



OCCMA Board and Membership Meeting

Friday, April 14, 2017

9:30 a.m. – 1 p.m.

Resort At The Mountain, Welches

68010 E. Fairway Avenue, Welches, OR

(Prior to this meeting, there will be a Bylaws Discussion from 8:30 – 9:30 a.m.)

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|---|-------------------------|
| A. Welcome | President Michael Sykes |
| B. Consent Calendar | President Sykes |
| 1. Review and Approval of the January 20, 2017 Board Meeting Minutes | |
| 2. 2017 Membership Update | |
| C. Financial Status Report | Mike McCauley |
| D. Jordan/Wells Scholarship – Next Generation Committee Update | Byron Smith |
| 1. Criteria | |
| 2. Scholarship Application and Amount | |
| 3. Other | |
| E. Appointment of Oregon Representative to the ICMA Planning Committee | President Sykes |
| F. Elected Essentials Update | Mike McCauley |
| G. 2017 OCCMA Summer Conference Update | Christy Wurster |
| (July 11-14, 2017 – Mt. Bachelor Village, Bend) | |
| 1. Review of Program Agenda | |
| H. 2019 Summer Conference Locations | Jennifer Lewis |
| 1. Board Discussion and Direction | |
| I. 2017 Fall Managers Workshop | Christy Wurster |
| 1. Speaker and Topic Suggestions | |
| J. Bylaws and Constitution Committee Update | Spencer Nebel |
| K. ICMA Report | Steve Bryant |
| L. Reports from Senior Advisors | Senior Advisors |
| M. Legislative Update | Mike McCauley |
| 1. Webinar from Noon – 1 p.m. | |
| N. Other Business | |
| Adjourn | |

Oregon City/County Managers Association

January 20, 2017

City Hall, Independence

Minutes

Present:

Board Members: Michael Sykes, David Clyne, Jan Fritz, Joe Gall, Spencer Nebel, Megan Phelan, Dale Shafer and Marty Wine

Senior Advisors: Roger Jordan

Guests: Martha Bennett

Staff: Mike McCauley, Jennifer Lewis

Absent: Megan Messmer, Byron Smith, Christy Wurster

President Michael Sykes called the meeting to order at 1:05 p.m.

Welcome

President Michael Sykes welcomed everyone to the Board Retreat and thanked David Clyne for hosting the meeting.

Consent Calendar

President Sykes informed the Board that there was one item on the consent calendar, consisting of the minutes of the November 3-4, 2016 Board Retreat. Spencer Nebel moved and Marty Wine seconded that the consent calendar be adopted. *The motion passed unanimously.*

Strategic Plan and Goals

President Sykes asked everyone to review the updated Strategic Plan and David Clyne's letter on potential activities OCCMA could engage in. David Clyne reviewed his four proposals: partner support, civics education, leadership in social justice and equity and increased advocacy.

Partner Support: The Board directed staff to request the Professional Development Committee include a panel discussion of partners at the summer conference to discuss the development of a partner program. Marty Wine's partner, Tim, would be interested in participated.

Civics Education: Roger Jordan mentioned that North Carolina has a great model for civics education. Roger Jordan recommended a newsletter article on the successful engagement in Sherwood. The Board requested staff ask the Professional Development Committee to include a panel session at the Summer conference on success stories on reaching out to youth. Speakers ideas included: Joe Gall, Scott Lazenby, Richard Meyers and a school superintendent. If the session is a success, pitch the idea to the school superintendent conference committee.

Leadership in Social Justice and Equity: With changing demographics, managers need tools to advance social justice and equity in communities. Martha Bennett offered to contact ICMA for language and ideas on how to move forward with this issue.

Increased Advocacy: David Clyne commented that managers are frequently defined by the worst of us, those whose stories are told in the paper. He would like to find a way for more people to understand what managers do on a day to day basis. ICMA's Life Well Run campaign was good, but it has stalled.

The Board decided that with the upcoming 2021 ICMA conference, OCCMA does not have the organizational capacity to take on another commitment at this time. The Board directed staff to send a list of the strategic plan items relevant to each committee to the committee chairs. Spencer Nebel moved and Dale Shafer seconded that the strategic plan be adopted as modified. *The motion passed unanimously.*

Budget and Income Statement

Mike McCauley provided the Board with the final 2016 income statement, and a proposed 2017 budget. Dale Shafer moved and Megan Phelan seconded to adopt the 2017 budget as presented. *The motion passed unanimously.*

Roger Jordan informed the Board that he had made a \$5,000 commitment towards the Wells/Jordan Scholarship. His hope would be that OCCMA work with the Portland State University chapter to develop criteria to allocate \$1,000 - \$1,500 per year, and that the scholarship continue after the 2021 ICMA conference. Spencer Nebel moved and Marty Wine seconded that the creation of the Wells/Jordan Scholarship criteria and policy be referred to the Next Generation Committee, and that the committee bring the criteria and policy to the April Board meeting for adoption. *The motion passed unanimously.*

By-laws and Constitution Committee Report

Spencer Nebel, Chair of the By-laws and Constitution Committee reported that the By-Laws and Constitution Committee needed Board direction on a few items. Currently OCCMA is an unincorporated association, so there is no organizational protection for liability for members. He reviewed the pros and cons of incorporating to become a mutual benefit corporation or public benefit corporation. Mike McCauley reminded the Board that through CIS, they do have liability coverage. There was consensus among the Board that there was not a large gain from incorporating, and that OCCMA should remain an unincorporated association. Spencer Nebel stated that he would like to see OCCMA's relationship with the League of Cities be memorialized. Mike McCauley recommended OCCMA and the League draft an agreement. Spencer Nebel requested staff send him a copy of the League's contract with OCAA.

Spencer Nebel reported that the By-Laws and Constitution committee felt that having two documents govern the association was unnecessary and recommended that one document govern the association while a second document include policies. The Board agreed with the committee's recommendation.

Next, the committee felt that with advanced technology that allows meeting to be held by conference call or email, and the importance of having transparency within the organization, that there was no need to continue to have an executive board. The Board agreed with the committee's recommendation.

Finally, the Board directed the committee to include officer roles and responsibilities in the policy document. The Board further asked staff to work with Martha Bennet to find a way to vet potential members' ethics with ICMA.

2017 Northwest Regional Managers Conference

President Sykes informed the Board that the NWRMC was close to being finalized. He reviewed the conference outline with the Board and mentioned that the conference this year would include dinner at Timberline Lodge. Martha Bennett mentioned that having an entire day of police sessions might be tough for those without a police department. President Sykes mentioned he would inform the Professional Development Committee.

2017 OCCMA Summer Conference

President Sykes reported that with the NWRMC close to being finalized, the Professional Development committee would begin programming for the summer conference in a few weeks. He asked the Board if they had any session ideas, above and beyond what was brought up during the strategic plan discussion. One session idea, was a playbook for teamwork. There is a city manager out of Arizona who does a very thoughtful presentation on promoting teamwork in your city.

2017 Fall Manager Workshop

While this is in the future, President Sykes asked the Board to be thinking of topics and potential speakers for the workshop.

Membership Drive Update and Directory Timing

Jennifer Lewis reported that memberships have been coming in quickly. To date we have received 190 memberships. At the beginning of February, staff will provide a list of 2016 members who have not renewed to all Senior Advisors and Martha Bennett. The League's Directory consultant has created most of the functionality that the Board has asked for, and would begin working on the skin to make it look like OCCMA's website. The goal is to have the data entered and programming complete by the end of February.

Quarterly Newsletters

Marty Wine asked the Board to look at the draft storyboards for the newsletter, and asked if the Board had any ideas for content. The Board recommended articles on social justice and equity, fellowship and internship spotlights, OCCMA bylaws updates, success stories for youth engagement, regional meeting dates and times, and promotion of LOC-TV and ICMA webinars.

Reports from Senior Advisors

Roger Jordan thanked the Board for their assistance with the Wells/Jordan Scholarship.

Other Business

Megan Phelan reminded the Board that in November, Scott Lazenby had requested that OCCMA form an organization to provide staffing to cities. David Clyne proposed referring the proposal to a committee. The Board discussed if OCCMA had the capacity to engage in this proposal. Martha Bennett acknowledged that providing a staffing pool for cities was not a part of OCCMA's mission. Spencer Nebel moved and Dale Shafer seconded that OCCMA appreciated

Scott Lazenby's presentation, but the proposal is not within the primary mission of OCCMA, and OCCMA would not be participating in the proposal. *The motion passed with 7 in favor, and one abstention (Megan Phelan).*

There being no further business, the meeting was adjourned on Friday, January 20, 2017 at 4:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Lewis', written in a cursive style.

Jennifer Lewis



OCCMA

**Oregon City/County
Management Association**
A State Affiliate of **ICMA**

April 7, 2017

TO: OCCMA Board of Directors

FROM: Jennifer Lewis, OCCMA Staff

RE: 2017 Membership Drive

OCCMA's 2017 Membership Drive began in December 2016. Attached is the membership roster, by type, as of April 10th.

OCCMA has the following membership participation:

- 170 active members,
- 32 honorary and lifetime members,
- 22 affiliate members,
- 12 retired members,
- 7 members in transition,
- 7 ICMA members, and
- 5 student members.

At this time last year, OCCMA had 163 active members, 8 affiliate members and 1 student member.

OCCMA Membership as of April 10, 2017

<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Title</u>	<u>Member Type</u>
Fred	Abousleman	Oregon Cascades West Council of Governments	Executive Director	OCCMA_ACTIVE
Michael	Adams	Sweet Home	Public Works Director	OCCMA_ACTIVE
Cynthia	Alamillo	Manzanita	Assistant City Manager	OCCMA_ACTIVE
Rick	Allen	Sisters	Interim City Manager	OCCMA_ACTIVE
Jeffrey	Alvis	Jacksonville	City Administrator	OCCMA_ACTIVE
Michelle	Amberg	Creswell	City Administrator	OCCMA_ACTIVE
Tom	Anderson	Deschutes County	County Administrator	OCCMA_ACTIVE
Edie	Ball	Heppner	City Manager	OCCMA_ACTIVE
Mark	Bauer	Winston	City Manager	OCCMA_ACTIVE
Jolynn	Becker	Banks	City Manager	OCCMA_ACTIVE
Heidi	Bell	Donald	City Manager	OCCMA_ACTIVE
Jim	Bennett	Lewiston, ID	City Manager	OCCMA_ACTIVE
Martha	Bennett	Metro	Chief Operating Officer	OCCMA_ACTIVE
Diane	Berry	Echo	City Administrator	OCCMA_ACTIVE
Jacque	Betz	Gladstone	Assistant City Manager	OCCMA_ACTIVE
Peter	Brandom	Hillsboro	Senior Project Manager	OCCMA_ACTIVE
Stacey	Bray	Jacksonville	Finance Director & Assistant Administrator	OCCMA_ACTIVE
Adam	Brown	Ontario	City Manager	OCCMA_ACTIVE
Ben	Bryant	Happy Valley	Deputy City Manager	OCCMA_ACTIVE
Gus	Burrl	Madras	City Administrator	OCCMA_ACTIVE
Keith	Campbell	Stayton	City Administrator	OCCMA_ACTIVE
Alice	Cannon	Tualatin	Assistant City Manager	OCCMA_ACTIVE
Denise	Carey	Estacada	City Manager	OCCMA_ACTIVE
Eric	Chambers	Gresham	Government Relations Director	OCCMA_ACTIVE
Dan	Chandler	Clackamas County	Strategic Policy Administrator	OCCMA_ACTIVE
Nathan	Cherpeski	Klamath Falls	City Manager	OCCMA_ACTIVE
Christopher	Clayton	Central Point	City Manager	OCCMA_ACTIVE
David	Clyne	Independence	City Manager	OCCMA_ACTIVE
Jared	Cobb	Lowell	City Administrator	OCCMA_ACTIVE
C. Lance	Colley	Roseburg	City Manager	OCCMA_ACTIVE
Robb	Corbett	Pendleton	City Manager	OCCMA_ACTIVE

OCCMA Membership as of April 10, 2017

<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Title</u>	<u>Member Type</u>
Bryan	Cosgrove	Wilsonville	City Manager	OCCMA_ACTIVE
Rodger	Craddock	Coos Bay	City Manager	OCCMA_ACTIVE
Aaron	Cubic	Grants Pass	City Manager	OCCMA_ACTIVE
Joan	Davies	Yachats	City Manager	OCCMA_ACTIVE
Rob	Daykin	Dundee	City Administrator	OCCMA_ACTIVE
Scott	Derickson	Woodburn	City Administrator	OCCMA_ACTIVE
Robert	Dixon	Hillsboro	Assistant City Manager	OCCMA_ACTIVE
Rob	Drake	Cornelius	City Manager	OCCMA_ACTIVE
Debra	Dudley	Rainier	City Administrator	OCCMA_ACTIVE
Kacey	Duncan	Salem	Deputy City Manager	OCCMA_ACTIVE
Georgia	Edwards	Tangent	City Manager	OCCMA_ACTIVE
Christopher	Epley	Keizer	City Manager	OCCMA_ACTIVE
Judy	Erwin	Hines	City Administrator	OCCMA_ACTIVE
R. Brett	Estes	Astoria	City Manager	OCCMA_ACTIVE
Janelle	Evans	Canyonville	City Administrator	OCCMA_ACTIVE
Kathleen	Fitzpatrick	Mosier	City Manager	OCCMA_ACTIVE
Ronald	Foggin	Dallas	City Manager	OCCMA_ACTIVE
Steven	Forrester	Prineville	City Manager	OCCMA_ACTIVE
Robert	Francis	Mid-Columbia Council of Governments	Executive Director	OCCMA_ACTIVE
Karen	Friend	Central Oregon Intergovernmental Council	Executive Director	OCCMA_ACTIVE
Jodi	Fritts-Matthey	Gold Beach	City Administrator	OCCMA_ACTIVE
Jan	Fritz	Marion County	Deputy County Administrative Officer	OCCMA_ACTIVE
Rachael	Fuller	Gresham	Assistant City Manager	OCCMA_ACTIVE
Joseph	Gall	Sherwood	City Manager	OCCMA_ACTIVE
Jerry	Gilham	Sutherlin	City Manager	OCCMA_ACTIVE
Louis	Gomez	Oakridge	City Administrator	OCCMA_ACTIVE
Nicholas	Green	John Day	City Manager	OCCMA_ACTIVE
Kathryn	Greiner	Condon	City Administrator	OCCMA_ACTIVE
Gino	Grimaldi	Springfield	City Manager	OCCMA_ACTIVE
Linda	Hall	Milton-Freewater	City Manager	OCCMA_ACTIVE
Robby	Hammond	Hillsboro	Assistant City Manager	OCCMA_ACTIVE
Joe	Hannan	Newberg	City Manager	OCCMA_ACTIVE

