

**URBAN RENEWAL AGENCY RESOLUTION NO. 1, Series 2006**

**RESOLUTION OF THE FLORENCE DOWNTOWN URBAN RENEWAL  
AGENCY**

**APPROVING AND ADOPTING AGENCY BY-LAWS**

WHEREAS, the Florence Downtown Urban Renewal Agency acting by and through the City of Florence, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes, is the duly appointed Urban Renewal Agency of the City of Florence, Oregon:

WHEREAS, the Agency wishes to adopt a set of by-laws to govern the conduct and business of the Agency;

NOW. THEREFORE, THE FLORENCE DOWNTOWN URBAN RENEWAL AGENCY DOES RESOLVE AS FOLLOWS:

**ARTICLE I – AUTHORITY**

Section 1. Name: The name of the Agency shall be the Florence Downtown Urban Renewal Agency, hereinafter referred to as “FDURA”.

Section 2. Office: The office of FDURA shall be City Hall of the City of Florence, Oregon, or as mutually agreed to by the Florence City Council and FDURA.

Section 3. Powers and Duties of the Agency: The powers and duties of FDURA shall be as provided by Chapter 457 of the Oregon Revised Statutes and the Florence City Charter and as authorized by the Florence City Council in accordance with Ordinance No. 4, Series 2006, adopted by the Florence City Council on June 14<sup>th</sup>, 2006.

**ARTICLE II – BOARD MEMBERS**

Section 1. Agency Membership: The Board of the Agency shall be composed of nine members who shall be appointed based upon their positions as follows:

- A. One shall be the Mayor of Florence.
- B. Two shall be City Councilors of the City of Florence.
- C. One shall be nominated by the Lane County Board of Commissioners.
- D. Five shall be citizens at large. Special consideration shall be given to the potential appointment of elected members of the governing bodies of the Western Lane Ambulance District, the Port of Siuslaw and/or the Siuslaw Library District.

Section 2. Term of Office: The term of office for each member is covered by City Ordinance.

### ARTICLE III – OFFICERS AND PERSONNEL

Section 1. Officers: The officers of the FDURA shall be Chair and Vice Chair.

Section 2. Chair: The chair shall be elected by a majority of the board members of FDURA and shall preside at all meetings of the FDURA. Except as otherwise authorized by resolution of board members, the chair and vice chair shall sign all contracts, deeds, and other instruments made by FDURA. At each meeting, the chair shall submit such recommendations and information as the chair may consider proper concerning the business, affairs, and policies of FDURA.

Section 3. Vice Chair: The vice chair shall be elected by a majority of the board members of FDURA and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the board shall elect a new chair.

Section 4. Additional Duties: The officers of FDURA shall perform such other duties and functions as may from time to time be required by FDURA or by the by-laws or rules and regulations of FDURA.

Section 5. Election or Appointment: The chair and vice chair shall be elected annually by a majority of board members at the first board meeting following July 1<sup>st</sup> of each year, and shall hold office for one year or until their successors are elected.

Section 6. Vacancies: Should the offices of the chair or vice chair become vacant, the board shall elect a successor from its members at the next regular meeting and such election shall be for the un-expired term of such office.

Section 7. Personnel: The board shall appoint an administrator for an indefinite term by a majority vote of the board members. The administrator shall keep the records of FDURA, record all votes, keep a record of the proceedings of FDURA, and perform all duties incident to the office and other duties and functions as may from time to time be required by FDURA, its by-laws or rules and regulations of FDURA.

The board may create additional positions and appoint such personnel as it may from time to time find necessary or convenient to perform its duties and obligations as such compensation as may be established by FDURA, which appointments shall continue at the pleasure of FDURA or until resignation.

Section 8. Removal: The chair, vice chair and/or administrator may be removed at any time by a majority vote of the entire board.

#### ARTICLE IV – MEETINGS

Section 1. Regular Meetings: Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held in the Council Chambers in the City of Florence, Oregon, or at such other place as the chair shall determine. A regular meeting may be adjourned to a time and date certain decided by a vote of the majority of FDURA board members present and voting, and no notice of such adjourned meeting need be given.

Section 2. Special Meetings: The chair may, when the chair deems it expedient, and/or shall, upon written request of two board members of FDURA, call a special meeting of FDURA to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Special meetings may also be held at any time by the unanimous consent of all board members of FDURA. Notice of such meeting shall be in accordance with ORS Chapter 192.

Section 3. Quorum: Five board members of FDURA shall constitute a quorum for the purpose of conducting its' business and exercising its' powers and for all other purposes. A majority of the board members of FDURA present and voting shall be necessary to determine any question before FDURA.

Section 4. Manner of Voting: The voting on formal resolutions, matters to any federal, state, county or city agency, and on such other matters as may be requested by a majority of FDURA board members shall be by roll call, and the ayes and nays along with board members present and not voting shall be entered upon the minutes of such meeting.

Section 5. Order of Business: At the regular meetings of FDURA, the following shall be substantially the order of business:

- (a) Call the roll
- (b) Additions to the Agenda
- (c) Discussion and/or Action items
- (d) Public Comment
- (e) Agenda Additions
- (f) Adjourn

Section 6. Resolutions: All resolutions shall be in writing.

Section 7. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

Section 8. Open Meetings: All meetings shall be open to the public, except that any portion of a meeting may be held in executive session if such session is in conformity with ORS Chapter 192.

#### ARTICLE V – PROCEDURES

Section 1. Standing or Special Committees: The chair is authorized to refer items to standing or special committees for recommendation and report. Appointments to such committees need not be restricted to board members of FDURA.

Section 2. Authorization of Expenditures: Authorization and approval of the expenditures of money may be made only at a regular meeting or at a special meeting called for that purpose. Provided, that no authorization or approval of expenditures of money may be made at a special meeting unless all board members of FDURA have been advised in advance of said meeting that such authorizing action is intended to be taken or considered.

#### ARTICLE VI – FINANCIAL

Section 1. Separate Fund: A separate fund or funds of the City of Florence shall be established for FDURA. All disbursements from these funds shall follow the regular disbursement procedures of the City of Florence.

Section 2. Budget: Budget procedures shall be in compliance with state budget laws. The committee which reviews the budget of FDURA shall consist of the board members of FDURA.

Section 3. Audit: An annual audit of the fund or funds of FDURA shall be performed by the auditor of the City of Florence using the same procedures as are used for all other funds of the City and in accordance with state audit laws.

## ARTICLE VII – AMENDMENTS

Amendments to By-Laws: The by-laws of FDURA shall be amended only with the approval of a majority of all members of FDURA at a regular or special meeting, but no such amendment shall be adopted unless at least ten (7) days notice thereof has been previously given to all of the board members.

END OF BY LAWS