

AN ORDINANCE AMENDING CHAPTER TWO OF THE
BEAVERTON CODE BY ADDING NEW PROVISIONS
ESTABLISHING A VISIONING ADVISORY COMMITTEE (VAC).

WHEREAS, the City wishes to further promote the City's citizen based visioning process; and

WHEREAS, the City wishes to encourage and facilitate opportunities for Beaverton citizens to share their goals and aspirations for Beaverton's future; and

WHEREAS, the City wishes to continue to support and encourage citizen involvement and stewardship of the City's visioning process; and

WHEREAS, the Council and Mayor find that establishment of a standing committee within the City with a liaison to City staff is a means to fulfilling those goals, now therefore,

THE CITY OF BEAVERTON ORDAINS AS FOLLOWS: The Beaverton Code, Chapter 2.03, "Government and Administration," is hereby amended by adding the following sections establishing the Visioning Advisory Committee, to read as follows:

"VISIONING ADVISORY COMMITTEE

Section 1: Visioning Advisory Committee Established. There is hereby established a Visioning Advisory Committee (VAC). The VAC shall consist of 13 members. Members shall be appointed by the Mayor and confirmed by the City Council. To be eligible to be appointed, members shall reside within the city-limits of Beaverton, own property within the city-limits of Beaverton, own a business within the city-limits of Beaverton, or work within the city-limits of Beaverton. As much as possible, the members of the VAC shall be varied in experience and representative of the city as a whole. A diversity of membership is encouraged among seniors, youth, neighborhood and/or civic leaders, business community members, minorities, and members of the community at-large.

Section 2: Term of Office. Appointments shall be made for a term of three years or until successors are appointed, except the terms of the first appointments shall be staggered. Terms of office shall begin the first day of the calendar year. Any vacancy shall be filled for the remainder of the unexpired term in the same manner provided for in Section 1 of this ordinance. VAC members serve at the Mayor's pleasure.

Section 3: General Powers and Duties. The purpose of the VAC shall be to promote the City's citizen-based visioning process. The VAC is responsible to promote continued citizen involvement in the visioning

process; establish, review, and update a vision action plan for review and approval by the City Council; and provide regular updates on the visioning process to the City Council and the community at-large. The VAC shall be advisory and shall have powers, duties, and functions as follows:

- A. To work with citizens and staff to develop a Vision Action Plan that embraces the goals of the visioning process and identifies suggested strategies and actions to achieve the stated goals. The plan must be adopted by the City Council prior to implementation. Any changes to the plan must be approved by the City Council prior to implementation.
- B. To promote the City's visioning process and sponsor opportunities to promote the visioning process to the public. To assist in informational opportunities, presentations, open houses, or other public initiatives providing information about the visioning process to the public.
- C. To actively review the goals of the visioning process and recommend to the City Council updating the goals, strategies, or action recommendations as needed.
- D. To present an annual update on the Vision Action Plan to the City Council for review.

Section 4: Bylaws. The City Council hereby approves bylaws for the VAC attached to this ordinance as Exhibit A. These may be altered, amended or repealed upon thirty days' notice at any meeting of the VAC by a simple majority vote of the incumbent VAC members. Amendments shall not be effective until approved by the City Attorney for conformance to City Code and ratified by the City Council.

First reading this 3rd day of November, 2008.

Passed by the Council this 17th day of November, 2008.


Approved by the Mayor this 18th day of November, 2008.

ATTEST:



SUE NELSON, City Recorder

APPROVED:



ROB DRAKE, Mayor

Bylaws of the Visioning Advisory Committee (VAC)
City of Beaverton, Oregon
November 2008

ARTICLE I. Name

The name of this committee shall be the Visioning Advisory Committee, hereafter referred to as the VAC.

ARTICLE II. Purpose

The purpose of the VAC shall be to promote the City's citizen-based visioning process. The VAC is responsible to promote continued citizen involvement in the visioning process; establish, review, and update a vision action plan to be presented to the City Council for review and approval; and provide regular updates on the visioning process to the City Council and the community at-large.

ARTICLE III. Role

The role of the VAC shall consist of, but not be limited to, the following:

Section 1. To work with citizens and staff to develop a Vision Action Plan that embraces the goals of the visioning process and identifies suggested strategies and actions to achieve the stated goals of the visioning process. The plan must be adopted by the City Council prior to implementation. Any changes to the plan must be approved by the City Council prior to implementation.

Section 2. To promote the City's visioning process and sponsor opportunities to promote the visioning process to the public. To assist in informational opportunities, presentations, open houses, or other public initiatives providing information about the visioning process to the public.

Section 3. To actively review the goals of the visioning process and recommend to the Beaverton City Council updating the goals, strategies, or action recommendations as needed.

