



The Best of Oregon

SOCIAL SERVICES FUNDING COMMITTEE AGENDA

Beaverton City Hall
4755 SW Griffith Drive, 3rd Floor Conference Room
Beaverton, OR 97005

Work Session
July 31, 2013
6:00 PM

Call to Order

Roll Call

Review of Boards & Commission ordinance schedule

Overview and discussion of Social Services Funding Committee bylaws concept with City Attorney Bill Kirby

Adjournment

This information is available in large print or audio tape upon request. In addition, assistive listening devices, sign language interpreters, or qualified bilingual interpreters will be made available at any public meeting or program with 72 hour advance notice. To request these services, please call 503-526-2222; voice/TDD is available at this number.

Ordinance Concept: Social Services Funding Committee

Establishment

The Social Services Funding Committee (“Committee”) is hereby established.

Membership

The Committee shall consist of six members who are not elected officials or employees of the City.

Nominations

Each member of the Council may nominate one person to serve on the Committee, and the Mayor may nominate one person to serve on the Committee. Nominations shall be made on or before November 30 of every even-numbered year. If fewer than six persons are nominated to serve on the Committee, the Mayor may make such additional nominations as needed to total six. No other persons will be nominated to serve on the Committee. Persons nominated shall be nominated from a pool of applicants recruited through a process open to all Beaverton residents.

Appointment and Confirmation

Absent good cause, the Mayor shall appoint to the Committee each person nominated to serve on the Committee, and the Council shall confirm each of the Mayor’s appointments to the Committee. A Committee vacancy shall be promptly filled for the unexpired portion of the member’s term through a process of nomination, appointment and confirmation substantially similar to the process provided in the case of the original appointments.

If the Mayor does not appoint a person nominated to the Committee, or the Council does not confirm the appointment of a particular person to the Committee, the elected official who nominated the person may nominate a different person to the Committee. Absent good cause, the Mayor shall appoint that person to the Committee, and the Council shall confirm the appointment.

Term of Office

Members shall serve for a two-year term, starting on January 1 of every odd-numbered year and ending on December 31 of every even-numbered year. A person may serve on the Committee for an unlimited number of terms.

In the event the elected official who nominated a Committee member cannot complete the elected official’s term of office, the Committee member nominated by the official shall serve at

the pleasure of the successor to the elected official. The successor may choose to replace the member nominated by the departed official through a process of nomination, appointment and confirmation substantially similar to the process provided in the case of the original appointments. The term of the Committee member nominated by the departed official shall end on a date set by the successor to the elected official or, if no date is set, on the date the Committee member's replacement is confirmed by the Council. The term of the Committee member's replacement shall be for the unexpired portion of the departing Committee member's term.

Presiding Member

At the Committee's first meeting of each year, the Committee shall elect a chairperson from its membership to serve a one-year term. The chair person shall preside at Committee meetings and have a vote on all questions before the Committee. In the absence of the chairperson, the chairperson shall designate a member of the Committee to serve in that capacity as the chairperson's designate. The Committee may have other officers, as may be provided in the bylaws of the Committee. Any officer may be removed with or without cause by a vote of a majority of all of the Committee.

Powers and Duties

The Committee shall act in an advisory capacity to the Council and its duties shall include to review annual social service grant applications and make funding recommendations to Council and to perform such other duties as the Council may authorize from time to time.

Quorum; Voting

Three members of the Social Services Funding Committee must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the members of the Committee present and voting is necessary to determine any question before the Committee.

Staff Liaison

The Mayor shall appoint a City employee as a staff liaison to the Committee. The staff liaison shall serve as secretary to the Committee to assure required Committee notices, agendas and minutes are published and kept of all Committee proceedings.

Bylaws

[NOTE: The City Council will approve the initial bylaws for the Committee in conjunction with passage of the amendments to the City Code.]

The Committee's bylaws may be altered, amended or repealed upon 30 days' notice at any meeting of the Committee by majority vote of its members. Amendments to bylaws shall not be effective until approved by the City Attorney for conformance to City Code and ratified by the City Council.

BYLAWS - CONCEPTS

BE IT RESOLVED BY THE SOCIAL SERVICES FUNDING
COMMITTEE OF THE CITY OF BEAVERTON, OREGON:

The following bylaws, rules and regulations are hereby adopted by the Social Services Funding Committee for the transaction of its business.

ARTICLE I OFFICERS

Section 1. Officers.

The officers of the Committee shall be a Chairperson and Vice-Chairperson. The City staff liaison shall be appointed by the Mayor.

