

**2011 Joint Meeting for  
State Senate District 17 Appointment  
Multnomah and  
Washington County Boards  
PCC Rock Creek, Room 122c, Building 9  
Dec. 21, 2011 at 2 p.m.**

## Event Plan Version 6.1

<b>Pre-Event Timeline</b>		
<b>Time/Date</b>	<b>Event</b>	<b>Responsible/Notes</b>
Sun. Dec. 11	<input type="checkbox"/> Democratic Party Committees' nomination meeting.	Democratic Committees
Mon. Dec. 12	<input type="checkbox"/> Secretary of State sets meeting time, date and location; appoints Andy Ducyk to chair proceedings; and determines weighted voting for members of each county governing body.	Sec. of State
Tues. Dec. 13	<input type="checkbox"/> Meeting notification and procedures letter sent to Mult. Co. with cc's. <input type="checkbox"/> Washington County issues guidance letter to nominees. <input type="checkbox"/> Public meeting notification executed by both boards.	Bransford & Aguilar Bransford & Aguilar Board clerks
Noon Fri. Dec. 16	<input type="checkbox"/> Deadline for materials from nominees to be sent to Washington County CAO.	Bransford
5 p.m. Fri. Dec. 16	<input type="checkbox"/> Materials from nominees posted to Washington County website. <input type="checkbox"/> Notification to both Boards of nominees' materials availability on website.	Bransford  Aguilar

10 a.m. Mon. Dec. 19	<input type="checkbox"/> Technical review & phone equipment test at PCC Rock Creek.	Bransford, Aguilar, French, Wilson, Weisenssee
Before 11 a.m. Wed. Dec. 21	<input type="checkbox"/> PCC Rock Creek sets up Room 122c according to schematic.  PCC Rock Creek to provide: <input type="checkbox"/> PolyComm with remote mics <input type="checkbox"/> Extra phone cord <input type="checkbox"/> PA speakers & stands	Wilson  French
11 a.m. Wed. Dec. 21	Washington County CAO to load the following: <input type="checkbox"/> Count-down clock <input type="checkbox"/> Name plaques for both boards <input type="checkbox"/> MP3 recorder <input type="checkbox"/> Nominee materials <input type="checkbox"/> A-frame signs <input type="checkbox"/> Blank DVDs for burning video <input type="checkbox"/> Water pitchers & cups <input type="checkbox"/> Gavel <input type="checkbox"/> Lap top with Excel to help tally votes <input type="checkbox"/> Small printer <input type="checkbox"/> Three straws of different lengths <input type="checkbox"/> <Other items?>	Bransford & Aguilar
11 a.m. Wed. Dec. 21	<input type="checkbox"/> TVCTV Micro Mobile Unit arrives and sets up at PCC Rock Creek Room 122c according to schematic.	TVCTV
Noon Wed. Dec. 21	<input type="checkbox"/> Washington Co. CAO deploys A-frame signs at PCC Rock Creek. <input type="checkbox"/> PCC deploys “Event Parking” signs.	Bransford  Wilson
12:45 p.m.	<input type="checkbox"/> Audio check	TVCTV

1 p.m. Wed. Dec. 21	<input type="checkbox"/> Name tents & water set up. Nominee materials placed on back table. <input type="checkbox"/> Lynda Grow to arrive	Bransford & Aguilar Grow
1:30 p.m. Wed. Dec. 21	<input type="checkbox"/> Final equipment check.	Wash. Co. CAO
Approx. 1:55 p.m. Dec. 21	<input type="checkbox"/> Nominees draw straws	Chair Duyck
1:55 p.m. Wed. Dec. 21	<input type="checkbox"/> Establish conference line. 1-877-873-8018 and the access code is 2195509	Bransford

Event Script		
Time	Event & Script	Responsible/Notes
2 p.m. Wed. Dec. 21	<p><u>Both County Boards Convene:</u>  Washington County Board of Commissioners &amp; Multnomah County Board of Commissioners convene in Room 122c, Building 9, PCC Rock Creek. Chairman Duyck calls the meeting to order.</p> <p><b>CHAIRMAN DUYCK: -- “Good afternoon. I’m opening this meeting of both the Multnomah County and Washington County Boards of Commissioners for the purpose of filling a vacancy in the Oregon Legislature.</b></p> <p><b>This is the time and place designated by the Secretary of State for filling the vacancy in Oregon Senate District 17.</b></p> <p><b>I am Andy Duyck, Chairman of the</b></p>	Board Chairman & Board Clerk