OCCMA Membership as of April 10, 2017

First Name	Last Name	Company	Title	Member Type
Ron	Harding	Aumsville	City Administrator	OCCMA_ACTIVE
Pat	Hare	Adair Village	City Administrator	OCCMA_ACTIVE
Jeff	Hecksel	Hood River County	County Administrator	OCCMA_ACTIVE
Greg	Hinkelman	Clatskanie	City Manager	OCCMA_ACTIVE
Justin	Hogue	Amity	City Administrator	OCCMA_ACTIVE
Rick	Hohnbaum	Monroe	City Administrator	OCCMA_ACTIVE
Ric	Ingham	Veneta	City Administrator	OCCMA_ACTIVE
Brad	Johnston	Astoria	Police Chief/Assistant City Manager	OCCMA_ACTIVE
Danny	Jordan, Jr.	Jackson County	Administrator	OCCMA_ACTIVE
Eric	King	Bend	City Manager	OCCMA_ACTIVE
Tony	Konkol	Oregon City	City Manager	OCCMA_ACTIVE
Julie	Krueger	The Dalles	City Manager	OCCMA_ACTIVE
Don	Krupp	Clackamas County	County Administrator	OCCMA_ACTIVE
Brant	Kucera	Cannon Beach	City Manager	OCCMA_ACTIVE
Erik	Kvarsten	Gresham	City Manager	OCCMA_ACTIVE
W. Blair	Larsen	Stanfield	City Manager	OCCMA_ACTIVE
Brian	Latta	Harrisburg	City Administrator	OCCMA_ACTIVE
John	Lattimer	Marion County	Chief Administrative Officer	OCCMA_ACTIVE
Henry	Lawrence	Eagle Point	City Administrator	OCCMA_ACTIVE
Scott	Lazenby	Lake Oswego	City Manager	OCCMA_ACTIVE
Sherilyn	Lombos	Tualatin	City Manager	OCCMA_ACTIVE
Kya	Mabe	Moro	City Administrator	OCCMA_ACTIVE
Gary	Marks	Lebanon	City Manager	OCCMA_ACTIVE
David	Marshall	Sublimity	City Manager	OCCMA_ACTIVE
Susie	Marston	Gervais	City Manager	OCCMA_ACTIVE
Craig	Martin	Toledo	City Manager	OCCMA_ACTIVE
Amber	Mathiesen	Mt. Angel	City Manager	OCCMA_ACTIVE
Scott	McClure	Monmouth	City Manager	OCCMA_ACTIVE
Donna	McCormack	Culver	City Manager/Recorder	OCCMA_ACTIVE
S. Scott	McDowell	Brownsville	City Administrator	OCCMA_ACTIVE
Sarah	Medary	Eugene	Assistant City Manager	OCCMA_ACTIVE
Jennie	Messmer	Mid-Willamette Valley Council of Governments	Executive Director	OCCMA_ACTIVE

OCCMA Membership as of April 10, 2017

First Name	Last Name	Company	Title	Member Type
Megan	Messmer	Florence	Project Manager	OCCMA_ACTIVE
Richard	Meyers	Cottage Grove	City Manager	OCCMA_ACTIVE
Gary	Milliman	Brookings	City Manager	OCCMA_ACTIVE
Cory	Misley	La Pine	City Manager	OCCMA_ACTIVE
Steve	Mokrohsisky	Lane County	County Administrator	OCCMA_ACTIVE
Cameron	Moore	Clatsop County	County Manager	OCCMA_ACTIVE
Mark	Morgan	Hermiston	Assistant City Manager	OCCMA_ACTIVE
Spencer	Nebel	Newport	City Manager	OCCMA_ACTIVE
Sean	Negherbon	Myrtle Creek	City Administrator	OCCMA_ACTIVE
Mitchell	Nieman	Milwaukie	Assistant City Manager	OCCMA_ACTIVE
Hilary	Norton	Halsey	City Administrator/City Recorder	OCCMA_ACTIVE
Terence	O'Connor	North Bend	City Administrator	OCCMA_ACTIVE
John	O'Leary	Garibaldi	City Manager	OCCMA_ACTIVE
Chad	Olsen	Carlton	City Manager	OCCMA_ACTIVE
Aaron	Palmquist	Irrigon	City Manager	OCCMA_ACTIVE
Sandra	Patterson	Union	City Manager	OCCMA_ACTIVE
Russ	Pelleberg	Umatilla	City Manager	OCCMA_ACTIVE
Kim	Peoples	Multnomah County	Director, Department of Community Services	OCCMA_ACTIVE
Tom	Pessemier	Sherwood	Assistant City Manager	OCCMA_ACTIVE
William	Peterson, Jr.	Wood Village	City Manager	OCCMA_ACTIVE
Karen	Pettigrew	Boardman	City Manager	OCCMA_ACTIVE
Megan	Phelan	Lake Oswego	Assistant City Manager	OCCMA_ACTIVE
Taci	Philbrook	Prairie City	City Recorder	OCCMA_ACTIVE
Scott	Pingel	Dayton	City Manager	OCCMA_ACTIVE
Preston	Polasek	Lafayette	City Administrator	OCCMA_ACTIVE
Steve	Powers	Salem	City Manager	OCCMA_ACTIVE
Aaron	Prunty	Shady Cove	City Administrator	OCCMA_ACTIVE
Mark	Reagles	Rogue River	City Administrator	OCCMA_ACTIVE
Erin	Reynolds	Florence	City Manager	OCCMA_ACTIVE
Terrie	Richards	Port Orford	City Administrator/Recorder	OCCMA_ACTIVE
Colleen	Riggs	Cannon Beach	Assistant City Manager/City Recorder	OCCMA_ACTIVE
Jim	Row	Woodburn	Assistant City Administrator	OCCMA_ACTIVE

OCCMA Membership as of April 10, 2017

<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Title</u>	<u>Member Type</u>
Jon	Ruiz	Eugene	City Manager	OCCMA_ACTIVE
David	Sawyer	Turner	City Administrator	OCCMA_ACTIVE
Petra	Schuetz	Coburg	City Administrator	OCCMA_ACTIVE
Bernard	Seeger	Gresham	Finance & Management Services Director	OCCMA_ACTIVE
Dale	Shafer	Nehalem	City Manager/Recorder	OCCMA_ACTIVE
Mark	Shepard	Corvallis	City Manager	OCCMA_ACTIVE
Francis	Sheridan	Sheridan	City Manager	OCCMA_ACTIVE
Brian	Sjothun	Medford	City Manager	OCCMA_ACTIVE
Byron	Smith	Hermiston	City Manager	OCCMA_ACTIVE
Judy	Smith	Sodaville	City Administrator	OCCMA_ACTIVE
Gerald	Sorte	Morrow County	Administrative Officer	OCCMA_ACTIVE
Angela	Speier	Lafayette	Assistant City Administrator	OCCMA_ACTIVE
Eileen	Stein	West Linn	City Manager	OCCMA_ACTIVE
Robert	Strope	La Grande	City Manager	OCCMA_ACTIVE
Eric	Swanson	Gladstone	City Administrator	OCCMA_ACTIVE
Michael	Sykes	Scappoose	City Manager	OCCMA_ACTIVE
Linda	Tate	Durham	City Administrator	OCCMA_ACTIVE
Melissa	Thompson-Kiefer	Nehalem	Assistant City Manager/Recorder	OCCMA_ACTIVE
Jeff	Towery	McMinnville	City Manager	OCCMA_ACTIVE
Ray	Towry	Sweet Home	City Manager	OCCMA_ACTIVE
Jeanna	Troha	Wilsonville	Assistant City Manager	OCCMA_ACTIVE
Jason	Tuck	Happy Valley	City Manager	OCCMA_ACTIVE
Terry	Ungricht	Falls City	Mayor and City Manager	OCCMA_ACTIVE
Micaela	Valentine	Lyons	City Recorder	OCCMA_ACTIVE
Robert	Vanderwall	Lakeview	City Manager	OCCMA_ACTIVE
Michael "Jesse"	VanderZanden	Forest Grove	City Manager	OCCMA_ACTIVE
Dave	Waffle	Beaverton	Assistant Finance Director	OCCMA_ACTIVE
John	Walsh	St. Helens	City Administrator	OCCMA_ACTIVE
Fred	Warner, Jr.	Baker City	City Manager	OCCMA_ACTIVE
Dauna	Wensenk	Burns	City Manager	OCCMA_ACTIVE
Michael	Weston	King City	City Manager	OCCMA_ACTIVE
Jordan	Wheeler	Lake Oswego	Deputy City Manager	OCCMA_ACTIVE

OCCMA Membership as of April 10, 2017

<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Title</u>	<u>Member Type</u>
Steve	Wheeler	Hood River	City Manager	OCCMA_ACTIVE
Marty	Wine	Tigard	City Manager	OCCMA_ACTIVE
Mark	Winstanley	Seaside	City Manager	OCCMA_ACTIVE
Keith	Witcosky	Redmond	City Manager	OCCMA_ACTIVE
Christopher	Workman	Philomath	City Manager	OCCMA_ACTIVE
Jonathan	Wright	Reedsport	City Manager	OCCMA_ACTIVE
Christy	Wurster	Silverton	City Manager	OCCMA_ACTIVE
Kim	Yamashita	Sandy	City Manager	OCCMA_ACTIVE
Nolan	Young	Fairview	City Administrator	OCCMA_ACTIVE
Gordon	Zimmerman	Cascade Locks	City Administrator	OCCMA_ACTIVE
Rick	Zylstra	Oakridge	Assistant to the City Administrator	OCCMA_ACTIVE
Jeff	Aprati	Jensen Strategies	Associate	OCCMA_AFFILIATE
Sarah Jo	Chaplen	Oregon Commission for the Blind	Director of Independent Living	OCCMA_AFFILIATE
Jessica	Harper	Gresham	Assistant to the Mayor	OCCMA_AFFILIATE
Judy	Healy	Heppner	Treasurer	OCCMA_AFFILIATE
Anthony	Hooper	Lake Oswego	Public Works Director	OCCMA_AFFILIATE
Daniel	Hunter	The Dalles	HR Director	OCCMA_AFFILIATE
Erik	Jensen	Jensen Strategies	Principal	OCCMA_AFFILIATE
Kelsey	Lewis	Tualatin	Management Analyst II	OCCMA_AFFILIATE
Ruth	Mattox	Local Government Personnel Institute	HR/LR Consultant	OCCMA_AFFILIATE
Lynn	McNamara	CIS	Executive Director	OCCMA_AFFILIATE
William	Monahan	Integrity Public Management	Principa/Attorney	OCCMA_AFFILIATE
Zoe	Monahan	Tualatin	Management Analyst II	OCCMA_AFFILIATE
John	Morgan, AICP	The Chinook Institute for Civic Leadership	Executive Director	OCCMA_AFFILIATE
Carl	Patenode	Drain	City Administrator	OCCMA_AFFILIATE
Tony	Reed	Mt. Angel	Administrative Analyst	OCCMA_AFFILIATE
Pierre	Robert	Local Government Personnel Institute	Senior Labor Law Attorney	OCCMA_AFFILIATE
Kent	Robinson	PSU, Public Administration Department	Assistant Professor	OCCMA_AFFILIATE
Sara	Singer	JRO + CO (Formerly J Robertson & Company)	Vice President	OCCMA_AFFILIATE
Sara	Singer	JRO + CO (Formerly J Robertson & Company)	Vice President	OCCMA_AFFILIATE
Rachel	Sykes	Lake Oswego	Management & Program Analyst	OCCMA_AFFILIATE
Robb	Van Cleave	Local Government Personnel Institute	Executive Director	OCCMA_AFFILIATE

OCCMA Membership as of April 10, 2017

First Name	Last Name	Company	Title	Member Type
Tanya	Williams	Tualatin	Assistant to the City Manager	OCCMA_AFFILIATE
Phillip	Cooper	Portland State University	Professor of Public Administration	OCCMA_HONORARY
JoAnn	Gheffi			OCCMA_HONORARY
Frank	Benest	International City/County Mgmt. Assoc.	Special Advisor to the Next Generation	OCCMA_ICMA_COMP
Greg	Bielawski	International City/County Mgmt. Assoc.		OCCMA_ICMA_COMP
Kevin	Duggan	International City/County Mgmt. Assoc.	West Coast Regional Director	OCCMA_ICMA_COMP
Delana	Hansen, RPS	ICMA Retirement Corporation	Retirement Sales Specialist	OCCMA_ICMA_COMP
Robert	Jean	Washington City / County Management Association	Senior Advisor	OCCMA_ICMA_COMP
Nathan	Bassett	International City/County Mgmt. Assoc.	ICMA Membership Services	OCCMA_ICMA_COMP
Rita	Ossolinski	International City/County Mgmt. Assoc.	Director, ICMA State/Affiliate Relations	OCCMA_ICMA_COMP
Brian	Almquist			OCCMA_LIFE
Andy	Anderson	International City/County Mgmt. Assoc.	Senior Advisor	OCCMA_LIFE
John	Anderson			OCCMA_LIFE
William	Barrons		Retired	OCCMA_LIFE
Dan	Bartlett	International City/County Mgmt. Assoc.	Senior Advisor	OCCMA_LIFE
Steve	Bryant	International City/County Mgmt. Assoc.	IMCA liaison To Oregon	OCCMA_LIFE
Del	Cesar			OCCMA_LIFE
Duane	Cole		Retired - Washington Senior Advisor	OCCMA_LIFE
Bill	Curtis		Retired	OCCMA_LIFE
Donald	Davis			OCCMA_LIFE
Eve	Dolan-Whittall		Retired	OCCMA_LIFE
Timothy	Erwert			OCCMA_LIFE
Leslie	Harper			OCCMA_LIFE
Charlie	Henry		Range Rider Emeritus	OCCMA_LIFE
Marilyn	Holstrom			OCCMA_LIFE
James	Hough		City Manager Emeritus	OCCMA_LIFE
Art	Johnson			OCCMA_LIFE
Roger	Jordan	International City/County Mgmt. Assoc.	Senior Advisor	OCCMA_LIFE
Larry	Lehman	International City/County Mgmt. Assoc.	Senior Advisor	OCCMA_LIFE
Rex	Mather			OCCMA_LIFE
Craig	McMicken		Retired	OCCMA_LIFE
Jon	Nelson		Retired	OCCMA_LIFE

