's recommendations on matters to the Board of County Commissioners; however, the Librarian shall also be responsible for providing professional assistance and advice to the County, whether or not such advice may conflict with the Committee recommendation.

Article IX. Amendments to Bylaws. The Committee by majority vote of the total membership may recommend amendments to these bylaws. Amendments shall become effective only upon approval of the Board of County Commissioners.

Adopted this 15th day of March, 2005 by the Law Library Advisory Committee.

Approved the 11th day of May, 2005 by the Board of County Commissioners.