	<p><b>Washington County Board of Commissioners, and I have been designated by the Secretary of State to chair this meeting.</b></p> <p><b>Clerk, please call the roll for both Boards.”</b></p> <p>Clerk calls roll for Multnomah County Board, then the roll for the Washington County Board.</p> <p><b>CLERK GROW –</b>  <b>“Chair Cogen?</b>  <b>Commissioner Kafoury?</b>  <b>Commissioner Smith?</b>  <b>Commissioner Shiprack?</b>  <b>Commissioner McKeel?</b></p> <p><b>Chair Duyck (“DIE-k”)?</b>  <b>Commissioner Schouten (“SCOUT-ten”)?</b>  <b>Commissioner Malinowski (“mall-in-OW-ski”)?</b>  <b>Commissioner Rogers?</b>  <b>Commissioner Terry?</b></p> <p>Chairman Duyck confirms good phone connection with anyone joining the meeting by the conference line.</p> <p><b>CHAIRMAN DUYCK – “Thank you to those Commissioners who have joined us by phone. Are you hearing us OK?”</b></p> <p>Wait for confirmation of good phone connection, then note Commissioner Terry’s intent to join meeting later.</p>	
--	---	--

	<p><b>CHAIRMAN DUYCK – “Although Commissioner Terry is absent at this point in the meeting, staff have provided him with all of the nominees’ materials and we plan to include him by phone later in the meeting.”</b></p>	
2:02 p.m.	<p><u>Procedures announced:</u> Chairman Duyck outlines the procedures for the meeting.</p> <p><b>CHAIRMAN DUYCK – “In order to conduct our business efficiently today, staff provided each candidate with a letter outlining the following procedures:</b></p> <ol style="list-style-type: none"> <li><b>1. Just prior to our meeting, I asked the nominees to draw straws for the order of their presentations. Based on this order, each nominee of the Democratic Central Committees shall have an opportunity to make a five-minute opening statement. This will be followed by a question-and-answer period of no more than 25 minutes. Questions will be asked by a commissioner from one county then the other. This is not a public hearing so no other testimony will be received. Each nominee will then be given one minute for a closing statement.</b></li> <li><b>2. At the conclusion of the interviews, we will recess for 15 to 30 minutes.</b></li> <li><b>3. After the recess, we will deliberate and the chair will entertain a motion to fill the</b></li> </ol>	Board Chairman & Board Clerk

	<p>vacancy.</p> <p><b>4. As provided by law, each Washington County Commissioner will have 11.2 votes and each Multnomah County Commissioner will have 4.4 votes. The votes are weighted this way because of the greater share of voters or “electors” within Senate District 17 who live in Washington County as opposed to Multnomah County. The votes will be tallied and recorded. A simple majority will prevail. 38 votes will constitute a majority.</b></p> <p><b>Do I have a motion to adopt the procedures as I have stated them?”</b></p> <p>Wait for motion and second.</p> <p><b>CHAIRMAN DUYCK – “All in favor? Opposed?”</b></p> <p>Wait for vote.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. Our procedures are agreed to.”</b></p>	
2:07 p.m.	<p><u>First nominee presentation:</u> Chairman Duyck calls for first nominee to approach.</p> <p><b>CHAIRMAN DUYCK -- “With the approval of our procedures, would &lt;?&gt; please come forward to the witness table for your five-minute opening statement?</b></p>	<p>Board Chairman &lt;First Nominee?&gt; &amp; Board Clerk</p>

	<b>Clerk, will you please keep time?”</b>	
2:12 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&amp;A from both Boards.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</b></p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chairman Cogen</li> <li><input type="checkbox"/> Chairman Duyck</li> <li><input type="checkbox"/> Commissioner Kafoury</li> <li><input type="checkbox"/> Commissioner Malinowski</li> <li><input type="checkbox"/> Commissioner McKeel</li> <li><input type="checkbox"/> Commissioner Rogers</li> <li><input type="checkbox"/> Commissioner Shiprack</li> <li><input type="checkbox"/> Commissioner Schouten</li> <li><input type="checkbox"/> Commissioner Smith</li> <li><input type="checkbox"/> Commissioner Terry</li> </ul>	Board Chairman <First Nominee?> & Board Clerk
2:37 p.m.	<p><u>Concluding statement:</u> Chairman Duyck prompts wrap-up statement from nominee.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</b></p>	Board Chairman <First Nominee?>
2:38 p.m.	<p><u>Second nominee presentation:</u> Chairman Duyck calls for second nominee to approach.</p>	Board Chairman <Second Nominee?> & Board Clerk

