



City of Florence
A City in Motion

City of Florence Committee & Commission Policy Manual

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Exhibit A

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City of Florence

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www.ci.florence.or.us

Welcome to the City of Florence Team

Members of boards and commissions provide an invaluable serve to our City. Over the years, the services and programs provided by the City have expanded. Boards and Commissions advise the Council on a wide variety of subjects and provide much needed volunteer time to keep many of our programs functioning at a level that would be impossible without their services.

Serving on a board or commission can be a rewarding experience for community service minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. If we are to have effective government, we must have the continued participation of the many dedicated board and commission members. Your participation helps to maintain effective and responsive local government.

On behalf of the City Council, I wish to thank the members of each board and commission for their service and extend an invitation to all citizens to consider serving in a volunteer capacity.

Sincerely,

Kelli Weese
City Recorder



Chapter 1 – Florence’s Form of Government

The Florence City Charter establishes a council-manager form of government which vests policy authority in a volunteer City Council and administrative authority for day-to-day operations to an appointed, professional City Manager. The Florence City Council consists of a mayor and four councilors. The mayor serves a two-year term and the councilors each serve a four-year term.

City Council

The City Council, Florence’s legislative body, has five members (including the Mayor). The Council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The Council adopts the City budget, which specifies how much money can be spent for each City service.

The Council takes official action at regular council meetings, which are held on the first and third Mondays of each month. The Council also conducts work sessions periodically as dictated by the adopted city council rules of procedure. All Council proceedings are open to the public, except for properly called executive sessions. City Council meeting agendas are published online on the City of Florence website at www.ci.florence.or.us. Interested parties may also sign up for an email distribution list to be notified of all upcoming City Council meetings online at <http://www.ci.florence.or.us/newsletter/subscriptions>.

Mayor

The Mayor serves as the City’s political head and chairperson of the Council. He or she is elected by the city at large on a nonpartisan ballot for a two-year term of office. The Mayor does not receive a salary. The Mayor is a formal representative of the City.

The Mayor also appoints members to Boards and Committees to meet the needs of the City of Florence on a variety of topics.

City Councilors

The Councilors are elected on a nonpartisan ballot for four-year terms. Like the Mayor, City Councilors are not paid.

The Council elects one of its members to serve as president and one member to serve as vice-president. The president presides over the Council in the Mayor’s absence and the vice-president serve in the instance of the Mayor and council president absences. Either party often represents the Mayor and Council on special occasions.

City Manager

Under the council-manager form of government, the Council appoints a City Manager who manages the City’s staff and departments. The City Manager is responsible for the day-to-day operations of the City of Florence.

Chapter 2 – Types of Commissions, Agencies, Advisory Committees and Volunteer Groups

The City of Florence has two types of volunteer committees and groups – those established by the City Council and those established by staff. Volunteer committees and groups established by the City Council report directly to the City Council and have advisory authority to the City Council. Volunteer committees and groups established by staff report directly to staff and have no advisory authority to the City Council.

Committees Established by the City Council

The Council has created three distinct types of volunteer groups: Commissions & Agencies, Advisory and Volunteer Committees, and Ad-Hoc Committees. These committees originate from three different sources: City Code, Council action, and state statute.

1. Commissions

The Commission is a standing committee that is required by state law or to which the Council has delegated final decision-making authority. Establishment of a commission shall be established by an ordinance of the Council.

The commissions & agencies include:

- Planning Commission

2. Advisory and Volunteer Committees

An advisory and volunteer committee is a standing committee that is not required by state law (with the exception of the budget committee). Establishment of an advisory and volunteer committee shall occur by an ordinance of the Council. Each committee is generally appointed for the dual role of:

1. Advising and making recommendations to the City Council regarding topics as specified in the committees enabling provision,
2. Providing volunteer work toward the City Council goals and work plan to achieve objectives as specified in the committees enabling provision.

The Advisory and Volunteer Committees include:

- Budget Committee (BC)
- Community & Economic Development Committee (CEDC)
- Environmental Management Advisory Committee (EMAC)
- Public Arts Committee (PAC)
- Transportation Committee (TC)

3. Ad-Hoc Committees

An ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc citizen committees shall be established by a resolution of the Council. The resolution identifies the term of the committee, the task or project, and such other direction as the Council deems appropriate. Examples of Ad-Hoc Committees have included the Parks and Recreation Master Planning Ad-Hoc Committee, Transportation System Planning Ad-Hoc Committee, and the Housing and Economic Opportunities Ad-Hoc Committee.

Committees & Volunteers Established by Staff

There are two distinct types of volunteer groups established by staff: Staff appointed ad-hoc committees and volunteer groups.

