

W.S.C.I.  
03-12-10-4

## AGENDA COVER MEMO

**DATE:** December 10, 2003  
**TO:** Lane County Board of Commissioners  
**DEPT.:** Public Works/Parks Division  
**PRESENTED BY:** Todd Winter, Parks Superintendent

**AGENDA ITEM TITLE:** ORDER/In the Matter of Approving the Amended By-Laws of the Lane County Parks Advisory Committee

### I. MOTION

MOVE APPROVAL OF THE ORDER IN THE MATTER OF APPROVING THE AMENDED BY-LAWS OF THE LANE COUNTY PARKS ADVISORY COMMITTEE.

### II. ISSUE OR PROBLEM

Shall the Board of County Commissioners approve the amendments to the by-laws of the Parks Advisory Committee?

### III. DISCUSSION

#### A. Background

At their regular meeting on November 10, 2003, the Parks Advisory Committee unanimously approved the changes to the Committee's By-Laws:

#### ARTICLE III. OFFICERS

Section 1. The officers of this Committee shall consist of a Chairperson and Vice Chairperson.

Section 2. The Chairperson and Vice Chairperson shall be elected from the voting membership of the Committee at its first regular meeting in ~~January~~ December of each year. The term of office shall be one year. No member shall be eligible for more than three consecutive terms as Chairperson or Vice Chairperson. In case of vacancy occurring in the office of Chairperson or Vice Chairperson, the Committee shall fill the same by an election at its regular meeting.

#### ARTICLE V. MEETINGS

Section 1. This Committee shall hold its regular meetings on the ~~third Wednesday of each month at 7:30 p.m.~~ second Monday of each month at 5:30 p.m. in the Lane County Public Works Administration Building, 3040 Delta Highway North, Eugene, Oregon. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 - .690. Special meetings may be called by the Chairperson provided advance notice is provided at the regular meetings or in writing by the Secretary. Meetings of regular nature may be suspended for a period acceptable to four members of the Committee.

Section 2. The ~~place and hour~~ date, place and hour of any meeting may be changed by affirmative act of the Committee, and the hour of any meeting may be changed by the Secretary, if adequate notice can be given to the public and all interested parties.

Section 3. All meetings shall adjourn ~~at 9:30 p.m.~~ by the end of the second hour unless the Committee, by majority vote, decides to extend business beyond that time.

B. Alternatives/Options N/A

C. Recommendation

Approve the changes to the Parks Advisory Committee's By-Laws.

D. Timing N/A

IV. IMPLEMENTATION/FOLLOW-UP N/A

V. ATTACHMENTS

Order  
PAC By-Laws

**IN THE BOARD OF COMMISSIONERS OF LANE COUNTY STATE OF OREGON**

)IN THE MATTER OF APPROVING THE  
)AMENDED BY-LAWS OF THE LANE  
)COUNTY PARKS ADVISORY  
)COMMITTEE

**ORDER NO.**

**WHEREAS**, Lane Manual 3.544 provides for the establishment of a Parks Advisory Committee; and


**WHEREAS**, the Parks Advisory Committee adopted the Committee's By-Laws on September 11, 1985; and

**WHEREAS**, the Committee voted to amend said By-Laws at their regular meeting held November 10, 2003, in keeping with the Board of Commissioners' revised policies concerning advisory committees;

**IT IS HEREBY ORDERED** that the Parks Advisory Committee By-Laws, attached hereto and incorporated herein by reference, be approved as amended.

DATED this \_\_\_\_\_ day of December, 2003

\_\_\_\_\_  
Peter Sorenson, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 12-1-03 lane county  
  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

BY-LAWS  
LANE COUNTY PARKS ADVISORY COMMITTEE

ARTICLE I. NAME

This Committee shall be known as the Lane County Parks Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II. MEMBERSHIP

Section 1. The Committee shall consist of seven (7) members. Committee members shall be appointed by the Board of County Commissioners at a regular Board meeting. Committee members shall serve four-year terms as specified in Lane Manual 3.5. A member shall serve no more than two full consecutive terms.

Section 2. For good cause, such as missing three consecutive meetings, or four out of six consecutive meetings, a majority of members present at any regular meeting may recommend that the Chairperson request that the Board of County Commissioners declare a vacancy and appoint a replacement.

ARTICLE III. OFFICERS

Section 1. The officers of this Committee shall consist of a Chairperson and Vice Chairperson.

Section 2. The Chairperson and Vice Chairperson shall be elected from the voting membership of the Committee at its first regular meeting in December of each year. The term of office shall be one year. No member shall be eligible for more than three consecutive terms as Chairperson or Vice Chairperson. In case of vacancy occurring in the office of Chairperson or Vice Chairperson, the Committee shall fill the same by an election at its regular meeting.

Section 3. The Parks Division Manager of the Public Works Department shall serve as Secretary of the Committee. The Secretary, with the approval of the Committee, may designate an Acting Secretary in the absence of the Secretary.