OCCMA Membership as of April 10, 2017

<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Title</u>	<u>Member Type</u>
Donald	Otterman			OCCMA_LIFE
Diane	Rinks		Retired City Administrator	OCCMA_LIFE
Shella	Ritz	International City/County Mgmt. Assoc.	Senior Advisor	OCCMA_LIFE
Susan	Slack		Retired City Manager	OCCMA_LIFE
Kent	Taylor		Retired City Manager	OCCMA_LIFE
Richard	Townsend		Retired	OCCMA_LIFE
Robert	Wells		Retired	OCCMA_LIFE
Joseph	Wolf		Retired	OCCMA_LIFE
Gerald	Breazeale			OCCMA_RETIRED
Judy	Cleeton		Retired	OCCMA_RETIRED
Larry	Clucas		Retired	OCCMA_RETIRED
Wes	Hare	Albany	City Manager	OCCMA_RETIRED
David	Hawker		Retired City Manager	OCCMA_RETIRED
Dave	Kanner	Phoenix	Interim City Manager	OCCMA_RETIRED
Dave	Kanner	Phoenix	Interim City Manager	OCCMA_RETIRED
Jamon	Kent		Retired Chief Operations Officer	OCCMA_RETIRED
Randy	Kugler		City Manager	OCCMA_RETIRED
Joseph	Riker		Retired City Manager	OCCMA_RETIRED
Frank	Spence		Retired	OCCMA_RETIRED
Craig	Ward		Retired City Manager	OCCMA_RETIRED
Robert	Cheney	Portland State University	Student	OCCMA_STUDENT
Megan	Falcone	Portland State University	Student	OCCMA_STUDENT
Megan	George	Portland State University	Student	OCCMA_STUDENT
Elizabeth	Gray		Student	OCCMA_STUDENT
Aaron	Kaufman	Portland State University	Student	OCCMA_STUDENT
Steve	Dahl		In-Transition	OCCMA_TRANS
Martha	DeBry	North Plains	City Manager - In Transition	OCCMA_TRANS
David	Frasher		City Manager in Transition	OCCMA_TRANS
Chris	Jordan		City Manager in Transition	OCCMA_TRANS
Gian Paolo	Mammone		City Administrator in Transition	OCCMA_TRANS
Jaime	McLeod		In Transition	OCCMA_TRANS
Michael	Nitzsche			OCCMA_TRANS

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
BUDGET STATUS REPORT - To-Date March 2017
PROFIT AND LOSS - BUDGET VS ACTUAL**

	2017 Budget	Actual Through March 2017	Variance
INCOME			
Beginning Cash - Operations	51,823.32	51,823.32	0.00
Beginning Cash - 2021 ICMA Conference	30,739.06	30,739.06	0.00
Beginning Cash - Wells/Jordan Scholarship	3,350.00	3,350.00	0.00
Total Beginning Cash	85,912.38	85,912.38	0.00
Conference Income			
Fall Conference Registrations	6,000.00	0.00	6,000.00
NW Regional Conference			
· Registration	22,000.00	13,530.00	8,470.00
· Sponsorships	12,000.00	4,400.00	7,600.00
Total NW Regional Conference	34,000.00	17,930.00	16,070.00
Summer Conference			
· Registration	27,000.00	0.00	27,000.00
· Sponsorships	12,500.00	0.00	12,500.00
· LOC Contribution Wells/Jordan recognition	0.00	0.00	0.00
· Contribution Wells/Jordan Scholarships	1,000.00	0.00	1,000.00
· Food Charges	0.00	0.00	0.00
· Activity Fee	0.00	0.00	0.00
Total Summer Conference	40,500.00	0.00	40,500.00
Total · Conferences	80,500.00	17,930.00	62,570.00
General Operations Income			
· Dues	36,000.00	41,428.02	-5,428.02
· Dues Surcharge 2021	5,000.00	6,215.04	-1,215.04
· Board Retreat Meetings	2,000.00	0.00	2,000.00
· CIS Senior Advisor	2,500.00	0.00	2,500.00
· ICMA Senior Advisor	7,000.00	1,689.44	5,310.56
Total General Operations Income	52,500.00	49,332.50	3,167.50
Total Income without Beginning Cash	133,000.00	67,262.50	65,737.50
Total Income including Beginning Cash	218,912.38	153,174.88	65,737.50
Expense			
- Conferences			
· Fall Conference			
· Food & Beverage Fall	3,000.00	0.00	3,000.00
· Room Rental Fall	650.00	0.00	650.00
· Speakers Fall	2,500.00	0.00	2,500.00
· Administration Fall	800.00	0.00	800.00
Total · Fall Conference	6,950.00	0.00	6,950.00
· Summer Conference			
· Activities Summer	0.00	0.00	0.00
· Administration Summer	7,500.00	0.00	7,500.00
· Audio/Trade Show Summer	550.00	0.00	550.00
· Food & Beverage Summer	14,500.00	0.00	14,500.00
· Lodging Summer	2,400.00	0.00	2,400.00
· Postage/Printing Summer	1,000.00	0.00	1,000.00
· Travel Summer	200.00	0.00	200.00
· Speaker Summer	5,000.00	0.00	5,000.00
· LOC Summer Wells/Jordan Scholarship	1,000.00	0.00	1,000.00
· Wells/Jordan Scholarship	1,000.00	0.00	1,000.00
Total · Summer Conference	33,150.00	0.00	33,150.00

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
BUDGET STATUS REPORT - To-Date March 2017
PROFIT AND LOSS - BUDGET VS ACTUAL**

	2017 Budget	Actual Through March 2017	Variance
· NW Regional			
· Administration	6,000.00	0.00	6,000.00
· Audio/Trade Show	500.00	0.00	500.00
· Food & Beverage	13,500.00	775.00	12,725.00
· Lodging	2,000.00	0.00	2,000.00
· Postage/Printing	1,500.00	0.00	1,500.00
· Travel	200.00	0.00	200.00
· Speaker	4,000.00	0.00	4,000.00
Total · NW Regional	27,700.00	775.00	26,925.00
Total · Conferences	67,800.00	775.00	67,025.00
General Operations Expenses			
Contingency	5,750.00	0.00	5,750.00
· 2021 ICMA Conference	5,000.00	0.00	5,000.00
· LOC Services	12,000.00	3,159.05	8,840.95
· Board Functions	3,300.00	0.00	3,300.00
· Conference Calls	200.00	31.64	168.36
· Directory	2,000.00	1,118.75	881.25
· Marketing/Supplies	750.00	595.40	154.60
· Miscellaneous	1,500.00	8.69	1,491.31
· Miscellaneous - Dues credit card fees	0.00	26.41	-26.41
· National/Committee Travel	2,500.00	0.00	2,500.00
· Newsletter	9,000.00	0.00	9,000.00
· Postage	400.00	87.78	312.22
· Printing, Fax	300.00	21.47	278.53
· Scholarships Charlie Henry	3,000.00	0.00	3,000.00
· Senior Advisor	14,000.00	631.24	13,368.76
· Web Support	5,500.00	0.00	5,500.00
Total General Operations Expenses	65,200.00	5,680.43	59,519.57
Total Expenses	133,000.00	6,455.43	126,544.57
Net Income / <Loss> Before Beginning Cash	0.00	60,807.07	-60,807.07
Net Income / <Loss> Including Beginning Cash	85,912.38	146,719.45	-60,807.07

From: Ross Hoff [<mailto:RHOFF@ICMA.org>]

Sent: Monday, March 13, 2017 9:43 AM

Cc: Kevin C. Duggan <kduggan@icma.org>; Randall H. Reid <rreid@icma.org>; Karen Daly <kdaly@icma.org>; Dave Limardi <dlimardi@ICMA.org>; Rita Ossolinski <ROSSOLINSKI@ICMA.org>; Michele Frisby <MFRISBY@ICMA.org>; Cory Fleming <cfleming@ICMA.org>; Felicia Littky <flittky@ICMA.org>; Julie Butler <JBUTLER@ICMA.org>

Subject: ICMA 2018 Annual Conference Planning Committee -- State Association Representatives

TO: State Association Presidents

CC: State Association Staff and ICMA Regional Directors and Staff Liaisons

I am writing to request your assistance in the appointment of ICMA's 2018 Annual Conference Planning Committee. The committee will plan the association's 104th Annual Conference, which will be held in Baltimore, Maryland, September 23–26, 2018.

Each state association is invited to identify **one ICMA member** as its official representative to the Planning Committee. If your state doesn't have an established rotation process for this position, please keep in mind ICMA's diversity goals as you seek a representative. ICMA's President-Elect will also appoint at-large representatives to insure that small communities, councils of governments, counties, women, minorities, and international members are adequately represented.

As a reply to this email, please complete the form at the end of this message to send us the name of your association's official Conference Planning Committee representative by **May 1, 2017**. When you respond, please copy the ICMA Regional Director or other ICMA Liaison for your state.

An orientation meeting for the 2018 Conference Planning Committee will take place on Tuesday, October 24 during the 2017 conference in San Antonio, Texas. The committee's main meeting will take place **November 17–19, 2017 in Baltimore**. Travel and lodging costs are the responsibility of each Planning Committee member. While attendance is not necessary in order to serve on the committee (each committee member will be sent details about the meeting and background information to review), we do encourage all members to attend.

Thank you for your assistance.

Ross

Ross H. Hoff
Conference Director

202 962 3646 office

OCCMA 2017 Summer Conference

July 11-14, 2017

Mount Bachelor Village Resort, Bend

Preliminary Program

Tuesday, July 11

11:00 a.m. - 6:30 p.m.	Registration
12:00 p.m. – 1:30 p.m.	Keynote Speaker
1:30 p.m. – 1:45 p.m.	BREAK
1:45 p.m. - 3:15 p.m.	Leadership that Inspires Action
3:15 p.m. – 3:30 p.m.	BREAK
3:30 p.m. – 5:00 p.m.	Public/Private Partnerships
5:00 p.m. - 6:30 p.m.	Trade Show Reception Visit our conference sponsors/vendors, check out their business opportunities and enjoy light refreshments as you network with peers.

Wednesday, July 12

7:00 a.m. – 6:30 p.m.	Registration
7:30 a.m. – 8:30 a.m.	Breakfast & Welcome
8:00 a.m. - 3:30 p.m.	OCCMA Trade Show Our sponsor/vendors will be available during session breaks and meals. Be sure to stop by for a visit.
8:30 a.m. - 10:00 a.m.	Empowering Leadership at All Levels
10:15 a.m. – 10:30 a.m.	BREAK w/ Trade Show Visit
10:30 a.m. - 12:00 p.m.	PSU Chapter Session
12:00 p.m. - 1:30 p.m.	Networking Lunch w/Tradeshow
1:30 p.m. - 3:00 p.m.	Inspiring Community Engagement
3:00 p.m. – 3:15 p.m.	BREAK w/ Trade Show Visit
3:15 p.m. – 4:45 p.m.	ELGL Session
5:30 p.m. - 6:30 p.m.	Get Acquainted Reception

(Dinner signups on Wednesday. Michael Sykes will coordinate)

Thursday, July 13

7:30 a.m. - 4:30 p.m.	Registration
7:30 a.m. - 8:30 a.m.	Networking Breakfast
8:45 a.m. – 9:45 a.m.	Understanding Bargaining from the Union Perspective Speaker: Dan Swedlow, Attorney
9:45 a.m. – 10:00 a.m.	BREAK
10:00 a.m. – 11:00 a.m.	Session
11:00 a.m. – 11:15 a.m.	BREAK
11:15 a.m. – 12:15 p.m.	Workplace Investigations
12:15 p.m. - 1:45 p.m.	Buffet Lunch
2:00 p.m. – 3:15 p.m.	The 2017 Legislative Session in Review Speakers: Senator Betsy Johnson and LOC Legislative Director Craig Honeyman
3:15 p.m. – 3:30 p.m.	BREAK
3:30 p.m. – 4:30 p.m.	2021 ICMA Conference Committee (everyone is welcome)
5:00 p.m. - 9:00 p.m.	President's Reception

Friday, July 14

7:30 a.m. - 8:30 a.m.	Coaching 1:1 and Networking Breakfast
8:45 a.m. - 10:15 a.m.	OCCMA Board and Membership Meeting Facilitator: <i>OCCMA President</i>

memo

To: OCCMA Board of Directors
From: Jenni Kistler, Project Coordinator
Date: April 6, 2017
Re: 2019 Summer Conference Location Options

The OCCMA Summer Conference has been held in Bend for the last several years and we remain under contract there for the 2017 and 2018 Summer Conferences. The Board requested information to consider alternative locations for the 2019 OCCMA Summer Conference. Locations of specific interest included The Coast and Hermiston. Below is the information that I received from spaces that were identified as those that would fit the conference attendees, schedule and location interests:

The Coast:

Seaside – The facility in Seaside that would fit this group is the Convention Center. Attendees would need to stay at several nearby hotels. The Convention Center has no availability in July 2019.