1. Staff Appointed Ad-Hoc Committees

A staff appointed ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Staff appointed ad-hoc committees are established as necessary by the City Manager, or designee, to provide additional staff assistance or professional recommendations on issues of an administrative nature. Staff appointed ad-hoc committees have no recommendation authority to the City Council and establishment of staff appointed ad-hoc committees does not require City Council action. Examples of Staff Appointed Ad-Hoc Committees have been the Finance Ad-Hoc Committee.

2. Volunteer Individuals and Groups

Volunteer groups refer to many different informal groups working with the City of Florence to meet the needs of the City's goals and work plan. Volunteer groups have no recommendation authority to the City Council and do not meet in regular formal settings. Volunteer groups may be established on a temporary or long-term basis depending on the needs and desires of the volunteers and the availability of work to be performed and/or staff to provide supervision. Establishment of volunteer groups require no Council action.

Volunteer groups may include, but are not limited to:

- Airport Volunteer Group
- Florence Events Center Volunteers
- Florence Police Auxiliary and Reserve Members
- Parks Volunteers

Applicability of this Policy: This manual seeks to primarily clarify the role of Committees and Commissions which are established by the City Council and thus have a decision making and/or recommendation authority for the City Council. The provisions of this manual shall only pertain to Committees and Volunteers established by staff as determined appropriate by the City Manager.

Individual Volunteer Policy: All other volunteers for the City of Florence including Staff appointed ad-hoc committee members and individual volunteers and volunteer groups are governed by the City of Florence Individual Volunteer Policy Manual.

Chapter 3 – Committee & Commissions Summary

Below is a synopsis of the City's Committees & Commissions. For more information about City commissions and committees or their meetings, please visit the City of Florence website at www.ci.florence.or.us.

Commissions

- **Planning Commission (PC):** The Planning Commission holds public hearings and makes recommendations to the Council concerning Comprehensive Plan and Development Code amendments; applications for Plan and Zoning Map amendments; reviews development proposals; administers procedures and standards to assure that the design of site and building improvements are consistent with applicable standards. It has seven members.

Advisory & Volunteer Committees

- **Budget Committee (BC):** The BC reviews the City's budget. It has five citizen members in addition to the Mayor and Councilors.
- **Community & Economic Development Committee (CEDC):** CEDC serves to advise the Council and implement the provisions of the City Council goals and work plan related to community & economic development initiatives.
- **Environmental Management Advisory Committee (EMAC):** EMAC serves to implement the requirements of the Florence City Code relating to solid waste management including developing strategies, informing the public and advising the Council as well as proposing minimum and maximum rates and classifications for solid waste services.
- **Public Arts Committee (PAC):** PAC serves to establish and maintain a city art collection, prepare for and secure funding for additional art works, and consider projects by private developers and citizens that would result in public art.
- **Transportation Committee (TC):** The TC serves to advise the Council and implement the provisions of the City Council goals and work plan related to the development of the City's Transportation System.

Chapter 4 – Committee Membership & Expectations

All Council created commissions and committees are part of the City of Florence and work at the pleasure of the City Council as it sees fit to meet its overall mission and vision. All Council created committees and commissions may make recommendations to the Council. The Council then accepts, rejects, or modifies those recommendations. The Council relies on the committees and commissions to increase the variety of viewpoints and talents available to approach City issues. The Council also relies on the committees and commissions to provide additional volunteer hours to achieve objectives which might not normally be possible within the City's current staff time allocations.

The City of Florence believes that by concentrating on specific areas, members of committees and commissions can expand the level of expertise and can conduct detailed analyses that the Council itself may not have time to pursue. It is expected that committees and commissions may adopt positions of advocacy within their specific spheres of interest. The Council's role, however, is to take into consideration the often varied and sometimes conflicting public needs and determine what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Committee and Commission Expectations

All parties who are appointed to a committee or commission should expect to attend recurring meetings and devote considerable time for study of issues and performance of work above and beyond meeting attendance. Any party interested in applying for a committee or commission should reach out to the committee chairperson, city staff, or other parties to ascertain the amount of work involved in their potential role.

Each committee member also has the obligation to work cooperatively with other committee members. Committee members should exercise self-discipline and strive to always be objective, fair, and courteous with each other as well as with staff and the public. Respect for the time of other committee members, staff, and the public is of critical importance.

Meeting Absences: It is expected that all members of a committee will read and study meeting materials prior to each meeting and attend regularly scheduled meetings. However, it is understood that volunteers may need to miss meetings from time to time due to unforeseen circumstances.

Should a committee member be compelled to miss a meeting, that committee member shall notify the chairperson, vice-chairperson, and staff representative as soon as possible such that they may ensure a quorum is present for the meeting.