Section 2. Election.

- A. The Chairperson and Vice-Chairperson shall be elected in January of each year for a term of one calendar year and shall serve until their successors are elected.
- B. If the office of the Chairperson or Vice-Chairperson becomes vacant, the Committee shall elect a successor from its membership who shall serve out the unexpired term of the vacant office.
- C. Nominations of officers shall be by oral motion. At the close of nominations, the Committee shall vote by voice vote upon the names nominated for office.

Section 3. Chairperson.

Except that otherwise provided herein, the Chairperson shall have the duties and powers to: **[TBD]**

Section 4. Vice-Chairperson.

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson. In the absence of their Chairperson and Vice-Chairperson, the remaining members present shall elect an acting chairperson.

Section 5. Staff Liaison

- A. The staff liaison, and/or designee, shall be the staff to the Committee, and shall:

1. Maintain an accurate, permanent, and complete record of all proceedings conducted before the Committee;
 2. Prepare and distribute minutes for all Committee meetings;
 3. Give all notices required by law;
 4. Inform the Committee of correspondence relating to Committee business;
 5. Conduct correspondence of the Committee as directed by the Committee;
 6. Attend all the meetings or hearings of the Committee;
 7. Compile all records and maintain the necessary files;
 8. Schedule meetings for the Committee; and
 9. Prepare reports including all relevant information for use by the Committee in formulating recommendations.
- B. The staff liaison shall maintain records of information received, complaints, hearings, continuances, postponements, dates of sending notice, final disposition of matters, and other steps taken or acts performed by the Committee, its officers, and the staff liaison.
- C. The staff liaison shall perform such other duties for the Committee as are customary in that role or as may, from time to time, be required by the Committee

ARTICLE II RESPONSIBILITIES OF COMMITTEE

Section 1. Responsibilities

The Committee shall act in an advisory capacity to the Council and its duties shall include to review annual social service grant applications and make funding recommendations to Council and to perform such other duties as the Council may authorize from time to time.

ARTICLE III MEETINGS

Section 1. Meetings

All meetings of the Social Services Funding Committee shall be held within the geographic boundaries of the City; provided, however, that a joint meeting involving two or more public bodies may be held within one of the public body's boundaries.

Section 2. Public Meetings.

All meetings of the Social Services Funding Committee shall be public meetings as per the Oregon Public Records Law

Section 3. Deliberations.

All official actions of the Social Services Funding Committee must be taken by public vote. Secret ballots or votes are prohibited. The vote of each member must be recorded. Private

deliberations involving a majority of the members of the Social Services Funding Committee sufficient to constitute a quorum are prohibited.

Section 4. Regular Meetings.

- A. Before the first Committee Meeting of the year, a schedule of the regular meetings of Social Services Funding Committee shall be established. The schedule shall include the date, time and place of the meetings.
- B. The meeting time and place of the Social Services Funding Committee for a single meeting may be changed at the discretion of the chairperson, provided that notice of the changed location is received by each member of the Social Services Funding Committee and interested persons in person or by telephone or by electronic mail or by US Mail not less than forty-eight (48) hours in advance of the meeting.

Section 5. Special Meetings.

The Chairperson of the Social Services Funding Committee upon his or her own motion may, or upon the request of a majority of the members of the Social Services Funding Committee shall call a special meeting of the Social Services Funding Committee. Unless otherwise specified in the call, all special meetings shall be held at the regular meeting place of the Social Services Funding Committee. Notice of special meetings shall be given personally or by mail to the Staff Liaison and all members of the Social Services Funding Committee not less than seventy-two (72) hours in advance thereof. In case of an emergency, a special meeting may be held upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the Social Services Funding Committee.

Section 6. Meeting Notice.

- A. In addition to notice required to be given to the Staff Liaison and the members of the Social Services Funding Committee, public notice of the time and place of all Social Services Funding Committee meetings shall be given in a manner reasonably calculated to provide general notice to the public at large and give actual notice to specifically interested persons.
- B. The Staff Liaison shall post the notice on a bulletin board in the City Hall, and shall provide a copy of the notice to persons and organizations as provided by law and to any person who has requested in writing to be notified of Social Services Funding Committee agendas. Notice may also be provided to persons and organizations known to have a special interest in matters to be considered by the Social Services Funding Committee.
- C. Notice shall be given not less than seventy-two (72) hours in advance of a meeting; provided, however, that in case of an emergency, a meeting may be held upon such public notice as is appropriate in the circumstances.

- D. Failure to provide notice as specified in this section shall not invalidate any decision or proceeding of the Commission.