Newport – Potential availability at the Best Western Agate Beach

Max number of rooms per night: 100

Room Rate: \$149-\$189 +tax

Meeting space: onsite and appears sufficient for this group size and meeting functions

Meeting space cost: waived with Food and Beverage minimum (negotiable)

Average lunch cost: \$31 per person, plus 20% service charge

Estimated total (facility only): \$27,750

Estimated per person registration cost (based on all conference costs): \$390

Florence – Potential availability at Driftwood Shores and Florence Events Center

Max number of rooms per night: 80

Room Rate: \$95-\$135 +tax

Meeting space: onsite space is insufficient for this group size and meeting functions – would need to use Florence Event Center

Meeting space cost: \$2,100, but can be negotiated with Food and Beverage minimum

Average lunch cost: \$16 per person, plus 10% service charge

Estimated total (facility only): \$18,500

Estimated per person registration cost (based on all conference costs): \$315

Other:

Hermiston – Availability unknown. There are several hotel properties in Hermiston, but none have enough space for this group to stay at one hotel nor do they have the meeting space required for this size of a group. The conference events would need to be held at the Eastern Oregon Trade & Event Center (EOTEC), which has not provided a response to my inquiries.

Current:

Bend – Availability at Mt. Bachelor Village Resort

Max number of rooms per night: 85

Room Rate: \$110-\$415 +tax

Meeting space: onsite and sufficient for this group size and meeting functions

(note – the increase in vendors in 2016 had a major impact on the way this space felt and worked. If the number of vendors is expected to decrease to look more like previous years, the space would work much nicer. If there is need to expand the space, there is the option of renting a large tent – about \$3000 additional - to create an additional room.)

Meeting space cost: waived with Food and Beverage minimum (negotiable)

Average lunch cost: \$16.50 per person, plus 19% service charge

Estimated total (facility only): \$19,500 (plus \$3000 additional if we need to rent a tent.)

Estimated per person registration cost (based on all conference costs): \$325 (potentially slightly higher if we need to rent a tent and don't expect it to be covered by a sponsorship.)

Please note, the calculations listed above are estimates only, based on the information currently available. Costs and service charges can, and are expected to, increase between now and 2019. While some things can be locked in via contract, cost of meals, service charge percentage and the cost of hotel rooms are generally not locked in but based on the per diem or best available rate at the time of the event.

memo

To: OCCMA Board of Directors
From: Jenni Kistler, Project Coordinator
Date: April 6, 2017
Re: 2017 Fall Workshop Registration Fees

Looking at the approved 2017 OCCMA budget projects an expected loss of \$950 for the Fall Workshop held in conjunction with the LOC Annual Conference. This considered registration revenues of \$6,000 (85.7 registrations at \$70 each), and total expenses at \$6,950 (Food and Beverage - \$3,000; Room Rental - \$650; Speakers - \$2,500; Administration - \$800).

Due to the exceptionally high costs of food, beverage and the high service fees at this venue (22%), the total food costs for this workshop are expected to be just above \$5,000 – about \$16 per person for a basic continental breakfast and coffee and about \$25 per person for a boxed lunch (plus 22% service fee). This takes the projected loss for the Fall workshop to just under \$3,000.

To counteract these expenses, here are some proposals for your consideration:

- 1) Increase the registration fee to \$85 per attendee and assume 100 attendees (based on 104 attendees in Salem) – projected revenue increase \$2,500 (net loss of about \$450).
- 2) Leave registration fees at \$70 and cut out the continental breakfast and coffee service – projected savings \$2,464.32.
- 3) Leave registration fees at \$70 and cut out the boxed lunch option – projected savings \$2,897.50.



Spencer R. Nebel
City Manager
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
s.nebel@newportoregon.gov

April 3, 2017

TO: OCCMA Board of Directors

FROM: OCCMA Bylaws and Constitution Committee

SUBJECT: Review of Revised Bylaws for OCCMA

On January 20, 2017, the OCCMA Board met in a regular session. As part of that agenda, the Board reviewed a report from the Bylaws and Constitution Committee, and provided the following direction to the committee on how to proceed:

- (1) The Board supported the rewriting of the Bylaws and Constitution.
- (2) After considerable discussion, the Board gave direction that OCCMA should remain an unincorporated association. This will simplify the efforts to revise the Bylaws and Constitution, since we will not need to create Articles of incorporation, and our Bylaws do not have to follow any specific form that would be required for incorporating OCCMA.
- (3) The Board was in agreement of eliminating an Executive Board.
- (4) The Board was in agreement that the Bylaws or Constitution needs to be streamlined. The Board concurred there are things included in the current Bylaws and Constitution that probably are more policies than governing rules. These include things such as reimbursement for travel, the ICMA Advisors, and the OCCMA coaching program. There was not a consensus from the Board as to how these rules should be approved or amended at the January 20, 2017, meeting.

Committee Actions Since January:

Since the last Board meeting, the Bylaws and Constitution Committee has met twice with a goal of presenting a working draft of new governance documents for the Association. It is the committee's request that the Board review the current working draft to provide input and direction to the committee so that the committee may continue refine these documents. It would be the goal of this process to bring back refined documents for the Board's review in July and, after considering any modifications have the Board formally propose to the Membership adoption of the Bylaws and policies at the July 14, 2017, Board meeting. The Board would take action to propose the repeal of our existing Bylaws and Constitution with those documents being replaced by the new Bylaws and Policies at the annual Membership meeting, which will be held on Thursday, September 28, 2017, in conjunction with the LOC Conference. At that point, the Membership would then be asked

to vote on the repeal our existing documents and approval of the new governance documents for the Association.

This is a fairly aggressive schedule, but I think it is doable. In the event that we did not meet the annual meeting deadline, there would also be the option of doing an election on this issue by letter ballot to the active members of the Association at some point following the September Membership meeting.

Structure of the Draft Governing Documents: The current Bylaws and Constitution for OCCMA would be replaced with By-Laws and Policies that would be adopted by the Membership. The revised documents generally keep in place our current operating procedures as an Association. Sections of other State Association Bylaws were reviewed, and in some cases language was incorporated into these draft Bylaws to fill in gaps or provide further clarification of the governance structure.

The draft Bylaws are laid out in an evolutionary process, with the focus first on the organization, second on the members, third on membership meetings, and then on the Board of Directors and then operations of the Association.

The committee has tried to clean up the language so that it reflects the way the Association currently operates, which in some cases is different from the existing By-Laws and Constitution. There are a number of changes to the Bylaws from our existing governance documents that are recommended for the Board's consideration, including the process for promulgating Association policies. This can be found in Article 6, Section 6, as well as within the policy annex. This process allows for the Board to enact policies throughout the course of the year, but allows the Membership to repeal or reverse any actions taken by the Board on policies at the annual Membership meeting. This would facilitate policy changes, such as the change that took two years to make changing our policies from ICMA Range Riders to the Senior Advisor Program. The committee believes the proposed process will allow for timely action to be taken by the Board on new policies, but still give the Membership and opportunity to review those policies at the annual Membership meeting. In addition, Article 10 provides additional detail relating to the fiscal affairs of the Association. This includes a provision that the Board shall enter into a contract for services to provide for the administrative and financial support services with League of Oregon Cities, or other qualified provider to assist with the administration of conferences, maintain Association finances, and other similar activities. Currently, the Municipal Attorneys have a similar agreement with LOC. I think this agreement will help formalize our relationship as a unincorporated Association with the League at times when there may be benefit of contracting through an incorporated body. In addition, Article 13 provides an indemnification clause, which requires the Board to obtain insurance on behalf of any agent of the Association against liabilities. A cover sheet for the insurance coverages would be included as part of the policy annex, so that individuals serving in these capacities understand what coverage they may or may not have regarding individual liability.

Directions from the Board of Directors on Further Changes to the Draft Bylaws:

The committee has identified a number of questions where further direction is required from the Board. The Article and Sections of where to find any referenced in the draft Bylaws has been provided. The questions are as follows:

Article 4.7 – Does the Association bestow honorary membership on persons for a lifetime, or for a period of time?

Article 4.8 – The existing language allows student members to petition the Executive Board for membership. Is there a specific vetting which student members need to go through, or if they fill out an application, and pay their fees do they become members as well?

Article 6.4 – The existing language provides that eight (8) directors should be elected for a 3-year term, with three (3) being elected each year. This creates a math problem, since the only way to accomplish this would be having a year in which no directors would be elected. Perhaps the language should read at least two (2) being elected each year, or specific terms could be prescribed.

Article 6.5 – It may be appropriate to spell out the powers and duties of the officers in greater detail than our existing documents provide. Are there specific responsibilities that the Board would like to incorporate with any of these offices?

Article 6.6 – “Promulgation of Policies,” is the committee’s effort to create a process which creates more flexibility in enacting policies during the course of the year. This provision would give the membership the ultimate control to repeal any policies approved by the Board during the course of the year. A second alternative would be to have the Board have the right to approve policies on a temporary basis, with those policies being presented to the membership at the annual meeting for formal adoption. The committee is looking for direction from the Board on how to proceed with this matter. The language has been drafted in the draft by-laws with the process which allows the membership to repeal any policies adopted during the course of the year following the last membership meeting.

Article 6.9 (Would be a new section) - Does the Board want to have any provisions for term limits? What about Board members who fill a partial term? Should they be eligible for a full term?

Article 7.1 – Is the existing language regarding Board representation acceptable or does the Board think there should be modifications to this language?

Article 7.2 – From a practical standpoint (at least during the three (3) years I have been involved), the process for elections in the existing documents does not match our Constitution. The Board should determine whether the nomination committee makes their recommendation to the Board, and then the Board must act in order to present the slate of officers to the membership at the annual meeting as is currently written, but not used

in practice. As an alternative, the nominating committee could be empowered to make their report directly to the Membership. In practice it appears that the Nomination Committee makes their report to the membership without any action from the Board of Directors.

If the Board wants to review the recommendations of the nominating committee, the nomination process probably should be bumped up to coincide with the July board meeting. This way the Board can vet and approve the members as provided in the existing by-laws and constitution. Direction from the Board is needed on this issue.

Article 7.6 – The language is currently unclear as to the terms for filling vacancies. The Board should make a determination on whether the vacancies should be filled for the original term of the member originally filling that slot or some other method. Also, the language is unclear as to whether the President-Elect would move into the President's position if the President did not fill their term. Also, it would seem that the new President should serve their regular term, in addition to the partial term they stepped into. We also need to include language if the Past-President is no longer eligible to serve as Past-President.

Article 7.7 – The committee felt that a section should be provided in the by-laws regarding the removal of a director or officer from the Board. This is a new section that was not included in the previous document.

Article 8.1 - Does the Board want a requirement to publically announce the dates and times of regular Board meetings, via the OCCMA website or other means?

Article 8.4 – Does the Board want a requirement of notice to be placed on the OCCMA website for any special meeting, or rescheduled meeting of the Board of Directors? Furthermore, does the Board want its agenda, or supporting material to be posted to the website as part of the revised by-laws.

Article 9.1 – Does the Board foresee any changes to the committee structures? Does the Board want to stipulate that board members shall serve as committee chairs? OCCMA has apparently had a tradition where the President-Elect serves as the professional development chair; is this the appropriate role for the President-Elect, or could the President-Elect have some other roles such as developing a strategic plan for the following year? Finally, is it the Board's desire to do this, or do we not need to prescribe roles for these positions, other than what is customary for these titles.

Article 10 – Should there be provisions for some sort of audit or financial review of the association funds?

Article 11- Includes language relating to the ICMA Code of Ethics as a principle of OCCMA, and provides that active members will submit to peer-to-peer review for any allegations of unethical behavior. Is this acceptable to the Board?

Policy 17-9. The committee asked for further clarification as to how the Coaching Program works in practice.

What other issues does the Board want the committee to review as part of this effort?

Conclusion:

I appreciate the efforts of both the Board and committee to work through these various issues. I believe we will have a nice clean product at the end that will more accurately reflect how the Association operates, which in a number of cases is not consistent with our current governing documents. We are anxious to wrap this project up so that the Board will have the opportunity to review a final draft in July and be prepared to propose that document for adoption for the members in September.

Respectfully submitted:

A handwritten signature in dark ink, appearing to read "S. R. Nebel", written in a cursive style.

Spencer R. Nebel, Chair
Bylaws and Constitution Committee

cc: Bylaws and Constitution Committee members

Working Draft (3rd Edition)
March 30, 2017
Oregon City/County
Management Association

BYLAWS

ARTICLE 1

Name

The name of this Association shall be the Oregon City/County Management Association (referred to herein as OCCMA).

ARTICLE 2

Organization

Section 1. OCCMA is an unincorporated association of general purpose local government or council of governments, managers and assistants in the State of Oregon.

Section 2. OCCMA shall be based at the League of Oregon Cities located at 1201 Court St. NE, Suite 200; Salem, OR 97301

ARTICLE 3

Purpose

The purpose of OCCMA shall be to:

- Support professional management in local government by increasing the knowledge and ability of administrators and managers;
- Promote the exchange of information between the members;
- Offer personal support to members; and
- Sustain the functions, principles and goals of the International City/County Management Association.

ARTICLE 4

Membership

Section 1. Membership in OCCMA shall be in one of seven categories defined below as Active, Affiliate, Cooperating, Retired, Honorary, Lifetime or Student. A person shall become a member by submitting an application on a form approved by the Board certifying that they meet eligibility requirements for one of the membership categories for OCCMA, and also submit the payment of annual dues to the Secretary/Treasurer.

Section 2. ACTIVE MEMBERS: Any person who is an appointed manager or administrator or an assistant city or county manager or administrator, or an assistant to a manager or administrator of a general purpose local government or council of governments in the State of Oregon, or a corporate member of the International City/County Management Association who serves in Oregon, or while in transition from such a position and actively pursuing other eligible employment in Oregon, shall be eligible for active membership in the Association. Active members shall comply with the ICMA Code of Ethics and the Declaration of Ideals. Any active member of this Association, who has resigned or been removed from a position in local government, may retain active membership status for a period of two years, or for a longer period if authorized by a majority vote of the Board, provided the member continues to pay dues. If it is shown to the satisfaction of the Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall be terminated immediately. The Board may consider requests for refunding dues. The decision of the Board shall be final.