Committee members may be removed from a committee due to excessive lack of attendance. Chapter 6 of this manual dictates excessive lack of attendance to be:

- Absence from three (3) consecutive meetings without an excuse, as approved by the chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1st – January 31st)

Making Up Absences: Should a member of a commission or committee be absent from a meeting, it is their responsibility to make up for the absence and keep up on the work of the group. The committee member may make up an absence by:

- Requesting the staff representative provide them with a digital copy or compact disc of the recording for the meeting and listen to the recording, and
- Meeting either in person, over the phone, or via email, with the chairperson of the committee to determine results and/or work allocations from the meeting.

Workers Compensation Insurance: Members of Committees and Commissions are vital members of the City of Florence’s team. Volunteer hours donated by City of Florence volunteers represents a monetary donation to the City. The City Council has seen the value of volunteers as vital members of the City of Florence’s team, and has elected to ensure that members of Committees and Commissions are provided worker’s compensation insurance. City of Florence workers compensation insurance provides limited coverage for certain workplace injuries should they occur while the committee representative is serving the City of Florence in an approved capacity.

City and Committee Representation

Statements to the Media and Other Organizations: In general, the Committee chairperson shall be the appointed representative for each Commission or Committee. Unless authorized by the committee, an individual committee member may not represent the committee before any other committee, outside agency, the media, the general public, or City Council. Should the chairperson, or authorized member of the committee need to represent the committee to the media or other organizations, the committee member may only state the official position of the committee as approved by the majority of the committee.

Personal Opinions. When an individual committee member is appearing in a private capacity before other committees, outside agencies, the general public, or the City Council, either in an in-person or on-line setting, the committee member must clearly indicate that s/he is speaking as a private individual, not as an official representative of the City or the Committee.

Use of the City Logo or City Stationary: A committee or committee member shall only use the City logo or City stationary with direct and prior consent of the City Recorder’s Office.

Obligation to the City / Purchasing / Contract Authority. No committee member, including the chairperson, vice-chairperson, or other party, shall have the authority to purchase items and/or sign contracts on behalf of the committee or the City of Florence nor does any member of the committee have the authority to obligate the city, whether by way of contract or other method. Staff representatives are responsible for coordinating purchases and contracts on behalf of the committee's work in compliance with the City of Florence's purchasing policies.

Chapter 5 – Committee and Commission Positions

Committee Chairperson & Vice-Chairperson Roles & Terms

In February of each year, all committees shall appoint a chairperson and vice-chairperson to serve for the following twelve (12) months. Chairperson & vice-chairperson terms shall run from February 1st – January 31st each year.

Should the committee not be able to decide on the appointment of a chairperson or vice-chairperson, the position(s) shall be allotted to those committee members with the most seniority on the committee.

Chairperson: The Chairperson performs the following duties:

- Presides at all meetings of the committee
- Approves the agenda prior to distribution
- Signs correspondence on behalf of the committee
- Works with Council ex-officio member (*if applicable*) to keep Council and the committee informed of relevant City or committee information
- Works with staff representative to coordinate the preparation of appropriate reports for the Council agenda including the annual committee work plan and activities report
- Approves committee member absences and meets with absent members to assist them in making up their absence
- Assists staff representative in training new members
- Performs other duties necessary or customary to the office

Chairperson shall serve for a period not to exceed two-consecutive years.

Vice-Chairperson: The vice-chairperson's role is to fulfill the role of the chairperson when the chairperson is not available. It is the expectation that the vice-chairperson will be the next party in succession to the role of chairperson for the committee and will fulfill the position during a vacancy or when the chairperson has reached their term limit.

In order to ensure an adequate transition in leadership, the vice-chairperson should be involved in all correspondence and work of the chairperson.

Chairperson / Vice-Chairperson Vacancy: In the event of resignation, vacancy, or removal of either the chairperson or vice-chairperson positions, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term.

Council Ex-Officio Member

Each year the Council may appoint an ex-officio member from its members to each committee and commission which indicates the position within its enabling provisions. The purpose of the Council ex-officio position is to provide a direct line of communication between the committee or commission and the Council. The Council ex-officio member and

the chair of the affected committee have a joint obligation to keep the Council and the committee informed of relevant City or committee information.

The Council ex-officio member serves as an appointed member of the particular committee, sits with the committee and participates in all discussions, but does not vote on decisions. The Council ex-officio member utilizes their voice within discussions to encourage two-way communication between the Council and the commission. However, the Council ex-officio member may not speak for the Council on any item the Council has not made a formal determination upon.

Staff Ex-Officio Member

Each year, the City Manager may appoint an ex-officio member to each committee and commission which indicates the position within its enabling provisions. The role of the staff ex-officio members work similarly to the Council Ex-Officio member. Staff ex-officio members serve as a member of the particular committee, sit with the committee and participates in all discussions, but does not vote on decisions. These City employees have a responsibility to assure that the committee is aware of laws and administrative processes affecting proposed policy and operational recommendations. Staff must be constantly aware of the responsibility to represent overall Council priorities and administrative policies of the City.