ARTICLE IV. OFFICERS' DUTIES

Section 1. It shall be the duty of the Chairperson to preside at all meetings of the Committee; to enforce observation of the By-Laws; to decide all questions of order; to offer for consideration all motions regularly made, to apportion duties of the members of the Committee; to call all special

meetings; to appoint all necessary subcommittees; and to perform such other duties as the office may require.

Section 2. In the absence of the Chairperson, the Vice Chairperson shall perform the Chairperson's duties.

Section 3. In the absence of the Chairperson and Vice Chairperson, the Committee shall elect a temporary chairperson for the particular meeting in question.

Section 4. It shall be the duty of the Secretary to provide information and services, and to keep complete records of Committee activities.

## ARTICLE V. MEETINGS

Section 1. This Committee shall hold its regular meetings on the second Monday of each month at 5:30 p.m. in the Lane County Public Works Administration Building, 3040 Delta Highway North, Eugene, Oregon. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 - .690. Special meetings may be called by the Chairperson provided advance notice is provided at the regular meetings or in writing by the Secretary. Meetings of regular nature may be suspended for a period acceptable to four members of the Committee.

Section 2. The date, place and hour of any meeting may be changed by affirmative act of the Committee, and the hour of any meeting may be changed by the Secretary, if adequate notice can be given to the public and all interested parties.

Section 3. All meetings shall adjourn by the end of the second hour unless the Committee, by majority vote, decides to extend business beyond that time.

Section 4. A majority of the total membership shall be necessary to constitute a quorum. Except as otherwise provided by these rules, all actions of the Committee shall require the vote of the majority of total membership, including the Chairperson.

Section 5. Except as otherwise provided to the contrary by these By-Laws, Robert's Rules of Order shall apply to the procedures of all Committee meetings.

Section 6. When a motion has been made to approve an agenda item and the motion is defeated by proper vote and no later alternative motion is made for approval, the defeat of any such motion to approve shall be

deemed a denial of the matter before the Committee, without further separate motion to deny and vote thereon.

#### ARTICLE VI. CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which the member has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.210. A disqualified member shall not be considered as being present for the purpose of determining whether a majority vote has been cast.

#### ARTICLE VII. PUBLIC HEARINGS

Section 1. All public hearings of the Committee shall be open to the public.

Section 2. Any interested party may appear or be represented by a person of his or her choosing. Any person speaking at a public hearing shall first identify him or her self by name and address and, if appearing in a representative capacity, identify whom he or she represents.

Section 3. Public testimony shall be limited to five (5) minutes per speaker for a maximum of 30 minutes on each item considered at public hearing except that the time may be extended or limited on majority vote of the Committee.

#### ARTICLE VIII. SPECIAL RECORDS

Special records shall be maintained by the Secretary for the following matters:

Section 1. All reports made by the Lane County staff, Committee, subcommittee of the Committee, individual staff or Committee members, technical consultants, or other interested parties, shall be filed and made available at all Committee meetings and to the public.

#### ARTICLE IX. RESPONSIBILITIES OF THE COMMITTEE

It shall be the responsibility of the Lane County Parks Advisory Committee to review park improvement needs and related issues and make recommendations to the Board of County Commissioners. Specific duties of the Committee shall be as follows:

Section 1. Review park improvement needs throughout Lane County, working with Parks Division staff to establish priorities in keeping with available funds. Present a Five-Year Capital Improvement/major rehabilitation program to the Board of Commissioners annually.

Section 2. Present recommendations to the Board regarding modifications to the Capital Improvement/major rehabilitation program during the year if the Committee concurs by majority vote that such modifications would be in the best interest of Lane County.

Section 3. Review requests for park improvements beyond the scope of routine maintenance brought to the attention of the Committee by the Board of Commissioners, citizen groups or individual citizens and make recommendations to the Board or to staff as appropriate.

Section 4. Review park standards and policies and prepare recommendations for Board action as necessary.

Section 5. Review and provide recommendations to the Board regarding long-range planning for future park program needs in Lane County, including acquisition and disposal of park lands. Review the Lane County Master Park Plan, and other long-range plans as may be required by other governmental agencies or determined by the Committee to serve the public interest.

Section 6. Recommend criteria and resulting priorities for projects involving the County and other governmental agencies.

Section 7. Serve as liaison group in representing the concerns of the community with regard to parks to the Board of Commissioners and representing Board decisions to the community.

#### ARTICLE X. ADOPTION OR AMENDMENT OF BY-LAWS

The adoption or amendment of these By-Laws shall require the vote of a majority of the total membership of the Committee at a meeting prior to which the proposed rules or amendments have been distributed to all members of the Committee five days in advance of said meeting by mailing copy of Committee members' addresses as shown in records of this Committee. Amendments shall become effective only upon approval of County Counsel and the Board of County Commissioners.

Adopted by majority vote of the Committee members at the regular meeting of the Lane County Parks Advisory Committee this 23rd day of May, 1990.

LEGISLATIVE FORMAT

Underline = Addition

Strikethrough = Deletion

BY-LAWS  
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