Section 7. Agenda; Order of Business.

- A. A list of the principle subjects anticipated to be considered at a meeting must be included with the notice of any meeting. The list of principle subjects must be specific enough to inform members of the public and interested persons of the nature of the issues coming before the Social Services Funding Committee.
- B. The order of business at all meetings shall be determined by the agenda which shall generally include the following items:
 - 1) Call to order and roll call;
 - 2) Public comments on items not on the agenda;
 - 3) Consent agenda;
 - 4) Public hearings;
 - 5) Minutes of previous meeting;
 - 6) Reports of City officials and staff;
 - 7) Reports of committees;
 - 8) Miscellaneous business; and
 - 9) Adjournment.
- C. Any item may be taken out of order by direction of the Chairperson.
- D. Actions of the Commission are not limited to the prepared agenda. The Social Services Funding Committee may take up additional items arising too late to be mentioned in the notice; provided, however, if an executive session is being held, the discussion in closed session must be limited to the topic listed in the meeting notice.
- E. Public hearings will be stopped at 11:00 p.m., unless there is a motion to extend the time of that hearing. In the absence of that motion, the issue will be continued taken up at a future meeting as provided by motion of the Commission.
- F. The Chairperson may establish time limits on public testimony. For each agenda item, the time limit shall be the same for each person testifying.
- G. The Chairperson is the person in charge of the premises and may rule any person present to be out of order or direct that person to leave the premises.

Section 8. Minutes.

- A. The staff liaison or a designee shall be present a record of every meeting of the Social Services Funding Committee, including its executive sessions (if any). The record may be a sound or video recording, or written minutes of the meeting. A full transcript is not required, but the minutes must give a true reflection of the matters discussed and the views of the participants. Minutes need not state what was said by members, but must

record what was done at the meeting. Executive sessions are excluded from published minutes.

- B. Minutes shall be available to the public, upon request, within a reasonable time after a meeting and shall include the following:
 - a. Date, time and place of meeting;
 - b. Members present;
 - c. Motions, proposals, resolutions, and proposed and their disposition;
 - d. Results of all votes including the vote of each member by name if not unanimous;
 - e. Substance of any discussion of any matter; and
 - f. Time of adjournment.
- C. The Recorder may charge a reasonable fee for copies of minutes and other materials relating to Social Services Funding Committee matters.
- D. Members of the Social Services Funding Committee normally will vote on whether to approve minutes from the previous meeting at the next regular meeting. Approval may be postponed for good cause to a later regular meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the actions memorialized in the minutes. Corrections to the minutes are normally done by unanimous consent, but if a correction is disputed, the matter shall be dealt with by a motion, specifying the exact correction to be made, a second to the motion, followed by discussion and then a vote in normal parliamentary fashion.
- E. Any member of the Social Services Funding Committee not present at a meeting must abstain from voting on approval of the minutes relating to the meeting the member was absent from.

Section 9. Quorum; Voting.

Three members of the Social Services Funding Committee must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the members of the Committee present and voting is necessary to determine any question before the Committee.

Section 10. Accessibility.

No meeting of the Social Services Funding Committee shall be held in a place inaccessible to persons with disabilities. The following notice shall be included with any public notice of a meeting of Social Services Funding Committee:

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advance notice. To request these services, please call 503-526-2222; voice/TDD is available at this number.

**ARTICLE VI
PUBLICATION OF BYLAWS AND RULES OF PROCEDURE**

Section 1. Publication and Distribution.

A copy of these bylaws and rules of procedure and any additional procedures developed by the Committee shall be:

- A. Placed on record with the City Recorder and the staff liaison of the Committee;
- B. Available at each Committee meeting;
- C. Distributed to each member of the Committee; and
- D. Available to the public for the cost of the duplication.

Section 2. Amendments to Bylaws.

Proposed amendments to the bylaws of the Social Services Funding Committee shall be read verbatim at one meeting and voted upon at the next regularly scheduled meeting. The bylaws of the Social Services Funding Committee may be altered, amended or repealed upon thirty days' notice at any meeting by a simple majority vote of the incumbent members present and voting where a quorum is present. Amendments shall not be effective until approved by the City Attorney for conformance to the City Code and ratified by the City Council.

Adopted by the Social Services Funding Committee of the City of Beaverton, Oregon with a quorum in attendance at its regular meeting of June 19, 2008, and signed by the Chairperson in authentication of its adoption this 19th day of June, 2008.

Ratified by City Council:

City Recorder

Mayor