Other Ex-Officio Members

Other types of ex-officio positions may be included within a commission or committees enabling provisions as appropriate to further communication between various types of groups. Examples of ex-officio positions include representatives of other city commissions or committees with overlapping work plans and goals. The role of these positions work similarly to the Council / Staff Ex-Officio members. These members shall be appointed by the groups they represent.

Staff Representative(s)

Each Committee and Commission will be assigned a staff representative to provide support to the Committee or Commission. This staff representative may be the same person as the Staff Ex-Officio member, or may be another staff member. The staff's representatives responsibility is to assist the committee in its functions and to represent the City of Florence. The staff representative may sit at the table to allow for maximum understanding of the discussions / votes, but does not participate in discussions unless called upon by the committee chair, or unless to note a legal, budgetary or administrative concern.

Other responsibilities include the following:

- Provide professional and technical advice
- Provide clerical assistance on the preparation, duplication, and distribution of committee materials
- Maintain public records created by the committee including digital recordings and/or minutes, reports, recommendations, and letters, as required by state law
- Prepare the committee agenda in consultation with the chairperson / vice-chairperson

- Maintain accurate records of committee membership in coordination with the City Recorder's office
- Notify committee members and the public of upcoming meetings
- Coordinate with committee chairperson in the preparation of appropriate reports based on the Committee's actions for the Council agenda
- Coordinate with the City Recorder's office and committee chairperson to ensure adherence to the required council report format and timetable for submittal
- Coordinate with the Human Resource's office to ensure accurate and timely volunteer hour reporting
- Schedule meeting rooms for committee meetings

Relationship between Staff and the Committee

City staff members do not report to the Committee or its chairperson and shall not be directed to perform work on behalf of the committee. Staff work direction above and beyond committee administration shall be dictated through the annual committee work plan as approved by the City Manager and the City Council.

If a committee desires information, a report, or work to be performed by staff, which was not included in the annual work plan, and which will require more than 15 minutes of staff time, the committee shall make such request to the applicable department director in writing prior to pursuing the project. The Committee should direct the department director with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects.

City staff members should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

Committee Sub-Committees: Except for the Planning Commission and Budget Committee, commissions and committees are encouraged to form sub-committees should such formation be determined to be useful in the completion of the committee's work plan. Work before a sub-committee must be administrative or research orientated in nature. Any actions of the sub-committee must be approved by the committee as a whole, or authority must be given to the sub-committee by Committee action at a publicly held meeting prior to the action taking place. Sub-committees shall not be made up of a quorum of members of the committee. Care must be taken to ensure subcommittee meet the requirements of public meetings as detailed in Chapter 8 including avoidance of inadvertent public meetings.

Chapter 6 –Appointments, Membership Provisions, Vacancies & Training

Appointments to Commissions & Committees

Appointment Criteria: It is the policy and intent of the City that for every committee position, every applicant will be considered on an equal basis for all positions without regard to race, ethnicity, color, national origin, religion, gender, age, marital or veteran status, sexual orientation, disabilities, or other protected status or activities in accordance with state and federal laws.

Each commission & committee requires specific knowledge and history of the items within the purview of the individual committee. The provisions of each committee establish the criteria that shall be utilized for appointment to each committee. These criteria include, but are not limited to, such items as:

- City of Florence residency
- City of Florence business ownership
- Local business / non-profit / government representation
- Professional background
- Other pertinent information as to allow the Mayor to make an informed appointment decision

Reappointment: Committee members may be reappointed to all committees, but incumbents shall submit application materials in the same manner as any new applicant. The City Recorder's office notifies members whose terms are expiring in order to provide them an opportunity to apply for reappointment.

Eligibility of City Employees for Appointment: Current City of Florence employees may not serve on City committees. Employees are welcome and encouraged to attend meetings, observe, and become involved when appropriate as a member of the community.

Serving on Multiple Committees: In order to ensure maximum community involvement, members of a City commission or committee may not participate in more than one committee, unless to fill a representative position as indicated committee's enabling provisions. (such as an Ex-Officio representative position)

Appointment Process

The Mayor is authorized to appoint all of the members of the City's commissions and committees per Florence City Code Title 2 Chapter 1. This code provision sets out the City of Florence's process for the appointment of members of the City's committees and commissions created by the City Council and sets the general protocol for the Mayor to solicit feedback from the public and the City Council.

Florence City Code Title 2, Chapter 1, Section 2-B states:

Prior to making any appointment the Mayor shall:

- Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which applications may be submitted.
- Solicit recommendations from the Councilors concerning potential appointees; and
- Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.