Section 3. AFFILIATE MEMBERS: Any person who fills a position in a general purpose local government or council of governments and has obtained a statement co-signed with their current chief executive officer indicating a continued interest in pursuing a career in city/county management or an appointed administrative official reporting to a mayor/city council. Affiliate members shall hold no office or vote.

Section 4. COOPERATING MEMBERS: Individuals who work for an employer who does business with and has close ties to one or more units of local government. Cooperating members shall hold no office or vote, or have access to the OCCMA listserv or members-only website.

Section 5. RETIRED MEMBERS: Any person who was previously an active member and has qualified for benefits under a local government retirement plan shall be eligible for retired membership by providing written notice to the Secretary-Treasurer and payment of the membership fee, if any, for the current year. Retired members shall hold no office or vote.

An individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government management that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board.

Section 6. LIFETIME MEMBERS: Lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management. Lifetime members shall pay no dues, hold no office, or vote.

To be eligible for lifetime membership in the Association, the person must have been an active member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring lifetime membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board. In making this recommendation, the Board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at a national level; contributions to the profession as a whole, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the Board, lifetime membership shall be conferred upon an individual after a majority vote of the membership present at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.

Section 7. HONORARY MEMBERS: Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be

conferred by a Board vote at any regular meeting. Honorary members shall pay no dues, hold no office, or vote.

Section 8. STUDENT MEMBERS: Any person who is registered as a student in a college or university public administration program, or is currently working in a career in public management.

Section 9. REFUSAL OF MEMBERSHIP: The Board reserves the right to examine the qualifications, evaluate the prospective member, and deny membership in the Association to anyone.

ARTICLE 5

Membership Meetings

Section 1. MEMBERSHIP MEETINGS: The Association shall hold at least one general meeting each year at the same time and place as the annual meeting of the League of Oregon Cities. Additional meetings may be called by the President or a majority of the Board.

Section 2. NOTICE: Membership meetings shall be noticed in the OCCMA Newsletter, and/or the OCCMA website, and/or the OCCMA list-serve at least 30 days before the scheduled meeting.

Section 3. QUORUM: Those active members present at any meeting of the Association shall constitute a quorum. A majority vote of those active members present and voting shall be necessary for approval of any question before the Association. Voting by proxy is not permitted.

ARTICLE 6

Offices and Terms of Office

Section 1. GENERAL POWERS: The business and affairs of the Association shall be managed by its Board of Directors (referred to herein as the "Board").

Section 2. STRUCTURE: The Board shall be the Officers and eight Directors.

The terms of all Officers and Directors shall start as of January 1 following their election and end on December 31 of the year the term ends.

Section 3. OFFICERS: The officers of this Association shall be President, President Elect, and Immediate Past President. The President, President-Elect, and Immediate Past President shall each have a term of one year, and a Secretary/Treasurer (non-voting).

Section 4. DIRECTORS: Eight directors shall be elected for a term of three years, with at least three (?) being elected each year.

Section 5. POWERS AND DUTIES: The Board will carry out the approved policies and will establish new policies as needed. (???) Except as is otherwise provided in these Bylaws, the powers and duties of the Officers of this organization shall be such as by general usage are indicated by the title of their offices.

The President shall appoint such committees as may be necessary, designate their chairpersons, chair the Board, and have other powers and duties as may be delegated by the Board. (???)

The President-Elect shall assist the President to succeed to the duties and privileges of the President when the President is unable or unavailable to perform the duties of such. (???)

The Immediate Past President shall (???)

The Secretary-Treasurer shall transact the necessary financial business of the Association, keeping a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the Association. If the Board desires, the Secretary-Treasurer shall be bonded in such form and amount as may be determined by the Board. The Secretary-Treasurer shall keep written minutes for the Board and Membership meetings.

Section 6. PROMULGATION OF POLICIES: The Board is empowered to enact policies from time to time to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting. Policies will remain in effect until they are rescinded by future action of the Board. Policies shall be compiled and provided as an annex to the Bylaws. Any modification of rules during the year will be presented to the General Membership at the Annual Meeting. Policy changes can be repealed by the membership if a motion is made and supported at the membership meeting to repeal a policy made by the Board if a majority of the membership at the annual meeting votes to repeal that policy.

Section 7. RESIGNATION: Any Board member may resign at any given time by giving written notice to the Board. The resignation of any Board member shall take effect upon receipt of notice thereof, or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The vacancy shall be filled in accordance with Article 7, Section 6.

Section 8. COMPENSATION: The Board shall serve without compensation except that reasonable reimbursement relating to operation of the Association may be provided per the Association's policies.

ARTICLE 7

Nomination, Election of Officers and Directors, and Removal from Office

Section 1. ELECTION OF OFFICERS & DIRECTORS: At each annual meeting, the Association shall elect the President-Elect and members of the Board. The President's position shall be filled by the previous President-Elect, and the Immediate Past President shall be filled by the previous President. The Secretary/Treasurer shall be filled by the Executive Director of the League of Oregon Cities, or designee. Together these officers and directors shall constitute the Board of Directors of the OCCMA. The Board shall include, at the time of election, a minimum of one county member, one assistant manager or one assistant to a manager, and one member from a community of 5,000 or less population. There shall be at least one Board member, at the time of election, from each of the following generally described state regions: Metropolitan Portland; the Willamette Valley; Coast; Eastern; and Southern. All Board members shall be active members in service with an Oregon local government, as defined in Article 4, Section 2, and have at least one year's membership in the Oregon City/County Management Association, except the Secretary-Treasurer.

Section 2. NOMINATING COMMITTEE: Nominations for the President-Elect and Directors shall be made by the Nominating Committee made up of not less than three (3) members. The Immediate Past President, or other active member appointed by the President, shall Chair the Nominating Committee. The other two members shall be appointed by the President.

Section 3. NOTICE OF ELECTIONS: Notice to fill regularly scheduled vacancies for the position of President-Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv at least 30 days prior to the annual membership meeting.

Section 4. ELIGIBILITY FOR OFFICE: Any active member, as defined in Article 4, Section 2, and having at least one year's membership in the Oregon City/County Management Association, may make application to the

Board (?) for a vacant position by the deadline stated in the Notice of Vacancy. In addition, active members applying to serve as President-Elect of the Association shall have had a minimum of one-year (?) of service on the OCCMA Board. All applications for vacant positions will be reviewed by the Board for completeness and eligibility to serve. (?)

Section 5. ELECTION: The Nominating Committee shall present a slate of qualified, acceptable candidates to the Board for approval (?). Once approved by the Board, the slate will be presented to the membership for a vote. If no candidate is found, the committee may leave that slot open for nominations from the floor. *(Logistically, this does not seem to happen. It might be better to have this process occur at the Board meeting prior to the annual meeting, or have the nominating committee make their report directly to the membership.)*

Section 6. VACANCIES: Election to fill Board vacancies that may occur from time to time due to a seated Officer or Director not being able to fill out the full length of their term shall be made by the Board after having first published notice of said vacancies in the OCCMA Newsletter; and/or on the OCCMA website; and/or on the OCCMA Listserv at least 30 days prior to their election. Any member meeting eligibility requirement of Article 7, Section 4 may make application to the Board for a vacant position by the deadline stated in the Notice of Vacancy. All applications for vacant positions will be reviewed by the Board of Directors for completeness and eligibility to serve. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those Board members in attendance at the meeting where the vacancy is considered.

Section 7. REMOVAL FROM OFFICE: Officers or Directors of the Board may be removed from office by a two-thirds majority vote of the Board at a regular or special meeting for one or more of the following reasons:

- Neglect of the duties of office;
- Any violation of the ICMA Code of Ethics, Oath of Office, or Bylaws;
- Misrepresentation to outside parties of the Association and its officers;
- Unauthorized expenditure, or misuse of Association funds;
- Two consecutive unexcused absences from Board meetings.

Formal complaints to request an Officer or Director be removed from office will be submitted to the President or President-Elect. The President or President-Elect will notify the Board that a complaint has been made, and shall forward background information provided in the complaint. The President or President-Elect will advise the Board in writing of the formal complaint and schedule a meeting to hear the complaint. The President or President-Elect shall notify the Officer or Director whose conduct is at issue and name the allegations and provide the Officer or Director the opportunity to provide the Board additional information relating to the allegations. Such notice shall occur at least four (4) weeks prior to the meeting at which the allegations will be discussed. The Officer or Director may provide the board information orally, in writing at least four (4) days prior to the meeting, or both. After considering all the information received, the Board may by majority vote do the following:

- Find that no violation occurred;
- Suspend the membership for a specified period;
- Remove the Officer or Director from office, effective immediately.

Should an Officer or Director of the Board be removed from office, that vacancy shall be filled according to Article 7, Section 6 – Vacancies.

ARTICLE 8
Board Meetings

Section 1. **REGULAR MEETINGS:** The Board shall approve an annual meeting schedule including the time and place, either within or out of the State of Oregon, for the holding of regular meetings without other notice. This schedule will be announced at the annual membership meeting and shall be posted on the OCCMA website.

Section 2. **SPECIAL MEETINGS:** Special meetings of the Board may be called by or at the request of the President, or any two Directors at any place within the State of Oregon.

Section 3. **MEETINGS CONDUCTED ELECTRONICALLY:** The Board may meet electronically in accordance with any adopted policies. Notice and quorum requirements are required to be met with all meetings.

Section 4. **NOTICE:** Written notice of any special meeting, or rescheduled regular meeting of the Board shall be given by mail, telephone, telecopy, or e-mail to each Board member at least three days prior to the meeting. The regular meeting schedule and any special meeting notices shall be posted on the OCCMA website.

Section 5. **QUORUM:** A quorum of six voting Board members shall be required for the Board to conduct business.

Section 6. **ELECTRONIC PARTICIPATION:** A Board member shall be deemed to be present in person at the meeting of the Board if such Board member participates in the meeting by a conference telephone or by other similar communications equipment through which all persons participating in the meeting may communicate with each other and all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants.

Section 7. **MANNER OF ACTING:** Except as otherwise required by law or by the Articles of Incorporation, the act of the majority of the Board at a meeting at which a quorum is present shall be the act of the Board. The President shall rule on all matters of procedure in the conduct of the meeting. Voting by proxy is not permitted.

ARTICLE 9
Membership Committees

Section 1. **COMMITTEE APPOINTMENTS:** The President shall make appointments to the following standing committees: Nominating; Ethics; Support for Managers; Bylaws and Policy, and Professional Development. Other committees may be appointed at the discretion of the President. All members of the Association are eligible to serve on committees. Each committee shall be chaired by an Association member appointed by the President.

Section 2. **AD HOC COMMITTEES:** The President shall create, with the approval of the Board, such ad hoc committees as the majority of the Board may deem advisable. The President shall make the ad hoc committee appointments. The President shall assign Board members as liaisons to the standing committees to monitor committee activities and provide reports to the Board and at the annual meeting. The ad hoc committees shall provide an annual report at the annual meeting, or as otherwise directed at the request of the Board. The ad hoc committee shall be disbanded once the committee has completed its work.

ARTICLE 10

Fiscal Affairs

Section 1. FISCAL YEAR: The fiscal year shall date from January 1 to December 31. Dues and subscriptions as determined by the Board shall be payable annually in advance, on or before January 1 of each year.

Section 2. ANNUAL BUDGET AND FINANCIAL REPORT: The Board shall adopt a budget annually. The Board shall present a financial report to the members of the Association at the annual meeting of the Association.

Section 3. FINANCIAL MANAGEMENT: The Board shall enter into a contract for services to provide for administrative and financial support services with the League of Oregon Cities, or other qualified provider, to assist with the administration of conferences, maintain Association finances, and for contractual authority to support various endeavors of the Association as directed by the Board. Any contract for services shall be included in the Policy Annex.

Section 4. DUES: Active and affiliate members shall pay dues as provided by the Board. Honorary members and Lifetime members shall be exempt from dues. Any active member whose dues are in arrears for a period of six months shall be suspended from membership and notified in writing of the suspension.

ARTICLE 11

Code of Ethics

Section 1. ICMA CODE OF ETHICS: The association has adopted the ICMA Code of Ethics as a requirement to maintain Active Member status to the Oregon City/County Management Association. All active members are required to govern their conduct in accordance to the ICMA Code and its associated guidelines, and will submit prior to a peer-to-peer review for any allegations of unethical behavior.

Section 2. DISCIPLINARY ACTION: The Board shall have the authority to take disciplinary action, up to and including expulsion from the Association, against any member which, in its judgement, may be appropriate in order to maintain the professional standards of the Association.

ARTICLE 12

Nondiscrimination

All members, officers and persons served by the association shall be selected entirely on their qualifications and on a nondiscriminatory basis without regard to race, color, religion, sex, national origin, disability, marital status, sexual orientation, or any other legally protected status.

ARTICLE 13

Indemnification

The Board shall obtain insurance on behalf of any agent of the Association (including a director, officer, employee, or other agent of the Association) against liabilities asserted against, or incurred by the agent in such capacity. A summary of the current liability coverage shall be included in the Policy Annex. The Secretary/Treasurer shall maintain a complete copy of the insurance policy.

ARTICLE 14

Amendments

This Constitution may be amended or repealed by two-thirds vote of the active members of the Association present at the annual meeting, provided proper notice of the membership meeting has been provided in

accordance with Article 5, Section 2 or five active members of this Association may, by a petition to the Secretary-Treasurer, initiate a desired change which shall become effective upon the ratification by two-thirds of the active members present at any meeting or by a majority of active members voting thereon by a letter ballot, such letter ballot to be canvassed by two members of the Board on or after the sixtieth day after the same is mailed by the Secretary-Treasurer.