	<p><b>CHAIRMAN DUYCK -- “Thank you. And now would &lt;?&gt; please come forward to the witness table for your five-minute opening statement?”</b></p>	
2:43 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&amp;A from both Boards.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</b></p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chairman Cogen</li> <li><input type="checkbox"/> Chairman Duyck</li> <li><input type="checkbox"/> Commissioner Kafoury</li> <li><input type="checkbox"/> Commissioner Malinowski</li> <li><input type="checkbox"/> Commissioner McKeel</li> <li><input type="checkbox"/> Commissioner Rogers</li> <li><input type="checkbox"/> Commissioner Shiprack</li> <li><input type="checkbox"/> Commissioner Schouten</li> <li><input type="checkbox"/> Commissioner Smith</li> <li><input type="checkbox"/> Commissioner Terry</li> </ul>	<p>Board Chairman &lt;Second Nominee?&gt; &amp; Board Clerk</p>
3:08 p.m.	<p><u>Concluding statement:</u> Chairman Duyck prompts wrap-up statement from nominee.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</b></p>	<p>Board Chairman &lt;Second Nominee?&gt;</p>
3:09 p.m.	<p><u>Third nominee presentation:</u> Chairman Duyck calls for third nominee to</p>	<p>Board Chairman &lt;Third</p>



	<p>approach.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. And now would &lt;?&gt; please come forward to the witness table for your five-minute opening statement?”</b></p>	Nominee?> & Board Clerk
3:14 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&amp;A from both Boards.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</b></p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chairman Cogen</li> <li><input type="checkbox"/> Chairman Duyck</li> <li><input type="checkbox"/> Commissioner Kafoury</li> <li><input type="checkbox"/> Commissioner Malinowski</li> <li><input type="checkbox"/> Commissioner McKeel</li> <li><input type="checkbox"/> Commissioner Rogers</li> <li><input type="checkbox"/> Commissioner Shiprack</li> <li><input type="checkbox"/> Commissioner Schouten</li> <li><input type="checkbox"/> Commissioner Smith</li> <li><input type="checkbox"/> Commissioner Terry</li> </ul>	Board Chairman <Third Nominee?> & Board Clerk
3:39 p.m.	<p><u>Concluding statement:</u> Chairman Duyck prompts wrap-up statement from nominee.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</b></p>	Board Chairman <Third Nominee?>
3:40 p.m.	<p><u>Recess requested:</u> Chairman Duyck calls for recess of proceedings.</p>	Board Chairman County Counsel

	<p><b>CHAIRMAN DUYCK -- “Thank you. With all three presentations concluded, I suggest that our Board recess for 15 to 30 minutes. I am reminded by Counsel that we should avoid gathering to discuss the appointment in groups larger than two, given quorum requirements in Oregon public meeting law.</b></p> <p><b>Is there a motion for a 15- to 30-minute recess?”</b></p> <p>Wait for motion and second.</p> <p><b>CHAIRMAN DUYCK – “All in favor? Opposed?”</b></p> <p>Wait for vote.</p> <p><b>CHAIRMAN DUYCK: -- “Very good. Our meeting will stand in recess until _____.”</b></p>	
3:41 p.m.	<u>Recess begins:</u> Just prior to reconvening, Washington County CAO establishes phone contact with Commissioner Terry.	Bransford & Aguilar
Approx. 4:11 p.m.	<p><u>Board reconvenes, Commissioner Terry joins by phone &amp; deliberations begin:</u> At the conclusion of the Board deliberations, Chairman Duyck calls for the vote.</p> <p><b>CHAIRMAN DUYCK -- “Now I’ll ask that both Boards of Commissioners return to the dais so that we can continue.”</b></p> <p>Wait for board members to return to dais.</p>	Board Chairman Board Clerk County Counselors

**CHAIRMAN DUYCK: -- “Thank you. I’d like to welcome Washington County Commissioner Bob Terry to the meeting via phone. Commissioner Terry are you there? Can you hear us OK?”**

Confirm good phone connection and that Commissioner Terry has read the nominees’ materials.

**CHAIRMAN DUYCK -- “Thank you. We can now begin our deliberations. Before hearing a motion to appoint, are there any comments or questions from members of either Board?”**

Begin facilitating discussion.

