

**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.**

Pre-Event Timeline		
Time/Date	Event	Responsible/Notes
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

11 a.m. Wed. Dec. 21	Washington County CAO to load the following: <input type="checkbox"/> Count-down clock, <input type="checkbox"/> PolyComm <input type="checkbox"/> Extra phone cord <input type="checkbox"/> Name plaques <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"/> Three straws of different lengths <input type="checkbox"/> <Other items?>	Bransford & Aguilar
11 a.m. Wed. Dec. 21	<input type="checkbox"/> PCC Rock Creek sets up Room 122c according to schematic.	Wilson
11:45 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 & Marina Baker to arrive	Bransford & Aguilar Grow
1:30 p.m. Wed. Dec. 21	<input type="checkbox"/> Final equipment check.	Wash. Co. CAO

Event Script		
Time	Event & Script	Responsible/Notes
2 p.m.	<p><u>Both County Boards Convene:</u> Washington County Board of Commissioners & Multnomah County Board of Commissioners convene in Room 122c, Building 9, PCC Rock Creek. Chairman Duyck calls the meeting to order.</p> <p>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.</p> <p>This is the time and place designated by the Secretary of State for filling the vacancy in Oregon Senate District 17.</p> <p>I am Andy Duyck, Chairman of the Washington County Board of Commissioners, and I have been designated by the Secretary of State to chair this meeting.</p> <p>Clerk, please call the roll for both Boards.”</p> <p>Clerk calls roll for Multnomah County Board, then the roll for the Washington County Board.</p> <p>CLERK GROW – “Chair Cogen? Commissioner Kafoury? Commissioner Smith?</p>	Board Chairman & Board Clerk

	<p>Commissioner Shiprack? Commissioner McKeel?</p> <p>Chair Duyck (“DIE-k”)? Commissioner Schouten (“SCOUT-ten”)? Commissioner Malinowski (“mall-in-OW-ski”)? Commissioner Rogers? Commissioner Terry?</p> <p>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.”</p>	
2:02 p.m.	<p><u>Procedures announced:</u> Chairman Duyck outlines the procedures for the meeting.</p> <p>CHAIRMAN DUYCK – “In order to conduct our business efficiently today, staff provided each candidate with a letter outlining the following procedures:</p> <ol style="list-style-type: none"> 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 	Board Chairman & Board Clerk

	<p>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.</p> <ol style="list-style-type: none"> 2. At the conclusion of the interviews, we will recess for 15 to 30 minutes. 3. After the recess, we will deliberate and the chair will entertain a motion to fill the vacancy. 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. <p>Do I have a motion to adopt the procedures as I have stated them?”</p> <p>Wait for motion and second.</p> <p>CHAIRMAN DUYCK – “All in favor? Opposed?”</p> <p>Wait for vote.</p> <p>CHAIRMAN DUYCK -- “Thank you. Our procedures are agreed</p>	
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	to.”	
2:07 p.m.	<p><u>First nominee presentation:</u> Chairman Duyck calls for first nominee to approach.</p> <p>CHAIRMAN DUYCK -- “With the approval of our procedures, would <?> please come forward to the witness table for your five-minute opening statement?</p> <p>Clerk, will you please keep time?”</p>	Board Chairman <First Nominee?> & Board Clerk
2:12 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&A from both Boards.</p> <p>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairman Cogen <input type="checkbox"/> Chairman Duyck <input type="checkbox"/> Commissioner Kafoury <input type="checkbox"/> Commissioner Malinowski <input type="checkbox"/> Commissioner McKeel <input type="checkbox"/> Commissioner Rogers <input type="checkbox"/> Commissioner Shiprack <input type="checkbox"/> Commissioner Schouten <input type="checkbox"/> Commissioner Smith <input type="checkbox"/> Commissioner Terry 	Board Chairman <First Nominee?> & Board Clerk
2:37 p.m.	<u>Concluding statement:</u> Chairman Duyck	Board Chairman

	<p>prompts wrap-up statement from nominee.</p> <p>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</p>	<First Nominee?>
2:38 p.m.	<p><u>Second nominee presentation:</u> Chairman Duyck calls for second nominee to approach.</p> <p>CHAIRMAN DUYCK -- “Thank you. And now would <?> please come forward to the witness table for your five-minute opening statement?”</p>	Board Chairman <Second Nominee?> & Board Clerk
2:43 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&A from both Boards.</p> <p>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairman Cogen <input type="checkbox"/> Chairman Duyck <input type="checkbox"/> Commissioner Kafoury <input type="checkbox"/> Commissioner Malinowski <input type="checkbox"/> Commissioner McKeel <input type="checkbox"/> Commissioner Rogers <input type="checkbox"/> Commissioner Shiprack <input type="checkbox"/> Commissioner Schouten <input type="checkbox"/> Commissioner Smith <input type="checkbox"/> Commissioner Terry 	Board Chairman <Second Nominee?> & Board Clerk
3:08 p.m.	<u>Concluding statement:</u> Chairman Duyck	Board Chairman