History of amendments to the OCCMA Governing Documents

Constitution and Bylaws originally adopted November 16, 1958. Includes amendments approved March 13, 1965, November 17, 1970, November 14, 1971, November 16, 1975, November 12, 1978, November 12, 1983, November 8, 1986, November 10, 1991, November 15, 1992, November 6, 1998, November 9, 2001, November 15, 2003, November 10, 2005, October 2, 2008, October 1, 2009, September 29, 2011, September 27, 2012, September 24, 2015 and September 29, 2016.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX

17-1 PROMULGATION OF POLICIES

Article 6, Section 5 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies from time to time to govern the operations of the Association. Policies require a vote of two thirds of the Board of Directors present at a regular meeting of the Board, and will take immediate effect. The Bylaws and Policies Committee will give an annual report at the annual membership meeting which will include any policies approved, amended or repealed since the last annual meeting. A majority of the membership may reverse or repeal any action taken by the Board of Directors following the report of policy changes at the annual meeting.

17-2 Agenda for the Annual Membership Meeting

Article 5 of the Bylaws provide that an annual Membership meeting be held at the same time and place as the League of Oregon Cities annual meeting. At the annual Membership meeting of the Association, an agenda shall be available that covers the following topics:

- 1) Roll call;
- 2) Review and consideration of the previous meeting minutes;
- 3) Communications;
- 4) Financial Report of the Secretary-Treasurer;
- 5) Report of the President;
- 6) Announcement of meeting schedule for the Board of Directors by the President-Elect
- 7) Report of the Bylaws & Policy Committee on any policy changes
- 8) Reports of committees;
- 9) Election of officers;
- 10) Unfinished business;
- 11) New business;
- 12) Adjournment

17-3 Reimbursement of League for Services

The League of Oregon Cities may be reimbursed for all necessary services and expense on behalf of the Association, subject to the approval of the Board through the adoption or amendment of the annual budget. The Board shall have discretion within the budget line items.

17-4 Expense Reimbursements

Section 1. PRESIDENT TRAVEL:

- A. The Association shall, if requested, reimburse the President's travel expenses outside Oregon to the ICMA Conference.
- B. The Association shall, if requested, reimburse one-half of the President's travel expenses for travel outside of Oregon to the Northwest Regional Conference and ICMA West Coast Regional Conference, and ICMA committee meetings.
- C. The Association shall, if requested, pay for the President's lodging at Board Meetings, the Northwest Regional Conference, and Summer Conference. Mileage and meals shall be at the President's expense.
- D. The Association shall, if requested, pay for the expenses of Field Visits.
- E. No reimbursement shall be provided for Association attendance at the annual League of Oregon Cities conference.
- F. The President may designate a board member to attend meetings on the President's behalf and receive full reimbursement pursuant to the above limits.

Section 2. ASSOCIATION BOARD MEMBERS: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Facility/meeting room costs shall be paid by the Association.

Section 3. ACTIVE ASSOCIATION MEMBERS: Active Association members (including Board members) may request, by petition to the Board up to one-half of their travel expenses for out-of-State participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.

Section 4. MEMBERS IN TRANSITION: Active Members in transition may make requests to the Board (?) for reimbursement of travel expenses incurred for Association business meetings. Travel expenses shall include registration fees, meals, lodging, air/auto travel and incidentals including parking and cab fares. Personal expenses such as phone calls or entertainment including alcohol are not reimbursable. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses and concurrence of the Secretary-Treasurer to provide reimbursement. Any disputed reimbursements shall be reviewed and settled by the Board.

17-5 Directory of Members, Association Newsletter, Welcome Letters

Association members shall receive the Directory of Members. The Directory shall include all members and local officials who serve in a chief executive capacity. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all officials who serve in a chief executive capacity. All managers new to the state shall receive a letter from the President welcoming them and providing membership information.

17.6 Proration of Dues

Membership dues may be pro-rated to the one-half year during the first year of membership. A new member may join after June 30 and would only pay one-half of the dues for the year.

17-7 Board of Director's Meetings conducted via email.

1. Any board member may make a motion via email.
 - The subject line should include the word "Motion."
 - The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
2. All board members, including the President, may vote. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. A member may vote "No" and indicate that deliberation is suggested on that motion.
3. A majority of Board member votes are required to decide an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
4. Email motions can only be voted up or down and cannot be amended.
5. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first. If the motion doesn't receive the required majority vote by the deadline it fails.
6. The member who proposed the motion may withdraw it at any time prior to approval.
7. The secretary is responsible for tallying the votes and informing the board of the outcome. If a member fails to cc: other board members on his vote, the secretary should forward the email to the others.

17-8 Conference and Board Meeting Dates

The Board shall meet annually to establish the Association's goals for the fiscal year. The Spring Conference, if hosted by the Association, shall be set by the Board of Directors, and shall be held during the last week of March or first week of April. The Summer Conference, if held, shall be on a Wednesday, Thursday and Friday in July, and shall be in various locations as determined by the Board. The Annual Business meeting shall be held in conjunction with the League of Oregon Cities Conference. The Board shall approve changes in this schedule and report the change to the Board and membership.

17-9 Coaching Program

Section 1. PURPOSE: The purpose of the Coaching Program shall be to create an opportunity to bring together a new Member or Member new to Oregon, with a Member experienced in Oregon. The experienced Member, or Coach, would provide assistance, advice, counsel and support to the Member in the nuances of Oregon local government or local government management.

Section 2. APPOINTMENT OF COACHES:

A. Qualifications

1. Five years of governmental experience in Oregon.
- B. Appointment Process
 1. Appointment of Coaches shall be made by the President through the development of volunteers to provide this service.
- C. Terms of Appointment
 1. The term shall be for as long as the Coaching relationship is mutually felt to be successful and needed.

Section 3. OUTLINE OF COACH RESPONSIBILITIES:

- A. Volunteers to the OCCMA President to serve as a Coach as needed.
- B. Meets and gets acquainted with the Member requesting a Coach.
- C. Introduces the Member to other Members through regional meetings and in other ways.
- D. Helps the Member to identify resources available in the state including the LOC, AOC, LGPI, local COGs, etc.
- E. Informs the Member of the benefits of OCCMA and encourages attendance at the conferences.
- F. Contacts the member periodically to check on how the job is going.
- G. Provides advice and information in response to direct requests for assistance; refers the Member to other sources of information when appropriate.

Section 4. OUTLINE OF RESPONSIBILITIES OF MEMBER SEEKING A COACH:

- A. Requests a Coach either through a Senior Advisor, Member or directly to the OCCMA President.
- B. Meets and gets acquainted with the Coach.
- C. Identifies areas of knowledge that could benefit from the experience of the Coach and then discusses these areas with the Coach.
- D. Seek suggestions and advice from the Coach.
- E. In appropriate ways initiates communication with the Coach seeking the Coach's knowledge and experience, particularly in Oregon, to avoid common misunderstandings that may interfere with successful management.

17-10 Senior Advisor Program

Section 1. PURPOSE:

The purpose of the Oregon Senior Advisor Program is to provide the counsel, experience and support of respected, retired managers of the profession available to city, county and COG chief administrators and to their chief assistants. The program is intended to primarily help with personal and professional issues of managers and not to provide any extensive form of technical assistance nor to solve substantive problems in a local government.

Section 2. APPOINTMENT OF SENIOR ADVISOR:

A. Qualifications

1. A resident of Oregon at the time of appointment.
2. At least ten years' experience as an appointed chief administrative officer (CAO) and/or an assistant/deputy CAO in local government.
3. Recognition as a respected manager in Oregon and/or another state.
4. A willingness to participate in the program for at least nine months each year throughout the duration of the appointment.
5. A current member of OCCMA and ICMA at time of appointment and to maintain such memberships during service as Senior Advisor.
6. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
7. Have an active phone number and email address.
8. Substantially retired and/or not engaged in a business that could create a conflict of interest.

B. Appointment Process

1. Creation of an open position of Senior Advisor by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal from the state of an incumbent or a decision to increase the total number of Senior Advisor positions.
2. Notice of any vacancy shall be given in the OCCMA Newsletter or by a broadcast email to members. Members shall be given 30 days from the date of the notice to recommend candidates to apply or to recommend others to the OCCMA President. Potential candidates shall be requested to submit a letter of interest and a resume. The final selection process shall be determined by the Board.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.
2. A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.
3. Before conducting a review the membership shall be notified and given at least 30 days to provide comments to the President.
4. Any one of the three parties may end the appointment upon written notification to the others.

Section 3. OUTLINE OF SENIOR ADVISOR RESPONSIBILITIES:

- A. Make contact by phone, email or in person with each OCCMA or ICMA member and other local government chief administrators in the Senior Advisor's assigned region within one year of appointment as a Senior Advisor and within one month of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.

- B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events or at regional managers' meetings, if possible, that afford the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
- C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
- D. Provide confidential counseling/support to all ICMA and OCCMA members on personal and professional issues when invited to do so by the member, within a 48-hour response time if at all possible.
- E. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
- F. Encouraged to attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area.
- G. Attend meetings of the OCCMA Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- H. Refrain from direct or indirect public criticism of any member and uphold the standards of the profession as embodied in the ICMA Code of Ethics.
- I. Provide, at least quarterly, a statement of expenses to the OCCMA Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the OCCMA President and ICMA Senior Advisor Coordinator.
- J. As appropriate, or requested, contribute information for use in the OCCMA Newsletter.
- K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- L. Provide support for the Council-Manager Plan when requested.
- M. As requested assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA.
- N. Keep informed about current municipal affairs by reading *PM*, the LOC and ICMA newsletters and other publications.

Section 4. ANNUAL BUDGET: Each year the OCCMA Board shall determine eligible expenses and approve an annual budget for the Senior Advisor Program. Any changes to the budget should be communicated to ICMA.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Authorized expenses for which a Senior Advisor may be reimbursed or shall be waived are:
 - 1. Automobile travel at current IRS-approved rates for business expenses.
 - 2. Hotel or motel accommodations at moderately priced facilities at work sites and at conference sites.
 - 3. Meals at moderate prices and at meeting events.

4. Registration fees for ICMA Annual Conference, OCCMA events and the League of Oregon Cities or the Association of Oregon Counties annual conference shall be waived by the hosting organization.
 5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.
- B. Procedure for Expense Reimbursement
1. Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee).
 2. The OCCMA Treasurer shall authorize payment for expenses incurred by the Senior Advisor in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

Section 6. OUTSIDE ACTIVITIES:

- A. Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the OCCMA President before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or OCCMA member at the same entity.
- B. Senior Advisors may engage in interim manager positions and shall notify the OCCMA President before the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- C. Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

Section 7. ASSISTANCE TO LOCAL GOVERNMENT IN RECRUITMENT OF A MANAGER/ADMINISTRATOR:

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.
- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.

3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.
 6. Assist the local governing body in developing the interview process.
 7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
 8. Assist the local governing body at the interview process but not participate in the actual interview.
- C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:
1. Perform background checks on candidates.
 2. Be involved in the selection of the candidate by the governing body.
 3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
 4. Be involved in negotiation of terms of employment for the selected candidate.

Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The OCCMA Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The OCCMA Board shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- C. The OCCMA President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

Bylaws Article 13 adopted February 21, 1997 and updated August 29, 2000.

Wednesday, December 28, 2016
2:00 PM

**By-Laws and Constitution Committee
Oregon City/County Management Association
Minutes**

Called to Order: The Bylaws and Constitution Committee conference call was called to order by Chair Spencer Nebel at 2 p.m.

In attendance were Aaron Palmquist, Dale Shafer, Nathan Cherpeski and Spencer Nebel.

Discussion of the By-Laws and Constitutional Provisions for the Executive Board and Board of Directors:

The Committee discussed the legal form of the association, the structure of the constitution/by-laws, the elimination or redefinition of the executive committee, the liability of Board members, discussed whether the constitution should be amended or re-written as well as other issues relating to the amendment/re-writing of the OCCMA bylaws and constitution committee.

A detailed summary of these discussions are included in a memo dated January 9, 2017 which is attached for your review.

With no further business to discuss the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "D. Shafer", written in a cursive style.

Chair of the Bylaws and Constitution Committee

Wednesday, March 13, 2017
11:00 AM

**By-Laws and Constitution Committee
Oregon City/County Management Association
Minutes**

Called to Order: The Bylaws and Constitution Committee conference call was called to order by Chair Spencer Nebel at 2 p.m.

In attendance were Dale Shafer-Nehalem, Denise Carey-Estacada, Nathan Cherpeski-Klamath Falls, and Spencer Nebel-Newport.

Report on the January 20, 2017, Board of Directors Meeting:

The committee heard a report from Spencer Nebel, and Dale Schafer on the direction provided by the OCCMA Board of Directions at their January 20, 2017, Board Meeting regarding the revisions to the by-laws and constitution. The Board was in full support of re-writing the by-laws and constitution. The Board felt that OCCMA should remain an unincorporated association. The Board was in agreement with eliminating the executive board. Finally, the Board was supportive of streamlining the existing by-laws and constitution into one document, with some method to track policy and directives the Board makes from time to time. There was not a consensus from the Board as to how these rules would be approved or amended.

Structure of the Governing Documents:

The existing by-laws and constitution were reshuffled into two separate documents. The first document was a working draft of the by-laws for OCCMA. The second document consisted of OCCMA Association policies, which had previously been part of the by-laws and constitution. Furthermore, parts of the draft documents of other state associations were reviewed, and portions of those documents were incorporated into the working draft of the by-laws.

Review of the Working Draft of the By-Laws for OCCMA:

The committee went through a page-by-page review of the by-laws, made numerous modifications to the draft document, and raised a number of policy issues for the Board to consider.

Direction from the Board of Directors:

A number of policy issues require direction from the Board of Directors. These include:

4.7 – does the Association bestow honorary membership on persons for a lifetime, or for a period of time?

4.8 – the existing language allows student members to petition the Executive Board for membership. Is there a specific vetting which student members need to go through, or if they fill out an application, and pay their fees do they become members as well?

6.3 – from a practical standpoint (at least during the three (3) years I have been involved), the process for elections in the existing documents does not match our practice. The Board should determine whether the nomination committee makes their recommendation to the Board of Directors and then the Board of Directors must act in order to present the slate officers to the membership at the annual meeting or, as an alternative, the nominating committee could be empowered to make their report directly to the annual membership meeting. In practice it appears that the Nomination Committee makes their report to the membership without any action from the Board of Directors.