Below is a general timeline of how this process is completed:

Fall / Winter Full Recruitment	Spring / Summer Mid-Term Recruitment	Action
Late October / Early November	Late May / Early June	<ul style="list-style-type: none"> • Commission & Committee vacancies and the intent to recruit for applicants are announced at a City Council meeting, along with a preliminary recruitment timeline and application deadline • Applications are posted to the City of Florence website and public service announcements are sent to the media.
December 31st	June 30th	Application Deadline
~ January 2 nd	~ July 1 st	<ul style="list-style-type: none"> • Applications are submitted to the Mayor and Councilors
Early / Mid- January	Early / Mid-July	<ul style="list-style-type: none"> • Councilors provide comments on applicants to Mayor • Mayor solicits feedback on applicants from Chairperson and Staff representative of each committee • If necessary, Mayor calls and/or schedules meetings with applicants to obtain additional information
Mid to Late January	Mid to Late July	Mayor announces Committee Appointments at a City Council meeting
February 1st	August 1st	New Committee appointees begin their terms

Terms: The term of office for members of City Council created committees and commissions, with the exception of City Council & Staff Ex-Officio members, shall be four years. A Committee year runs February 1st and ending January 31st.

Number of Meetings: Committees are expected to set recurring meeting date/times. Most committees meet once per month, with the potential to meet more or less frequently, as needed to conduct its business. Committees are encouraged to not meet more than once per month. In February of each year, each committee shall set its annual meeting calendar.

Membership Roster: The City Recorder's office shall maintain a membership roster for each committee. Rosters shall include all contact information for each member and staff representative, as well as term of office information for each committee position. A public version of the roster, without private contact information, is available on the City of Florence website at www.ci.florence.or.us.

Members are responsible for notifying their staff representative as soon as possible should any contact information change. Staff representatives are responsible for submitting contact information changes to the City Recorder's Office.

Resignation Procedure for Committee Members: A committee member wishing to resign, or who no longer meets the residency or other requirements to serve, shall submit a letter of resignation (email notification is satisfactory) to the City Recorder's office, their staff representative and chairperson / vice-chairperson. Verbal notifications are not sufficient.

Removal

Members of all city committees and commissions serve at the pleasure of the City Council. Except for the Planning Commission and the Budget Committee, the Mayor is authorized to remove any member of a committee for misconduct or non-performance of duty after consultation with the Committee Chairperson, Vice-Chairperson, Council Ex-Officio member and staff ex-officio member.

Removal due to misconduct: Misconduct includes, but is not limited to:

- Conviction of a felony
- Failure to declare a conflict of interest
- Failure to adhere to public meetings law
- Failure to follow the City of Florence's Committee & Commission policies
- Failure to comply with any applicable requirement of the City of Florence code
- Any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body, or tends to render the City ineffective or open to ridicule

Removal due to non-performance of duty: Non-performance of duty includes, but is not limited to:

- **Excessive lack of attendance:** Excessive lack of attendance is determined to be:

- Absence from three (3) consecutive meetings without an excuse, as approved by the Chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1st – January 31st),

It is the joint responsibility of the Chairperson and staff representative to track absences and report instances of excessive lack of attendance to the City Recorder. Once the City Recorder is notified of the instance of excessive lack of attendance, he or she will notify the offending committee member & Mayor, deem the position vacant and note the position for recruitment during the next recruitment cycle.

Removal of members of the Planning Commission and Budget Committee: The process and criteria for removal of a member of the Planning Commission or Budget Committee is dictated by FCC 2-1-6-E, to be performed by the City Council and shall include a hearing.

Training Process for New Members & Recurring Training

The City Recorder’s office will work with the staff representative and the Chairperson / Vice-Chairperson of each committee, and the Human Resources Department to develop a specialized orientation for new members and perform recurring training for individual committees.

This orientation should include:

- a review of this manual,
- overview of the City Council & committee goals / work plan,
- overview of applicable current city projects,
- Safe work rules and rules of conduct,
- Relevant sections of the employee handbook,
- contact information for staff and other members, and
- meeting time place.

Chapter 7 – Goals & Work Plans

Committee’s Role in Goal Setting / Work Plan Creation

Each January, the Council develops or reaffirms goals and a work plan for the City to meet over the next fiscal year and/or biennium. Clear goals provide the foundation for the future success of this process. This goal statement and any other background documentation for clarifying the Council’s priorities are provided to the committees in the early months of each year.

After receipt of the Council goals & work plan, all permanent standing commissions and committees, except for the Budget Committee, are then charged with developing:

- an annual work plan for their committee for the upcoming year, and
- a report on the activities of the committee over the prior service year

The chairperson of each committee is responsible for coordinating the creation of these reports. The work plan must be consistent, relevant, and supportive to the Council’s goals.

The commission / committee’s work plan and prior year activities report shall be presented to the City Manager and City Council for approval at a Council meeting in the spring of each year. This action will generally occur on the consent agenda. Staff representatives shall work with the City Recorder’s office and each commission & committee chair to ensure timely submittal of the commission & committee’s work plan and activities report.