	<p>prompts wrap-up statement from nominee.</p> <p>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</p>	<Second Nominee?>
3:09 p.m.	<p><u>Third nominee presentation:</u> Chairman Duyck calls for third nominee to approach.</p> <p>CHAIRMAN DUYCK -- “Thank you. And now would <?> please come forward to the witness table for your five-minute opening statement?”</p>	Board Chairman <Third Nominee?> & Board Clerk
3:14 p.m.	<p><u>Questions from Commissioners:</u> Chairman Duyck facilitates Q&A from both Boards.</p> <p>CHAIRMAN DUYCK -- “Thank you. And now we will begin 25 minutes for questions, beginning with Multnomah County Chair Jeff Cogen.”</p> <p>Suggested order (alternating between the two counties by alpha order):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairman Cogen <input type="checkbox"/> Chairman Duyck <input type="checkbox"/> Commissioner Kafoury <input type="checkbox"/> Commissioner Malinowski <input type="checkbox"/> Commissioner McKeel <input type="checkbox"/> Commissioner Rogers <input type="checkbox"/> Commissioner Shiprack <input type="checkbox"/> Commissioner Schouten <input type="checkbox"/> Commissioner Smith <input type="checkbox"/> Commissioner Terry 	Board Chairman <Third Nominee?> & Board Clerk
3:39 p.m.	<u>Concluding statement:</u> Chairman Duyck	Board Chairman

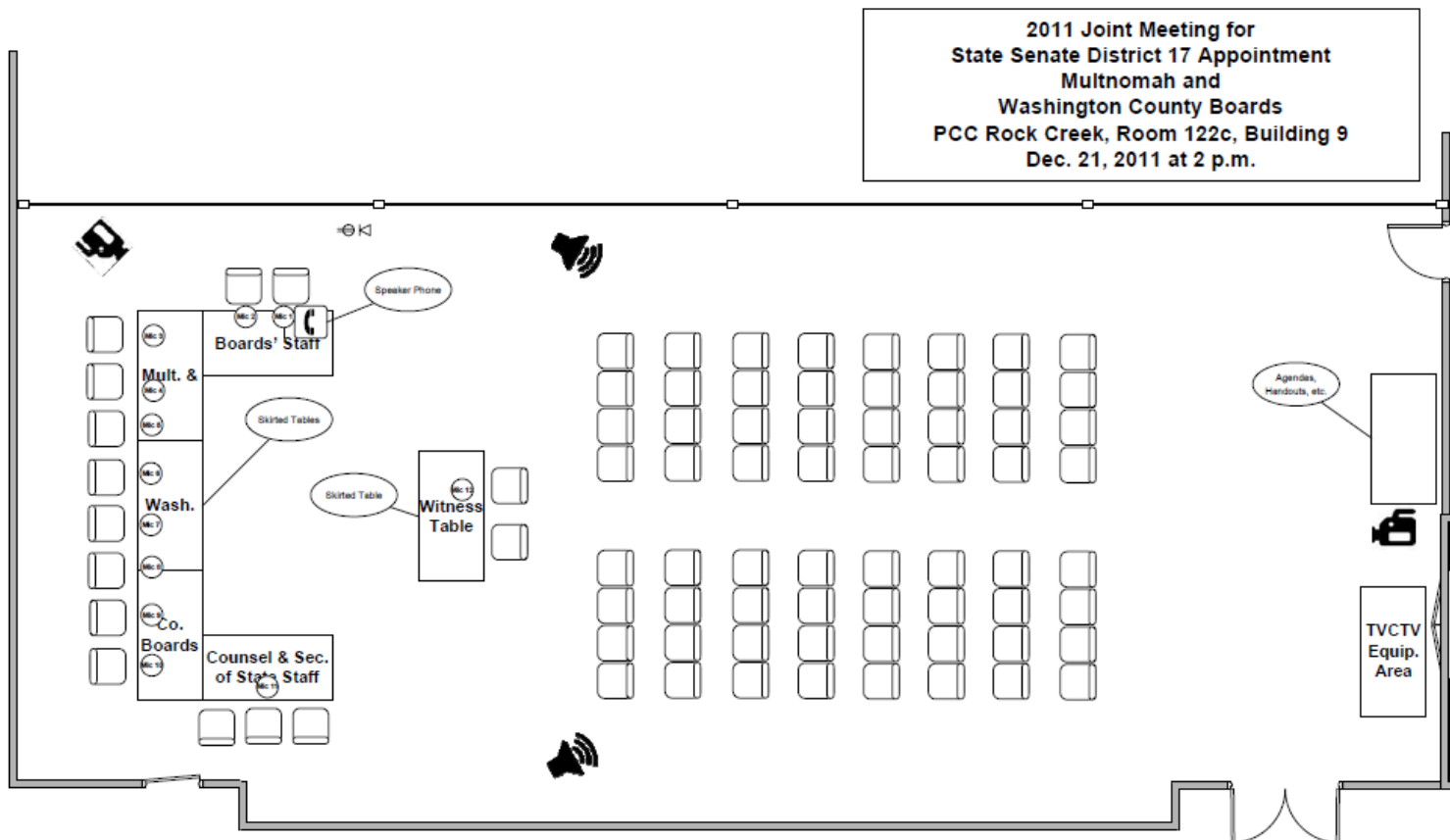
	<p>prompts wrap-up statement from nominee.</p> <p>CHAIRMAN DUYCK -- “Thank you. You now have an opportunity for a one-minute concluding statement.”</p>	<Third Nominee?>
3:40 p.m.	<p><u>Recess requested:</u> Chairman Duyck calls for recess of proceedings.</p> <p>CHAIRMAN DUYCK -- “Thank you. With all 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.</p> <p>Is there a motion for a 15- to 30-minute recess?”</p> <p>Wait for motion and second.</p> <p>CHAIRMAN DUYCK – “All in favor? Opposed?”</p> <p>Wait for vote.</p> <p>CHAIRMAN DUYCK: -- “Very good. Our meeting will stand in recess until _____.”</p>	Board Chairman County Counsel
3:41 p.m.	<p><u>Recess begins:</u> Just prior to reconvening, Washington County CAO establishes phone contact with Commissioner Terry.</p>	Bransford & Aguilar
Approx. 4:11 p.m.	<p><u>Board reconvenes, Commissioner Terry joins by phone & deliberations begin:</u> At</p>	Board Chairman Board Clerk