If the Board wants to review the recommendations of the nominating committee, the nomination process probably should be bumped up to coincide with the July board meeting. This way the Board can vet and approve the members as provided in the existing by-laws and constitution. Direction from the Board is needed on this issue.

Article 6.6 – The language is currently unclear as to the terms for filling vacancies. The Board should make a determination on whether the vacancies should be filled for the original term of the member originally filling that slot or some other method.

Article 6.7 – The committee felt that a section should be provided in the by-laws regarding the removal of a director or officer from the Board. This is a new section that was not included in the previous document.

Article 6.8- Does the Board want to have any provisions for term limits?

Article 7.2 – Is the existing language regarding Board representation acceptable or does the Board think there should be modifications to this language?

Article 7.4 – the existing language provides that eight (8) directors should be elected for a 3-year term, with three (3) being elected each year. This creates a math problem, since the only way to accomplish this would be having a year in which no directors would be elected. Perhaps the language should read at least two (2) being elected each year, or specific terms could be prescribed.

Article 7.5 – It may be appropriate to spell out the powers and duties of the officers in greater detail than our existing documents provide. Are there specific responsibilities that the Board would like to incorporate with any of these offices?

Article 8.1 - Does the Board want to publically announce the dates and times of regular Board meetings, via the OCCMA website or other means?

Article 8.4 – Does the Board want notice to be placed on the OCCMA website for any special meeting, or rescheduled meeting of the Board of Directors? Furthermore, does

the Board want its agenda, or supporting material to be posted to the website as part of the revised by-laws.

Article 8.8 – “Promulgation of Policies,” is the committee’s effort to create a process which creates more flexibility in enacting policies during the course of the year. This provision would give the membership the ultimate control to repeal any policies approved by the Board during the course of the year. A second alternative would be to have the Board have the right to approve policies on a temporary basis, with those policies being presented to the membership at the annual meeting for formal adoption. The committee is looking for direction from the Board on how to proceed with this matter. The language has been drafted in the draft by-laws with the process which allows the membership to repeal any policies adopted during the course of the year following the last membership meeting.

Article 9.1 – Does the Board foresee any changes to the committee structures? Does the Board want to stipulate that board members shall serve as committee chairs? OCCMA has apparently had a tradition where the President-Elect serves as the professional development chair; is this the appropriate role for the President-Elect, or could the President-Elect have some other roles such as developing a strategic plan for the following year? Finally, is it the Board’s desire to do this, or do we not need to prescribe roles for these positions, other than what is customary for these titles.

Article 10 – Should there be provisions for some sort of audit or financial review of the association funds?

Article 11- Includes language relating to the ICMA Code of Ethics as a principle of OCCMA, and provides that active members will submit to peer-to-peer review for any allegations of unethical behavior. Is this acceptable to the Board?

The next meeting of the committee will be March 30,2017, at 11:00 AM.

With no further business to discuss the meeting was adjourned at 12:23 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "D. P. ...", is written over a light blue horizontal line.

Chair of the By-Laws Committee

Thursday, March 30, 2017
11:00 AM

**Bylaws and Constitution Committee
Oregon City/County Management Association
Minutes**

Called to Order: The Bylaws and Constitution Committee conference call was called to order by Chair Spencer Nebel at 11:00 AM, on March 30, 2017. In attendance were: Aaron Palmquist (Irrigon), Dale Shafer (Nehalem), Denise Carey (Estacada), and Spencer Nebel (Newport).

Review of Minutes: The minutes were reviewed with no changes recommended.

Review of Draft #2 Bylaws: The committee reviewed the second revision of the working draft of the Bylaws for OCCMA. The committee opted to switch the order of Articles 6 and 7. The committee removed redundant language regarding the process for the President and Past President to evolve into their positions. The committee made a number of cleanups of language in various provisions of draft #2. With those changes, the committee felt it was ready for the first presentation to the OCCMA Board for their review and direction.

Review of Policies: The committee did a cursory review of the policy annex that will house a number of issues that were incorporated in the Bylaws and Constitution previously. The committee discussed the need for other policies going forward. The Chair indicated that at this point the policy annex includes those items that were part of the current Bylaws or Constitution. Once we get through the Bylaws, the committee may create a list of suggested policies for the Board's future consideration. It is not the intent of the committee to rewrite the existing policies, and/or create new policies for the Board's consideration, with the exception of 17-1, which provides for a process for the Board to promulgate new policies going forward.

The other question on the policies related to 17-9 – Coaching Program. There was some confusion of how OCCMA's coaching program compares with ICMA's program. This may be again a recommendation for the Board to consider reviewing provisions of this program to clarify details of how this program works, including qualifications to be a coach.

Review of Questions for the Board of Directors: The committee reviewed the questions that were outlined from the March 13, 2017 committee meeting minutes to determine whether there were any changes, modifications, or additions to those questions. The only addition suggested was getting some clarification on the coaching program.

Presentation to the Board of Directors: On April 14, 2017, the Board of Directors will meet and review a report from the Bylaws and Constitution Committee meeting on reviewing the draft Bylaws and Policies for OCCMA. The Chair has requested a block of time to review the draft and discuss the questions outlined in the March 13, 2017 minutes as modified to gain further direction from the Board on how to proceed with the rewrite of these documents. Any committee members attending the Northwest Summit are certainly welcome to attend the Board meeting.

Next Meeting: A meeting will be scheduled after the Board meeting for the committee to pursue any directions provided by the Board on revising working draft (3rd edition) of the Bylaws for OCCMA.

The meeting was adjourned at 11:45 AM

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "D. P. Puhl".

Chair of the By-Laws Committee

Oregon City/County Management Association

CONSTITUTION

ARTICLE 1

Name

The name of this Association shall be the Oregon City/County Management Association.

ARTICLE 2

Association Area

The area of this Association shall be the State of Oregon.

ARTICLE 3

Purpose

The purpose of this Association shall be to:

- Support professional management in local government by increasing the knowledge and ability of administrators and managers;
- Promote the exchange of information between the members;
- Offer personal support to members; and
- Sustain the functions, principles and goals of the International City/County Management Association.

ARTICLE 4

Officers

Section 1. OFFICERS: The officers of this Association shall be: a President, a President Elect, and an Immediate Past President. There shall be an ex-officio office of Secretary-Treasurer (non-voting) to be filled by the Executive Director of the League of Oregon Cities or a designee.

Section 2. EXECUTIVE BOARD: The officers of this Association shall comprise the membership of the Executive Board.

Section 3. BOARD OF DIRECTORS: The Board of Directors shall be the Officers and eight additional Board members. The Board shall include, at the time of election, a minimum of one county member, one assistant manager or one assistant to a manager, and one member from a community of 5,000 or less population. There shall be at least one Board member, at the time of election, from each of the following generally described state regions: Metropolitan Portland; the Willamette Valley; Coast; Eastern; and Southern.

All Board members shall be active members in service with an Oregon local government, as defined in Article 8, Section 2, and have at least one year's membership in the Oregon City/County Management Association, except the Secretary-Treasurer.

Section 4. TERMS OF OFFICE; FILLING VACANCIES: The Office of President, President-Elect and Immediate Past President shall each have a term of one year. All other Board members' terms shall be for three years, with at least three being elected each year. The position of Immediate Past President shall be filled by that person last occupying the position of President. If an incumbent cannot fulfill the duties of the office, the usual succession in office shall follow. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those in attendance at the business meeting where the vacancy is considered. With the exception of filling vacant positions, the terms of all Officers and Board members shall start as of January 1 following their election and extend through December 31 of each year. To be considered eligible for the position of President Elect, members must also either be a seated member of the existing Board of Directors or have served as a Board Director previously.

ARTICLE 5

Duties of the Board of Directors

It shall be the duty and responsibility of the Board of Directors to carry out the purpose of the Association as outlined in Article 3.

ARTICLE 6

Standing Committees

The President shall make appointments to the following standing committees: Nominating; Ethics; Support for Managers; and Professional Development. Other committees may be appointed at the discretion of the President. All members of the Association are eligible to serve on committees. Each committee shall be chaired by an Association member appointed by the President.

ARTICLE 7

Nominations and Elections

Section 1. At each annual meeting, the Association shall elect the officers identified in Article 4.

Section 2. Nominations shall be made by the Nominating Committee of not less than three (3) members. The Immediate Past President or other active member appointed by the President shall Chair the Nominating Committee. The other two members shall be appointed by the President.

Section 3. Nominations to fill regularly scheduled vacancies on the OCCMA Board of Directors and the Executive Board shall be made by the OCCMA Board of Directors after having first published notice of any and all vacancies in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv at least 30 days prior to the annual membership meeting. Any active member, as defined in Article 8, Section 2, and having at least one year's membership in the Oregon City/County Management Association, may make application to the Board for a vacant position by the deadline stated in the Notice of Vacancy. All applications for vacant positions will be reviewed by the Board of Directors for completeness and eligibility as per Article 4 of this Constitution.

Section 4. The Nominating Committee shall present a slate of qualified, acceptable candidates to the Board of Directors for approval. Once approved by the Board of Directors, the slate will be presented to the membership for a vote. If no candidate is found, the committee may leave that slot open for nominations from the floor.

Section 5. Nominations to fill Board vacancies that may occur from time to time due to a seated Director not being able to fill out the full length of their term shall be made by the OCCMA Board of Directors after having first published notice of said vacancies in the OCCMA Newsletter; and/or on the OCCMA website; and/or on the OCCMA Listserv at least 30 days prior to their election. Any active member, as defined in Article 8, Section 2, and having at least one year's membership in the Oregon City/County Management Association, may make application to the Board for a vacant position by the deadline stated in the Notice of Vacancy. All applications for vacant positions will be reviewed by the Board of Directors for completeness and eligibility as per Article 4 of this Constitution. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those Board members in attendance at the business meeting where the vacancy is considered.

ARTICLE 8

Membership

Section 1. Membership in this Association shall be in one of seven categories defined below as Active, Affiliate, Cooperating, Retired, Honorary, Lifetime or Student.

Section 2. **ACTIVE MEMBERS:** Any person who is an appointed manager or administrator or an assistant city or county manager or administrator, or an assistant to a manager or administrator of a general purpose local government or council of governments in the State of Oregon, or a corporate member of the International City/County Management Association who serves in Oregon, or while in transition from such a position and actively pursuing other eligible employment in Oregon, shall be eligible for active membership in the Association. A person shall become a member by notifying the Secretary-Treasurer of a desire to participate in the Association and upon payment of the dues for the current year. Active members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.

Section 3. **AFFILIATE MEMBERS:** Any person who fills a position in a general purpose local government or council of governments and has obtained a statement co-signed with their current chief executive officer indicating a continued interest in pursuing a career in city/county management or an appointed administrative official reporting to a mayor/city council. Affiliate members shall hold no office or vote.

Section 4. **COOPERATING MEMBERS:** Individuals who work for an employer who does business with and has close ties to one or more units of local government. Cooperating members shall hold no office or vote, or have access to the OCCMA listserv or members-only website.

Section 5. **RETIRED MEMBERS:** Any person who was previously an active member and has qualified for benefits under a local government retirement plan shall be eligible for retired membership by providing written notice to the Secretary-Treasurer and payment of the membership fee, if any, for the current year. Retired members shall hold no office or vote.

An individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government management that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board of Directors.

Section 6. **LIFETIME MEMBERS:** Lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county

management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management.

To be eligible for lifetime membership in the Association, the person must have been an active member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Lifetime members shall pay no dues, hold no office or vote. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring lifetime membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board of Directors. In making this recommendation, the board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at a national level; contributions to the profession as a whole, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the board, lifetime membership shall be conferred upon an individual after a majority vote of the membership present at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.

Section 7. HONORARY MEMBERS: Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be conferred by a Board vote at any regular business meeting. Honorary members shall pay no dues, hold no office, or vote.

Section 8. STUDENT MEMBERS: Any person who is registered as a student in a college or university public administration program, or is currently working in a career in public management, may petition the executive Board for membership.

Section 9. REFUSAL OF MEMBERSHIP: The Executive Board reserves the right to examine the qualifications, evaluate the prospective member, and deny membership in the Association to anyone.

ARTICLE 9

Disciplinary Action

The Executive Board shall have the authority to take disciplinary action, up to and including expulsion from the Association, against any member which, in its judgement, may be appropriate in order to maintain the professional standards of the Association.

ARTICLE 10

Dues

Section 1. DUES. Active and affiliate members shall pay dues as provided by the Executive Board. Honorary members and Lifetime members shall be exempt from dues.

Section 2. Any active member whose dues are in arrears for a period of six months shall be suspended from membership and notified in writing of the suspension.

ARTICLE 11

Amendments

This Constitution may be amended or repealed by two-thirds vote of the active members of the Association present at the annual meeting, provided all members shall have been notified of the time and place for the meeting, or five active members of this Association may, by a petition to the Secretary, initiate a desired change which shall become effective upon the ratification by two-thirds of the active members present at any annual meeting or by a majority of active members voting thereon by a letter ballot, such letter ballot to be canvassed by two members of the Executive Board on or after the sixtieth day after the same is mailed by the Secretary-Treasurer.

BY-LAWS

ARTICLE 1

Duties of Officers

The duties of the officers of this Association shall be by general usage as indicated by the title of office. The President shall appoint such committees as may be necessary. The Executive Board shall act in the capacity of Directors, and shall supervise and control the affairs of the Association, when the Association meeting is not in session.

ARTICLE 2

Duties of Secretary Treasurer

The Secretary-Treasurer shall transact the necessary financial business of the Association, keeping a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the Association. If the Executive Board desires, the Secretary-Treasurer shall be bonded in such form and amount as may be determined by the Executive Board.

ARTICLE 3

Annual Meeting

The Association shall hold at least one general meeting each year at the same time and place as the annual meeting of the League of Oregon Cities. Additional meetings may be called by the President or a majority of the Executive Board.

ARTICLE 4

Reimbursement of League for Services

The League of Oregon Cities may be reimbursed for all necessary services and expense on behalf of the Association, subject to the approval of the Board through the adoption or amendment of the annual budget. The Executive Board shall have discretion within the budget line items.