**CHAIRMAN DUYCK -- “This has been very good discussion. If there is no objection, I’d like to poll our panel to help us get to a motion for appointment. Because we have participation by phone, I’d like to ask each Board member to name the nominee they would support at this time:**

**Commissioner Kafoury?  
Commissioner Malinowski?  
Commissioner McKeel?  
Commissioner Rogers?  
Commissioner Shiprack?  
Commissioner Schouten?  
Commissioner Smith?  
Commissioner Terry?  
Chairman Cogen?**

**And I support \_\_\_\_\_.”**

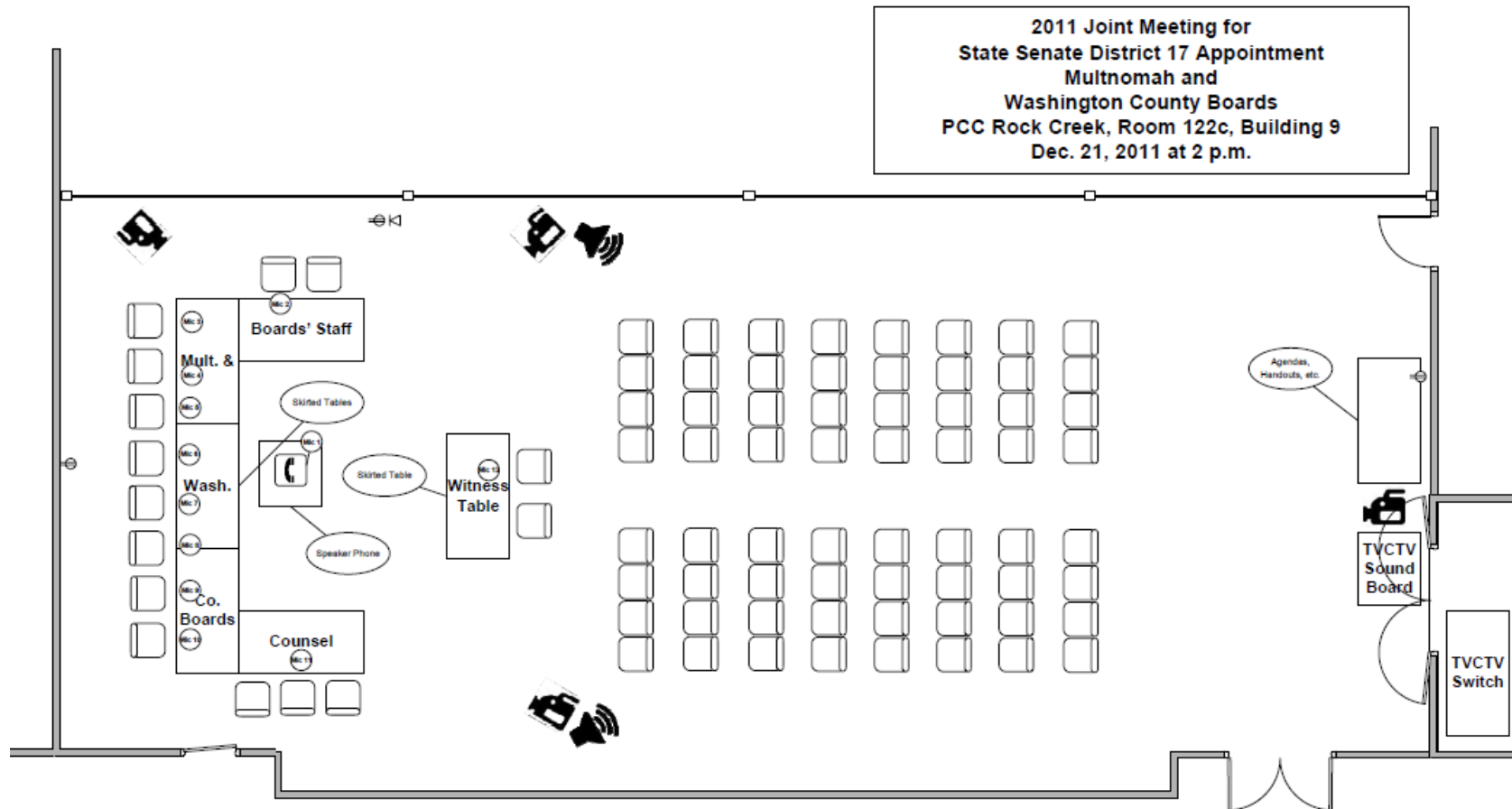
	<p><b>Based on that poll, does Counsel agree that _____ would have a majority vote of _____?”</b></p>	
<p>Approx. 4:20 p.m.</p>	<p><u>Boards take vote:</u> Chairman presides over vote on appointment.</p> <p><b>CHAIRMAN DUYCK -- “Thank you. Do I hear a motion to vote for a specific nominee to fill the vacancy in Senate District 17?”</b></p> <p>Wait for motion and second.</p> <p><b>CHAIRMAN DUYCK – “Thank you. The motion is to vote to appoint _____ to fill the vacancy in Oregon Senate District 17.</b></p> <p><b>Clerk, please conduct a roll-call vote.”</b></p> <p>Note: Washington County CAO staff to assist Board Clerk as vote tally is conducted.</p> <p><b>CLERK GROW --</b></p> <p><b>“Commissioner Kafoury? Commissioner Malinowski? Commissioner McKeel? Commissioner Rogers? Commissioner Shiprack? Commissioner Schouten? Commissioner Smith? Commissioner Terry? Chairman Cogen? Chairman Duyck?”</b></p>	<p>Board Chairman Board Clerk CAO Staff</p>

