

PROPOSED RULES OF OPERATION - MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

CHAIRPERSON:

The Chair of the Committee shall preside at all meetings of the Executive Committee and Commission.

The Chair shall act as Official Spokesperson for the Commission.

The Chair shall authorize and approve all expenditures and countersign all checks.

The Chair shall appoint all sub-committees of the Commission and be an ex-officio member of all sub-committees.

VICE-CHAIR-
PERSON:

The Vice-Chairperson shall assume the duties of the Chair in the event the Chair is absent or unable to act.

VACANCIES:

If the office of Chairperson becomes vacant, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson until an election can be held which shall be within sixty (60) days.

PARLIAMENTARY
PROCEDURE:

The parliamentary authority shall be Roberts Rules of Order, Newly Revised (1981).

QUORUM:

A quorum of the Commission shall be seven (7) members for the purpose of conducting a meeting. The Commission must have a majority vote of its thirteen (13) members in order to pass any issue.

OPEN MEETING
LAW:

All business of the Commission will be conducted within the rules and parameters of ORS 192.610 to 192.690.

RECORDS:

All minutes of meetings and written testimony before the Commission will be kept on file in a location made known to interested parties.

A written financial statement will be provided on a monthly basis to the Members of the Commission.

CONDUCT OF
MEETINGS:

Agendas - Tentative agendas will be mailed one week prior to the business meetings. The agendas are to include the previous month's minutes.

The Chairperson shall prepare all agendas, provided, however, that items can be added by other members of the Commission if they are received ten (10) days before the meeting.

Meeting Times - Business meetings will be held the first Wednesday of each month at 7:00 p.m. at the Portland Building.

Public Hearings - will be held throughout the county at various locations and times as selected by the Chairperson.

(continued)

*Speakers limited to 5 mins ea.
Pro & Con / motions must be written*

EXHIBIT B

MULTNOMAH COUNTY HOME RULE CHARTER REVIEW COMMITTEE

PRELIMINARY WORK PLAN

1983						1984							
AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	3, '8

ADMINISTRATION

COMMUNITY INVOLVEMENT PLAN

COMMITTEE EDUCATION

HEARINGS

STAFF REPORT & WORK SESSION

ISSUE-FOCUSED HEARINGS, SUBCOMMITTEES AT WORK

LEGAL DRAFTING

REVIEW FIRST DRAFT

HEARINGS & WORK SESSIONS ON DRAFTS

RECEIVE & APPROVE FINAL DRAFT

RECEIVE & APPROVE STAFF REPORT

LEGAL DEADLINE FOR COMMITTEE REPORT: AUG. 3, '8

MULTNOMAH COUNTY HOME RULE CHARTER REVIEW COMMITTEE

PRELIMINARY WORK PLAN

1. ADMINISTRATION, AUG.-SEPT.: Employ secretary; begin process of retaining independent legal counsel; retain legal counsel; begin budgetary process for Committee's 1984 Budget; approve operating policies.
2. COMMUNITY INVOLVEMENT PLAN, AUG.-AUG.: A coordinated effort to involve the citizens of Multnomah County in the Committee's work. Outreach to citizens' groups, community leaders and media throughout the County. Committee members provide suggested lists of people and organizations to invite to participate in the Committee's work.
3. COMMITTEE EDUCATION, AUG.-DEC.: Information provided to committee members from a variety of sources, e.g. Etter articles, model charter, charters from other regions of country, etc. (Education will continue throughout committee existence; emphasis will be in the first half of Committee's work.)
4. HEARINGS, AUG.-DEC.: First hearings in East County; testimony before Committee, background hearing, e.g. Ballot Measure #6 Sponsors & Leaders, concerned citizens, Don Clark, Jack Faust; testimony from County Executive and Department Heads, County Commissioners, County Officeholders, State Legislators, Local Government Experts, Representatives of City Governments, Metropolitan Service District, concerned citizens. Opportunity for citizens to testify at each hearing.
5. STAFF REPORT & WORK SESSION, DEC.: Report on Issues Identified in Hearings, Committee selects priorities for Issue-Focused Hearings.
6. ISSUE-FOCUSED HEARINGS, SUBCOMMITTEES AT WORK, JAN.-FEB.: Hearings on Committee's Priority Issues.
7. LEGAL DRAFTING, JAN.-JUNE: Committee discussion re: preparation of charter drafts and direction to legal counsel to begin drafting; legal counsel submits drafts to Committee for review and comment.
8. REVIEW FIRST DRAFT, MAR.: Having made the first policy decisions during the Issue-Focused Hearings, the Committee receives and reviews the first draft from legal counsel.
9. HEARINGS & WORK SESSIONS ON DRAFTS, APR.-MAY: Committee receives public testimony on drafts; additional committee decisions and drafts from legal counsel.
0. RECEIVE & APPROVE FINAL DRAFT, JUNE: Legal counsel presents final draft for Committee approval.
1. RECEIVE & APPROVE STAFF REPORT, JULY: Staff presents report setting forth Committee's Findings, Conclusions and Recommendations.
2. LEGAL DEADLINE FOR COMMITTEE REPORT: AUGUST 3, 1984.