Should a commission / committee feel the need to amend their work plan prior to completion of the planned year, the committee should submit a request in writing to the City Recorder’s office following the procedure for committee reports and recommendations to Council (next section).

Except for the Budget Committee, the Council meets with representatives of all the commissions and committees in a work session in the fall of each year. The purpose of the work session is to provide Council with input regarding the commissions / committees work programs and issues, and to forward information regarding potential issues that may contribute to the Council’s goal-setting work. The Council then takes this information into consideration when creating its goals and work plan for the coming year.

General Commission & Committee Yearly Schedule	
Approximate Date(s)	Action
February <i>(1st Committee meeting of the service year)</i>	<ul style="list-style-type: none"> • Welcome new members • Appoint Chairperson / Vice-Chairperson / Secretary (optional) • Approve annual committee meeting calendar
February / March	<ul style="list-style-type: none"> • Review Council goals & work plan • Begin creation of commission / committee work plan & prior year activities report
April / May	<ul style="list-style-type: none"> • Committee approval of proposed work plan & prior year activities report • Committee work plan & prior year activities report submitted to City Manager & City Council for approval
October / November	<ul style="list-style-type: none"> • Work session with City Council to: <ul style="list-style-type: none"> ○ Review work performed thus far ○ Receive Committee recommendations for overall City work plan & budget

Reports & Recommendations to Council

With the exception of the annual Council work session with representatives of the committee, all reports and recommendations presented to Council shall be documented in the committees approved work plan.

All reports & recommendations submitted to Council shall be presented by the Committee chair and/or authorized committee representative(s). The reports shall be prepared in such a way that the Council fully understands the issue and what action, if any, it is to take. A report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the commission or committee, and a minority recommendation, if any.

Quality commission reports and recommendations consider the Council’s necessity to view an issue as broadly as possible. The Council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Submission of quality reports will enable the Council to act knowledgeably and expeditiously on reports and will reduce the likelihood of the Council referring the report back to the commission or committee for clarification.

Commissions and committees are to transmit their written findings and recommendations to the Council through the Council agenda packet. Staff representatives are responsible for scheduling committee reports for action by the Council. Please contact the City Recorder's office for details and timelines.

In some cases, a commission or committee may need direction from the Council in order to accomplish a task. This type of instruction can come from a Council work session. City staff can place the committee or commission's item on the Council agenda by working with the City Recorder.

Monthly Committee and Commission Reports

It is the responsibility of the chairperson of each committee to coordinate with their committee or commissions to provide complete, concise, and accurate reports to the Council on a monthly basis. These documents should be prepared in such a manner that the Council fully understands the issues before each committee and what action, if any, has occurred at the committee level, as well as what action may be necessary at the Council level. Reports for the month prior are due to the City Recorder by 5 p.m. on the first Friday of every month.

Chapter 8 – Public Meetings

Meetings

Meetings must be held within the city limits of Florence and only at the place specified on the agenda. Virtually all meetings of governing bodies, which include standing and ad-hoc committees, are open to the public in the State of Oregon. ORS 192.620 establishes Oregon’s policy of open decision-making by governing bodies.

Requirement to be Accessible to the Public

All public meetings must be accessible to all public parties including people with disabilities. All committee meetings must be held at wheelchair-accessible locations. This includes the approach to the facility entry, path of travel within the facility, and rest rooms.

Quorum: A majority of the members of a Committee shall constitute a quorum. A quorum of members must be present to proceed with a meeting. If a quorum is not obtained within fifteen minutes of the scheduled start time, the meeting cannot take place, and the meeting room needs to be vacated. The digital recording and/or minutes for the meeting shall dictate that the meeting did not take place for lack of a quorum.

Inadvertent Public Meetings: Inadvertent public meetings must be avoided. If committee members willfully violate public meetings law, they can be held personally liable for any damages, including attorney fees. Inadvertent public meetings may occur when a quorum of a Committee meets outside of a public meeting.

Attending meetings of other public bodies: If a quorum of a committee were to attend the meeting of another public body (e.g. another City of Florence committee, City Council, or other governing body), it could give the appearance that the committee is having a public meeting. Therefore, if a quorum of a committee plans to attend the meeting of another governing body, their attendance should be formally noticed.

Social Gatherings: A quorum of a committee may participate in social gatherings. However, even when meeting socially, no official business can be discussed lest the social gathering turn into or give the appearance of a public meeting.

Training Sessions and Field Trips: The Attorney General’s manual on public meetings law provides guidance on training sessions and field trips. No deliberation can take place during a training session and / or field trip. The City of Florence seeks to ensure the ability of the public to be informed not only of the decision of government, but also of the information upon which such decisions were made. Consultation with the City Recorder’s office is necessary if a committee wants to have a field trip or training session.