Section 4. To present an annual update on the Vision Action Plan to the City Council for review. To prepare an annual update for the public as well including planning an annual open house to report on the visioning process.

ARTICLE IV. Membership

Section 1. The VAC shall have 13 members. To be eligible to be appointed, members shall reside within the city-limits of Beaverton, own property within the city-limits of Beaverton, own a business within the city-limits of Beaverton, or work within the city-limits of Beaverton. As much as possible, the members of the VAC shall be varied in experience and representative of the city as a whole. A diversity of membership is encouraged among seniors, youth, neighborhood and/or civic leaders, business community members, minorities, and members of the community at-large.

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Section 2. Members shall be appointed for a three year term by the Mayor and confirmed by the City Council. Members shall be selected after an open, well publicized, interview process.

Section 3. The first appointments to the VAC shall be staggered. Five members shall be appointed for a three-year term, four members for a two-year term, and four members for a one-year term. The purpose of this is to give positions varying renewal years so the terms for the board's membership do not expire at the same time. After the initial founding appointments, all future appointments shall be for a three-year term.

Section 4. There shall be no limit placed on the number of terms a member of the VAC may serve.

Section 5. If a VAC member fails to attend three consecutive VAC meetings without providing an explanation or communicating with the VAC Chair or City staff liaison, the VAC member forfeits their position on the VAC. The Mayor may appoint a new person to the VAC after confirmation from the City Council. The new appointee will complete the existing term of the former member.

ARTICLE V. Officers

Section 1. The officers of the VAC shall be: Chair, Vice-Chair, and Recorder.

Section 2. Chair. The Chair shall preside at all regular meetings, call special meetings as deemed necessary, and shall be responsible for preparing the agenda for meetings with the assistance of the City staff liaison. The Chair shall represent the VAC to the public and may give presentations, speak publicly, and provide testimony. The Chair is also responsible for submitting an annual executive summary to be included in the annual report to the City Council on the visioning process.

Section 3. Vice-Chair. The Vice-Chair shall fulfill the position of Chair in the absence of the Chair. The Vice-Chair may be called upon to assist in preparation of meeting agendas. The Vice-Chair may represent the VAC to the public, give presentations, speak publicly, and provide testimony.

Section 4. Recorder. The Recorder shall record the minutes of each meeting and shall present written minutes to the VAC City staff liaison two weeks prior to the next scheduled meeting after a regular meeting. This will allow the VAC City staff liaison to distribute the minutes to the VAC in preparation for the next meeting. The VAC shall follow public records law and maintain VAC minutes per Oregon state law.

Section 5. Election of Officers.

- A. Election Process. At the first meeting of a new calendar year, the VAC will elect officers. Nominations may be made from any VAC members. The officers shall be elected in order of chair, then vice-chair, and then recorder. In the event of a tie vote, one re-vote shall take place among the two top vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin.

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- B. Term. All officers shall serve a one-year term in the elected position. There shall be no limits on the number of terms a person may hold an elected position. However, all elected VAC officers must be current VAC members.
- C. Vacancy. If an elected position becomes vacant during the year, the VAC shall hold an election and vote on a replacement at the next regularly scheduled meeting. The length of the term shall match the original office holder.

Article VI. Meetings

Section 1. Regular Meetings. The regular meeting of the VAC shall be held monthly at a time and place determined at the first meeting each year. The meetings of the VAC shall be conducted as a public meeting as defined by the Oregon Public Meetings Law.

Section 2. Special Meetings or Committees. Special meetings of the VAC may be held as needed on especially assigned projects. If necessary, a Sub-Committee of the VAC may be formed by a motion and simple majority vote of the full VAC. Such a motion may include the purpose, scope, number of members, and duration of the Sub-Committee.

Section 3. Public Meeting Law Requirement. Any action by the VAC that is advisory to the City Council shall be taken only at a public meeting as defined by Oregon Public Meetings Law.

Article VII. Quorum and Voting

Section 1. A simple majority of the voting members of the VAC shall constitute a quorum for all meetings of the VAC.

Section 2. Proxy votes shall not be used in any vote.

Section 3. Any action or decision requiring a vote shall require a quorum of VAC members. Any action or decision taken by the VAC by a vote shall require a simple majority vote of those present to pass.

Article VII. Bylaws Amendments

Section 1. Proposed amendments to the VAC bylaws shall be read verbatim at one meeting and voted upon at the next regularly scheduled VAC meeting.

Section 2. The VAC bylaws may be altered, amended or repealed upon thirty days' notice at any meeting of the VAC by a simple majority vote of the incumbent VAC members when a quorum is present. Amendments shall not be effective until approved by the City Attorney for conformance to City Code and ratified by the City Council.

Approved and adopted by the Visioning Advisory Committee on _____, 2009.