ARTICLE 5

Annual Meeting Agenda

At the annual meeting of the Association, an agenda shall be available that covers the following topics:

- 1) Roll call;
- 2) Review and consideration of the previous meeting minutes;
- 3) Communications;

- 4) Report of the Secretary-Treasurer;
- 5) Report of the Executive Board;
- 6) Appointment of committees;
- 7) Reports of committees;
- 8) Election of officers;
- 9) Unfinished business;

- 10) New business;
- 11) Adjournment.

ARTICLE 6
Voting by Proxy

Voting by proxy shall not be allowed.

ARTICLE 7
Active Membership – Termination for Cause

Any person who may have been an active member of this Association, and who has resigned or been removed from a position in local government, may retain active membership status for a period of two years, or for a longer period if authorized by a majority vote of the Executive Board, provided the member continues to pay the dues. If it is shown to the satisfaction of the Executive Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall be terminated immediately. The Executive Board may consider requests for refunding dues. The decision of the Executive Board shall be final.

ARTICLE 8
Fiscal Year – Calendar Year

The fiscal year shall date from January 1 to December 31. Dues and subscriptions as determined by the Executive Board shall be payable annually in advance, on or before January 1 of each year.

ARTICLE 9
Quorum at Regular Membership Meeting, Board Meetings and Electronic Participation

Section 1. MEMBERSHIP MEETING: Those active members present at any meeting of the Association, provided all members shall have been notified of the time and place of the meeting, shall constitute a quorum. A majority vote of those active members present and voting shall be necessary for approval of any question before the Association.

Section 2. BOARD OF DIRECTORS MEETING:

- A. A quorum of six voting Directors shall be required for the Board of Directors to conduct business.
- B. Electronic Participation of Board Members. A director shall be deemed to be present in person at the meeting of the Board of Directors, or the executive committee, if such Director participates in the

meeting by a conference telephone or by other similar communications equipment through which all persons participating in the meeting may communicate with each other and all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants.

C. In addition to meetings, business may be conducted via email.

1. Any board member may make a motion via email.
 - The subject line should include the word "Motion."
 - The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
2. All board members, including the President, may vote. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. A member may vote "No" and indicate that deliberation is suggested on that motion.
3. A majority of Board member votes are required to decide an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
4. Email motions can only be voted up or down and cannot be amended.
5. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first. If the motion doesn't receive the required majority vote by the deadline it fails.
6. The member who proposed the motion may withdraw it at any time prior to approval.
7. The secretary is responsible for tallying the votes and informing the board of the outcome. If a member fails to cc: other board members on his vote, the secretary should forward the email to the others.

ARTICLE 10

Travel Expenses

Section 1. PRESIDENT TRAVEL:

- A. The Association shall, if requested, reimburse the President's travel expenses outside Oregon to the ICMA Conference.
- B. The Association shall, if requested, reimburse one-half of the President's travel expenses for travel outside of Oregon to the Northwest Regional Conference and ICMA West Coast Regional Conference, and ICMA committee meetings.
- C. The Association shall, if requested, pay for the President's lodging at Board Meetings, the Northwest Regional Conference, and Summer Conference. Mileage and meals shall be at the President's expense.
- D. The Association shall, if requested, pay for the expenses of Field Visits.
- E. No reimbursement shall be provided for Association attendance at the annual League of Oregon Cities conference.

- F. The President may designate a board member to attend meetings on the President's behalf and receive full reimbursement pursuant to the above limits.

Section 2. ASSOCIATION BOARD MEMBERS: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Facility/meeting room costs shall be paid by the Association.

Section 3. ACTIVE ASSOCIATION MEMBERS: Active Association members (including Board members) may request, by petition to the Executive Board, up to one-half of their travel expenses for out-of-State participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.

Section 4. MEMBERS IN TRANSITION: Active Members in transition may make requests to the Executive Board for reimbursement of travel expenses incurred for Association business meetings. Travel expenses shall include registration fees, meals, lodging, air/auto travel and incidentals including parking and cab fares. Personal expenses such as phone calls or entertainment including alcohol are not reimbursable. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses and concurrence of the Secretary-Treasurer to provide reimbursement. Any disputed reimbursements shall be reviewed and if possible settled by the Executive Board, and, if not settled by the Executive Board, subject to Board approval.

ARTICLE 11

Directory of Members, Association Newsletter, Welcome Letters

Association members shall receive the Directory of Members. The Directory shall include all members and local officials who serve in a chief executive capacity. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all officials who serve in a chief executive capacity. All managers new to the state shall receive a letter from the President welcoming them and providing membership information.

ARTICLE 12

Proration of Dues

Membership dues may be pro-rated to the one-half year during the first year of membership. A new member may join after June 30 and would only pay one-half of the dues for the year.

ARTICLE 13

Senior Advisor Program

Section 1. PURPOSE:

The purpose of the Oregon Senior Advisor Program is to provide the counsel, experience and support of respected, retired managers of the profession available to city, county and COG chief administrators and to their chief assistants. The program is intended to primarily help with personal and professional issues of managers and not to provide any extensive form of technical assistance nor to solve substantive problems in a local government.

Section 2. APPOINTMENT OF SENIOR ADVISOR:

A. Qualifications

1. A resident of Oregon at the time of appointment.
2. At least ten years' experience as an appointed chief administrative officer (CAO) and/or an assistant/deputy CAO in local government.
3. Recognition as a respected manager in Oregon and/or another state.
4. A willingness to participate in the program for at least nine months each year throughout the duration of the appointment.
5. A current member of OCCMA and ICMA at time of appointment and to maintain such memberships during service as Senior Advisor.
6. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
7. Have an active phone number and email address.
8. Substantially retired and/or not engaged in a business that could create a conflict of interest.

B. Appointment Process

1. Creation of an open position of Senior Advisor by a decision of the OCCMA Board of Directors declaring a vacancy as a result of the resignation or removal from the state of an incumbent or a decision to increase the total number of Senior Advisor positions.
2. Notice of any vacancy shall be given in the OCCMA Newsletter or by a broadcast email to members. Members shall be given 30 days from the date of the notice to recommend candidates to apply or to recommend others to the OCCMA President. Potential candidates shall be requested to submit a letter of interest and a resume. The final selection process shall be determined by the Board of Directors.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.
2. A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.
3. Before conducting a review the membership shall be notified and given at least 30 days to provide comments to the President.
4. Any one of the three parties may end the appointment upon written notification to the others.

Section 3. OUTLINE OF SENIOR ADVISOR RESPONSIBILITIES:

- A. Make contact by phone, email or in person with each OCCMA or ICMA member and other local government chief administrators in the Senior Advisor's assigned region within one year of appointment as a Senior Advisor and within one month of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.

- B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events or at regional managers' meetings, if possible, that afford the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
- C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
- D. Provide confidential counseling/support to all ICMA and OCCMA members on personal and professional issues when invited to do so by the member, within a 48 hour response time if at all possible.
- E. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
- F. Encouraged to attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area.
- G. Attend meetings of the OCCMA Board of Directors, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- H. Refrain from direct or indirect public criticism of any member and uphold the standards of the profession as embodied in the ICMA Code of Ethics.
- I. Provide, at least quarterly, a statement of expenses to the OCCMA Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the OCCMA President and ICMA Senior Advisor Coordinator.
- J. As appropriate, or requested, contribute information for use in the OCCMA Newsletter.
- K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- L. Provide support for the Council-Manager Plan when requested.
- M. As requested assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA.
- N. Keep informed about current municipal affairs by reading *PM*, the LOC and ICMA newsletters and other publications.

Section 4. ANNUAL BUDGET: Each year the OCCMA Board of Directors shall determine eligible expenses and approve an annual budget for the Senior Advisor Program. Any changes to the budget should be communicated to ICMA.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Authorized expenses for which a Senior Advisor may be reimbursed or shall be waived are:
 - 1. Automobile travel at current IRS-approved rates for business expenses.
 - 2. Hotel or motel accommodations at moderately priced facilities at work sites and at conference sites.
 - 3. Meals at moderate prices and at meeting events.

4. Registration fees for ICMA Annual Conference, OCCMA events and the League of Oregon Cities or the Association of Oregon Counties annual conference shall be waived by the hosting organization.
5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.

B. Procedure for Expense Reimbursement

1. Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee).
2. The OCCMA Treasurer shall authorize payment for expenses incurred by the Senior Advisor in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

Section 6. OUTSIDE ACTIVITIES:

- A. Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the OCCMA President before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or OCCMA member at the same entity.
- B. Senior Advisors may engage in interim manager positions and shall notify the OCCMA President before the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- C. Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

Section 7. ASSISTANCE TO LOCAL GOVERNMENT IN RECRUITMENT OF A MANAGER/ADMINISTRATOR:

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.
- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
 1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
 3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than

one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.

6. Assist the local governing body in developing the interview process.
7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
8. Assist the local governing body at the interview process but not participate in the actual interview.

C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:

1. Perform background checks on candidates.
2. Be involved in the selection of the candidate by the governing body.
3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
4. Be involved in negotiation of terms of employment for the selected candidate.

Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The OCCMA Board of Directors shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The OCCMA Board of Directors shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- C. The OCCMA President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

Bylaws Article 13 adopted February 21, 1997 and updated August 29, 2000.

ARTICLE 14

Conference and Board Meeting Dates

The Board shall meet annually to establish the Association's goals for the fiscal year. The Spring Conference, if hosted by the Association, shall be set by the Executive Board with approval by the Board, and shall be held during the last week of March or first week of April. The Summer Conference, if held, shall be on a Wednesday, Thursday and Friday in each July, and shall be in various locations as determined by the Board. The Annual Business meeting shall be held in conjunction with the League of Oregon Cities Conference. The Executive Board shall approve changes in this schedule and report the change to the Board and membership.

ARTICLE 15
Coaching Program

Section 1. PURPOSE: The purpose of the Coaching Program shall be to create an opportunity to bring together a new Member or Member new to Oregon, with a Member experienced in Oregon. The experienced Member, or Coach, would provide assistance, advice, counsel and support to the Member in the nuances of Oregon local government or local government management.

Section 2. APPOINTMENT OF COACHES:

- A. Qualifications
 - 1. Five years of governmental experience in Oregon.
- B. Appointment Process
 - 1. Appointment of Coaches shall be made by the President through the development of volunteers to provide this service.
- C. Terms of Appointment
 - 1. The term shall be for as long as the Coaching relationship is mutually felt to be successful and needed.

Section 3. OUTLINE OF COACH RESPONSIBILITIES:

- A. Volunteers to the OCCMA President to serve as a Coach as needed.
- B. Meets and gets acquainted with the Member requesting a Coach.
- C. Introduces the Member to other Members through regional meetings and in other ways.
- D. Helps the Member to identify resources available in the state including the LOC, AOC, LGPI, local COGs, etc.
- E. Informs the Member of the benefits of OCCMA and encourages attendance at the conferences.
- F. Contacts the member periodically to check on how the job is going.
- G. Provides advice and information in response to direct requests for assistance; refers the Member to other sources of information when appropriate.

Section 4. OUTLINE OF RESPONSIBILITIES OF MEMBER SEEKING A COACH:

- A. Requests a Coach either through a Senior Advisor, Member or directly to the OCCMA President.
- B. Meets and gets acquainted with the Coach.
- C. Identifies areas of knowledge that could benefit from the experience of the Coach and then discusses these areas with the Coach.
- D. Seek suggestions and advice from the Coach.

- E. In appropriate ways initiates communication with the Coach seeking the Coach's knowledge and experience, particularly in Oregon, to avoid common misunderstandings that may interfere with successful management.

ARTICLE 16

Amendments to By-Laws

These By-Laws may be amended or repealed by two-thirds vote of the active members of the Association present at the annual meeting, provided all members shall have been notified of the time and place for the meeting, or five active members of this Association may, by a petition to the Secretary, initiate a desired change which shall become effective upon the ratification by two-thirds of the active members present at any annual meeting or by a majority of active members voting thereon by a letter ballot, such letter ballot to be canvassed by two members of the Executive Board on or after the sixtieth day after the same is mailed by the Secretary-Treasurer.

Constitution and By-Laws originally adopted November 16, 1958. Includes amendments approved March 13, 1965, November 17, 1970, November 14, 1971, November 16, 1975, November 12, 1978, November 12, 1983, November 8, 1986, November 10, 1991, November 15, 1992, November 6, 1998, November 9, 2001, November 15, 2003, November 10, 2005, October 2, 2008, October 1, 2009, September 29, 2011, September 27, 2012, September 24, 2015 and September 29, 2016.



Join the League's Legislative Action Team

Become a grassroots advocate as a member of the League's Legislative Action Team.

Your ability to "tell your city's story" and communicate with legislators about how specific issues affect your community will be a critical factor in the success of our legislative efforts. Please consider joining the League's Legislative Action Team. The team will consist of city officials interested in participating more actively in the legislative process during the legislative session. Team members may be called upon in any one of a number of ways:

- To make contact with a specific legislator based upon a personal relationship.
- To make contact with one or more legislators based on subject matter expertise/interest.
- To provide testimony before a legislative committee either because of subject matter expertise or existence of a relationship with a key legislator(s).
- Participation in "Legislative Action Alerts" – the League's call for grassroots involvement by all members of the Legislative Action Team on a particular bill.

League staff will hold legislative update webinars during the 2017 session. These sessions will occur every two weeks on Fridays, start promptly at 12:00 noon and last about 45 minutes. IGR staff will brief members on the latest developments in Salem, answer questions and seek member input concerning legislative messaging and tactics. As a member of the League's Legislative Action Team you should plan on participating in these informative sessions.

If you would like to participate, please provide the following information:

Name/Title: _____ City: _____

Phone: _____ Email: _____

Policy Area of Interest:

- | | |
|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Finance and Taxation | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> General Government | <input type="checkbox"/> Water |

Legislator(s) with whom you have a relationship:

Cities are strongest when they speak with a unified voice.

If you have questions, please contact Craig Honeyman, Legislative Director, at either (503) 588-6550 or choneyman@orcities.org.