Email, Texting, Instant Messages, and other electronic communication: Committee members and staff must take care not to participate in non-contemporaneous communications that could turn into a serial communication. The City encourages the use of email as a one-way communication tool. To this end Committee members should not ‘reply all’ to any emails to avoid an issue of a quorum. Staff should be caution of being an intermediary in a serial communication that taken as a whole turn into deliberation, and thus, a public meeting.

Communication Access

All committees must provide communication access in the form of accommodation to members of the public so that they may have an equal opportunity to participate in and benefit from committee meetings. This particularly affects citizens who are vision or hearing impaired and may involve requests for such accommodations as providing meeting agendas in large print or braille or the provision of a sign language interpreter at the meeting.

It is the responsibility of City staff to arrange for accommodations. The City of Florence asks that requests be made 48 hours prior to the meeting.

Notice of Meetings

The City of Florence produces a calendar of public meetings available online at www.ci.florence.or.us. City staff is responsible for providing notice of the meeting for inclusion on the City's online calendar.

The Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special, and emergency meetings. The public notice requirements apply to any meetings of a governing body subject to the law, including committees, subcommittees, and advisory groups. A notice must be reasonably calculated to provide actual notice to the persons and the media that have stated in writing they wish to be notified of every meeting.

Closed Meetings

The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations (ORS 192.660). The occasions when an advisory body may legally meet in a closed session are rare. It is the responsibility of the city staff representative to consult with the City Recorder's office if a committee feels it must conduct a meeting in an executive session. The City Recorder will coordinate such requests in consultation with the City Attorney and staff representatives.

Public Hearings, Public Forums and Workshops

Public Hearings are a relatively formal proceeding and are a legally required step proceeding action by a committee sitting as a quasi-judicial body. A public hearing must include specific elements, which are recorded in the minutes, such as testimony from an applicant, appellant, interested citizens or an introduction into the record of pertinent facts and findings.

Public Forums are an opportunity for committees to receive public input in a less formal atmosphere. It is a chance for citizens to ask questions and express support or concern for proposals being considered.

Workshops are designed to elicit citizen input in the least formal manner, allowing maximum interactions between citizens and committee members. Frequently, workshops are held on a drop-in basis. Citizens can learn more about certain proposals and can register their impressions of the ideas. Workshop sessions do not culminate in action at that meeting.

Legally required actions or recommendations should be taken either at the next regular meeting or at another publicly announced date and time.

Digital Recordings & Minutes Requirements

Public Meetings Law requires the preparation and retention of digital recordings and/or minutes for each committee or commission meeting. All committees and commissions shall maintain a digital recording of the meeting as the primary method of meeting this requirement. In addition, staff or representatives of Commissions shall be required to prepare minutes of each meeting to be approved by the committee.

Should an Advisory & Volunteer Committee wish to maintain written minutes, the committee shall nominate a volunteer secretary of the committee to prepare minutes to be approved by the committee.

Digital Recording

Staff representatives shall ensure that the digital recording of each meeting is prepared in such a way as to be understandable in the future and shall ensure that the recording includes the following:

- A roll call of members present
- Announcement of members absent
- Motions, proposals, resolutions, orders, and measures proposed and their disposition
- The results of all votes including the names of committee members proposing and seconding all decisions, and a detail of vote results including the names of committee members and their resulting votes
- Reference to any document discussed during the meeting

Minutes

Should the committee either elect or be required to create minutes, the minutes shall include written documentation of the items required for digital recordings. Minutes shall not be a verbatim transcript, but must give a true reflection of the matters discussed at the meetings.

Meeting Materials and Items Distributed

Materials distributed during public meetings are public record. Any materials distributed at a meeting that are not included in the agenda packet must be provided to the staff representative to be preserved for the public record. For additional, detailed information, please see the Attorney General's Public Records and Meetings Manual found online at <http://www.doj.state.or.us>.

Chapter 9 – Agendas & Meeting Procedures

Agendas

Public Meetings Law requires that the notice of any meeting, ‘include a list of the principal subjects anticipated to be considered at the meeting’. This list should be specific enough to permit members of the public to recognize the matters in which they are interested. This requirement is generally met by the distribution of the agenda. The agenda does not need to go into detail about subjects scheduled for discussion or action, but it should be descriptive enough so that interested persons will get an accurate picture of the agenda topics.

Agendas of public meetings are posted at City Hall and online at www.ci.florence.or.us. Citizens can subscribe to an email distribution list to be notified when agendas are available on the City of Florence website at www.ci.florence.or.us/newsletter/subscriptions.

Agenda & Meeting Materials Distribution Timeline: Whenever possible, agendas will be made available three days in advance of the meeting. Additionally, it is best practice to include supporting documents such as memos, staff reports, or presentations, as part of the agenda packet.