	<p>the conclusion of the Board deliberations, Chairman Duyck calls for the vote.</p> <p>CHAIRMAN DUYCK -- “Now I’ll ask that both Boards of Commissioners return to the dais so that we can continue.”</p> <p>Wait for board members to return to dais.</p> <p>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?”</p> <p>Confirm good phone connection and that Commissioner Terry has read the nominees’ materials.</p> <p>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?”</p> <p>Begin facilitating discussion.</p> <p>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:</p> <p>Commissioner Kafoury?</p>	County Counsel
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	<p> Commissioner Malinowski? Commissioner McKeel? Commissioner Rogers? Commissioner Schouten? Commissioner Shiprack? Commissioner Smith? Commissioner Terry? Chairman Cogen? And I support _____.” </p> <p> Based on that poll, does Counsel agree that _____ would have a majority vote of _____?” </p>	
<p>Approx. 4:20 p.m.</p>	<p><u>Boards take vote:</u> Chairman presides over vote on appointment.</p> <p>CHAIRMAN DUYCK -- “Thank you. Do I hear a motion to appoint a nominee to fill the vacancy in Senate District 17?”</p> <p>Wait for motion and second.</p> <p>CHAIRMAN DUYCK – “Thank you. The motion is to appoint _____ to fill the vacancy in Oregon Senate District 17.</p> <p>Clerk, please conduct a roll-call vote.”</p> <p>Note: Washington County CAO staff to assist Board Clerk as vote tally is conducted.</p> <p>CLERK GROW --</p> <p>“Commissioner Kafoury? Commissioner Malinowski?</p>	<p>Board Chairman Board Clerk CAO Staff</p>

	<p>Commissioner McKeel? Commissioner Rogers? Commissioner Schouten? Commissioner Shiprack? Commissioner Smith? Commissioner Terry? Chairman Cogen? Chairman Duyck?”</p> <p>The vote is:</p> <p>_____ ayes, _____ nays.”</p> <p>CHAIRMAN DUYCK – “Thank you. The ayes/nays have it and the motion is agreed to/rejected.</p>	
<p>Approx. 4:25 p.m.</p>	<p><u>Concluding remarks & adjournment:</u> After announcing the vote outcome, Chairman Duyck invites any parting comments from members of the two the Boards.</p> <p>CHAIRMAN DUYCK -- “With that, I’d invite any concluding comments from any member of our two Boards before we adjourn.”</p> <p>Wait for anyone who wants to be recognized. <u>Warn the two Boards not to depart until paperwork has been finalized.</u></p> <p>CHAIRMAN DUYCK -- “Thank you.</p> <p>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</p>	<p>Board Chairman</p> <p>Fax number for Secretary of</p>

	<p>Secretary of State's Office.</p> <p>On behalf of the Washington County Board, I'd like to extend my thanks to:</p> <ul style="list-style-type: none"> • Multnomah County Board, • All three nominees, • Secretary of State's Office, • Staff from both counties, • Crew from TVCTV, • Staff of PCC Rock Creek. <p>With that, I'd look for a motion to adjourn."</p> <p>Wait for motion and second.</p> <p>CHAIRMAN DUYCK – "All in favor? Opposed?"</p> <p>Wait for vote.</p> <p>CHAIRMAN DUYCK – "Thank you. We are adjourned."</p>	<p>State's Office: 1-(503) 373-7414</p>
Approx. 4:30 p.m.	<u>Adjournment</u>	All



Version date: 12/9/2011