

BEAVERTON URBAN REDEVELOPMENT AGENCY

BYLAWS

ARTICLE I – BYLAWS

Section 1. Amendment. The Bylaws may be amended by a simple majority of a quorum of the BURA Board, provided that any such amendment shall comply with the terms of BURA's enabling act.

ARTICLE II – BOARD, OFFICERS, PERSONNEL, COMMITTEES

Section 1. Board. The Board shall be comprised as is described in BURA's enabling act. A member of the Board appointed by the Beaverton Mayor and confirmed by the Beaverton City Council shall serve a staggered 3-year term.

Section 2. Officers. Board officers shall include the Chair, Vice-Chair, and such other officers as the Board may appoint.

At its first meeting of each calendar year, the Board shall elect a Chair and Vice-Chair who shall hold that office until the first Board meeting of the following year. The Chair and Vice-Chair may serve for an unlimited number of terms. If the Chair or Vice-Chair position becomes vacant during the year, the Board shall hold a vote on a replacement at the next regularly scheduled meeting. The newly elected officer shall complete the term of the existing vacancy.

- A. Chair. The Chair shall preside over all Board meetings. The Chair shall submit such recommendations and information to the Board as the Chair deems necessary or advisable concerning the business, affairs and policies of BURA.
- B. Vice-Chair. The Vice-Chair shall preside at any Board meeting at which the Chair is absent and shall perform the functions of the Chair in case of the Chair's absence or incapacity. For any meeting at which both the Chair and Vice-Chair are absent or incapacitated, the remaining Board members shall elect one from among their number to serve as Chair for that meeting.

Section 3. Personnel. Board personnel shall include the Executive Director, Legal Counsel, Recording Secretary, Treasurer, and such other personnel as the Board may appoint.

- A. Executive Director. The City of Beaverton Community Development Director shall serve as BURA's Executive Director and shall be responsible to the Board for the proper administration of all affairs that the Board delegates to the position, including:

- (i) Execute all contracts, deeds, and real property instruments authorized by the Board;
 - (ii) Prepare plans, reports, and other necessary information concerning any declared urban renewal or redevelopment area, the adopted urban development plan and any amendments thereof; and
 - (iii) Appoint and remove appointive BURA personnel, except as these Bylaws otherwise provide, and have the right to direct and control their work.
- B. Legal Counsel. The Beaverton City Attorney shall serve as BURA's Legal Counsel and shall advise the Board in all matters before it, but shall remain accountable only to the Beaverton City Council. Legal Counsel shall advise the Board when it is in the best interest of BURA and the City of Beaverton to employ outside legal counsel on any particular matter and, except when prohibited by the Oregon State Bar's rules of ethics, shall supervise the work of such outside counsel.
- C. Recording Secretary. The Beaverton City Recorder shall serve as BURA's Recording Secretary and shall keep and publish the official minutes of all Board meetings. The Recording Secretary shall retain and dispose of all official BURA records, shall attest to signatures of BURA officials, and shall certify true copies of BURA documents.
- D. Treasurer. The City of Beaverton Finance Director shall serve as BURA's Treasurer and shall propose and administer BURA's adopted annual budget and account for all BURA funds. In the Executive Director's absence, the Treasurer shall execute all contracts, deeds, and real property instruments authorized by the Board.

Section 4. Committees. The Executive Director and the Board may create committees, subcommittees or advisory groups.

- A. Central Beaverton Urban Renewal Advisory Committee. URAC, a public body with minutes and notice, shall serve as advisors to the BURA Board. URAC's membership shall be a diverse representation of Beaverton and shall be adopted by a resolution of the BURA Board. URAC membership changes may be made at any time by a vote of the BURA Board. URAC bylaws, and changes thereto, shall be effective only upon a vote by the BURA Board.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The Board shall meet at least once annually in the month of January.

Section 2. Regular Meetings. The Board may conduct regular meetings at such time and place as the Board may decide.

Section 3. Special Meetings. The Chair, upon the Chair's own motion, may, or upon written request of two or more members of the Board, shall call a special meeting of the Board.

Section 4. Quorum. A simple majority of the Board constitutes a quorum. A simple majority of the Board members present and voting at any meeting shall determine any matter before the Board that requires a vote unless a different voting requirement is otherwise specified in these Bylaws or in a resolution.

Section 5. Order Of Business. At a regular meeting of the Board, the following shall be substantially the order of business:

- (a) Call to Order and Roll Call
- (b) Visitor Comments
- (c) Approval of Minutes
- (d) Board Communications
- (e) Old Business
- (f) Expenditure Report
- (g) New or Miscellaneous Business
- (h) Executive Director's Report

Section 6. Robert's Rules. All rules of order not provided for in these Bylaws shall be determined by Robert's Rules of Order, 10th ed.

ARTICLE IV – FINANCIAL

Section 1. Budget. The City of Beaverton shall provide funds to operate BURA in an amount the City Council deems necessary and proper. The Board shall consider and adopt an annual budget.

Section 2. Audit. The Board shall order an annual independent audit of BURA's revenues and expenses for the prior fiscal year. The annual audit shall be presented to the Board and shall be deemed a public record when so presented. The audit may be performed as a component unit of the City of Beaverton's annual audit and may be performed by the same auditor.