Meeting Procedures

Recognition: Committee members will address the Chair and await recognition to be able to speak. No persons other than the Chair and the person having the floor shall enter into any discussion without permission of the Chair.

Food and Beverage: Because of budget constraints, departments generally are unable to provide food and beverages at committee meetings. Committee members may choose to provide food and beverages within their membership and at their own expense.

Training and Travel: Except in specific circumstances, the City does not provide paid training or cover travel expenses for committee members. Committee members are encouraged to expand their knowledge base and expertise by attending various community events and public meetings and by engaging with City staff, members of other committees, and the general public.

Committee Member Participation via phone or video conferencing: Should equipment / staff capabilities be available; committee members are able to participate and vote via phone or video conferencing. Member’s interested in participating in this fashion should contact their staff representative to coordinate logistics at least 3 days in advance of the meeting. Should the staff representative determine that a phone or video conferencing option is not available, he or she shall notify the requesting committee member as soon as possible. Should the requesting committee member not be able to attend the meeting, they will be responsible for making up for the absence.

A commission or committee meeting cannot be presided over via phone or video conferencing. Should the committee chairperson be unavailable for a meeting, presiding duties shall transfer to the vice-chairperson.

Agenda Order of Business: The order of business for all commission and committee regular meetings shall be set by the committee chairperson, but are encouraged to be as follows:

1. Call to Order & Roll Call
2. Presentations & Announcements
3. Public Comment on Items not on the agenda
4. Action items
5. Report items

Call to Order & Roll Call: The Committee Chair calls the meeting to order and coordinates a roll call of the names of members present and absent for the digital recording and / or minutes.

Presentations & Announcements: Any presentations & announcements of outside parties before the committee are encouraged to occur at the beginning of a meeting.

Public Comment on Items not on the agenda: Committees exist to encourage public outreach and communication and thus all committee meetings shall allow for public comments at the beginning of each agenda. In general, the public comment period may be limited by the committee or chairperson. Recommended time limits are for public comment periods are not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

Action Items

Public Comment on Action Items: The public is generally entitled to comment on all action items before the committee. In general, the public comment period for action items may be limited by the committee or chairperson. Recommended time limits are for public comment on action items not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

Motions: Committee members must clearly and concisely state a motion if it is not reflected in the agenda item language as published. Motions die if they do not receive a second.

Vote: The Chair may ask for a voice vote or roll call vote for all decisions. All Committee members are expected to vote on each motion unless disqualified for a specific reason. Any Committee member may request a roll call vote on any motion or request a vote to be changed if the request is made prior to consideration of the next order of business. Any Committee member who wants to explain the reasons for his or her vote may do so before or after the vote. The Chairperson shall ensure the record of the vote and all abstentions are noted for the meeting recording.

Adjournment: The Chair will adjourn the meeting once all business has been considered or postponed.

Chapter 10 – Ethics and Accountability

State law defines a code of ethics, including conflicts of interest, and establishes reporting procedures for statements of economic interest (ORS Chapter 244).

Conflict of Interest: Committee members need to provide unbiased advice to the City Council. All members of committees should be aware of the need to avoid any instance or appearance of conflict of interest. Conflict of interest standards are generally applicable to all committees. In general, committee members should not vote whenever they have any kind of direct or indirect financial benefit in the action or recommendation proposed. State law requires that public officials may not use their position for financial gain.

Respectful Environment. Members of all City committees are representatives of the City and are expected to adhere to City policies related to Ethics, Workplace Discriminatory Harassment and Workplace respect and code of conduct.

Political Campaigning: Oregon law governing political campaigning by ‘public employees’ includes all public officials who are not elected, whether paid or unpaid, including committee and commission members. ORS 260.432, Restrictions on Political Campaigning for Public Employees, prohibits public employees from being involved in promoting or opposing any political committee or initiative, referendum or recall petition, measure or candidate while on the job during working hours. Appointed committee members are acting in official capacity when they are at a meeting of the committee, working on a duty assigned by the committee, working on official publications or written materials of the committee, or when appearing at an event in an official capacity. For more information, see the Additional Resources section of this manual.

Additional Resources

- **Guide for Public Officials and the Guide for Public Officials 2015 Supplement:**
<http://www.oregon.gov/ogec/Pages/index.aspx>
- **ORS 192 – Records; Public Reports and Meetings:**
https://www.oregonlegislature.gov/bills_laws/ors/ors192.html
- **ORS 244 – Government Ethics:**
https://www.oregonlegislature.gov/bills_laws/ors/ors244.html
- **ORS 260.432 – Restrictions on Political Campaigning for Public Employees:**
https://sos.oregon.gov/elections/Documents/260.432_quickref.pdf
- **Roberts Rules of Order:** www.robertsrules.com