	<p><b>The vote is:</b></p> <p>_____ ayes, _____ nays.”</p> <p><b>CHAIRMAN DUYCK – “Thank you. The ayes/nays have it and the motion is agreed to/rejected.”</b></p> <p>If necessary, allow dissent to be captured on the record.</p> <p><b>CHAIRMAN DUYCK – “For those who voted ‘nay’ to the motion just now, would you please indicate for the record which of the two remaining nominees you would cast your vote for?”</b></p> <p>Recognize each dissenting Commissioner (if any) so that he/she can name the nominee they would support.</p> <p><b>CHAIRMAN DUYCK – “Thank you. Clerk, please let the record show that Commissioner(s) _____ vote to appoint nominee(s) _____.”</b></p>	
Approx. 4:25 p.m.	<p><u>Concluding remarks &amp; adjournment:</u> After announcing the vote outcome, Chairman Duyck invites any parting comments from members of the two the Boards.</p> <p><b>CHAIRMAN DUYCK -- “With that, I’d invite any concluding comments from any member of our two Boards</b></p>	Board Chairman

	<p><b>before we adjourn.”</b></p> <p>Wait for anyone who wants to be recognized. As a precaution, warn the two Boards not to depart until paperwork has been finalized.</p> <p><b>CHAIRMAN DUYCK -- “Thank you.</b></p> <p><b>I’d ask that my colleagues <u>not depart</u> until the Board Clerk has had a chance to get your signature on the official records we need to send to the Secretary of State’s Office.</b></p> <p><b>On behalf of the Washington County Board, I’d like to extend my thanks to:</b></p> <ul style="list-style-type: none"> <li>• <b>Multnomah County Board,</b></li> <li>• <b>All three nominees,</b></li> <li>• <b>Secretary of State’s Office,</b></li> <li>• <b>Staff from both counties,</b></li> <li>• <b>Crew from TVCTV,</b></li> <li>• <b>Staff of PCC Rock Creek.</b></li> </ul> <p><b>With that, I’d look for a motion to adjourn.”</b></p> <p>Wait for motion and second.</p> <p><b>CHAIRMAN DUYCK – “All in favor? Opposed?”</b></p> <p>Wait for vote.</p> <p><b>CHAIRMAN DUYCK – “Thank you. We are adjourned.”</b></p>	<p>Note: This comment is pre-cautionary because staff plans to have electronic signatures in place for the Statement of the joint Boards.</p>
--	---	---

Approx. 4:30 p.m.	<u>Adjournment</u>	All
----------------------	--------------------	-----

<b>Post-Event Timeline</b>		
Time/Date	Event	Responsible/Notes
4:31 p.m. Wed. Dec. 21	<input type="checkbox"/> Clerk makes final adjustments to Secretary of State's Statement of the joint Boards (as a Word file) to reflect Commissioner attendance and vote outcome. <input type="checkbox"/> Statement is printed and both County Counselors verify accuracy. <input type="checkbox"/> Final Statement is emailed to Secretary of State's Office Compliance Specialist Candy Broucek with courtesy copies to both County Counselors and staff. Candy's email is: <a href="mailto:candy.l.broucek@state.or.us">candy.l.broucek@state.or.us</a> <input type="checkbox"/> Final Statement is also faxed to Secretary of State's Office at 1-(503) 373-7414	Board Clerk & County Counselors



Version date: 12/20/2011