



Board of Directors Meeting and Business Meeting

September 27, 2017 – 11:00 a.m. – 12:00 p.m.

DoubleTree by Hilton, Portland

Board of Directors Meeting Agenda

I. Welcome

President Michael Sykes

II. Approval of Slate for Officers and Directors for 2018

Chair Joe Gall

1. Nominating Committee Report
2. Review of Slate and Approval

III. Other Business

Adjourn

The OCCMA Business Meeting will begin immediately following the adjournment of the Board Meeting.

Business Meeting Agenda

A. Welcome

President Sykes

B. Consent Calendar

President Sykes

1. Review and Approval of July 14, 2017 Board & Membership Meeting Minutes

C. Treasurer's Report

Craig Honeyman

D. Committee Reports

Committee Chairs

1. Professional Development Committee: Chair Christy Wurster
2. By-laws & Constitution Committee: Chair Spencer Nebel
3. ICMA Liaison Committee: Chair Joe Gall
4. Ethics: Chair Joe Gall
5. Nominating: Chair Joe Gall
6. Support for Managers: Chair Ben Bryant
7. Academic Affairs: Chair Joe Gall
8. Communication: Chair Marty Wine
9. Next Generation: Chair Byron Smith
10. 2021 ICMA Annual Conference: Co-Chairs Joe Gall and Eileen Stein

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|--|-----------------|
| E. Oregon Day for the WCMA Polish Delegation in 2018 | Christy Wurster |
| F. Call for Interest in Serving on a Committee in 2018 | President Sykes |
| G. Repeal of the OCCMA Constitution and Bylaws | Spencer Nebel |
| H. Adoption of the Proposed OCCMA Bylaws and Policies | Spencer Nebel |
| I. Consideration of Potential OCCMA Lifetime Members | Christy Wurster |
| 1. Wes Hare | |
| J. Election of Officers and Directors for 2018 | |
| 1. Election | President Sykes |
| 2. Recognition of Outgoing Board Members | President Sykes |
| • Jan Fritz, Deputy County Administrative Officer, Marion County | |
| • Megan Messmer, Project Manager, Florence | |
| • Megan Phelan, Assistant City Manager, Lake Oswego | |
| 3. Recognition of Outgoing President Michael Sykes | Christy Wurster |
| K. Reports from Senior Advisors | Senior Advisors |
| L. Other Business | |

Adjourn

Future Events:

- OCCMA Board Retreat – November 9-10, Oregon Garden, Silverton
- 2018 NW Regional Managers Conference / ICMA West Coast Summit – May 1-4, Skamania Lodge, Stevenson, WA
- 2018 OCCMA Summer Conference – July 10-13, Mt. Bachelor Village



Nominating Committee Slate and Continuing Members for 2018

Nominating Committee Slate: *(Bold indicates Nominating Committee recommendations)*

Officers –		<u>Representation*</u>
President:	Christy Wurster, City Manager, Silverton	Valley
President-Elect:	Marty Wine, City Manager, Tigard	Metro
Treasurer:	Mike McCauley, Executive Director, LOC	
Immediate Past President:	Michael Sykes, City Manager, Scappoose	Metro

Directors –	<u>Expiration of Term</u>	<u>Representation*</u>
Ben Bryant, Assistant City Manager, Happy Valley	12/31/2020	Metro
Robb Corbett, City Manager, Pendleton	12/31/2020	Eastern
Ron Foggin, City Manager, Dallas	12/31/2020	Valley
Sean O'Day, Executive Director, Mid-Willamette Valley COG	12/31/2020	Valley

Continuing Directors –

David Clyne, City Manager, Independence	12/31/2019	Valley
Spencer Nebel, City Manager, Newport	12/31/2018	Coast
Dale Shafer, City Manager, Nehalem	12/31/2018	Coast / Small City
Byron Smith, City Manager, Hermiston	12/31/2018	Eastern

Off: Jan Fritz, C. Admin. Officer, Marion County; Megan Messmer, Project Manager, Florence; and Megan Phelan, Asst. City Manager, Lake Oswego

*The OCCMA Constitution dictates that the Nominating Committee strive to recommend a board slate which includes the following representation: one county member, one assistant manager/assistant to the manager, one small city (5,000 or less), and five general regions (Portland metro, Willamette Valley, Coast, Eastern and Southern). No applications were received from members in the Southern region.

2017 Nominating Committee:

- Joe Gall, City Manager, Sherwood; *Past-President (Chair)*
- Michael Sykes, City Manager, Scappoose; *President*
- Scott Pingel, City Manager, Dayton
- Megan Messmer, Project Manager, Florence



Oregon City/County Managers Association Board and Membership Meeting

July 14, 2017

Mt Bachelor Village Resort, Bend

Minutes

Present:

Board Members: Michael Sykes, David Clyne, Joe Gall, Megan Messmer, Spencer Nebel,
Megan Phelan, Dale Shafer, Byron Smith, Marty Wine and Christy Wurster

Senior Advisors: Dan Bartlett, Roger Jordan, Sheila Ritz

ICMA Guests: Martha Bennett, Kevin Duggan and Steve Bryant

Staff: Jennifer Lewis

President Michael Sykes called the meeting to order at 9:52 a.m.

Welcome

President Michael Sykes welcomed everyone to the OCCMA Board and Membership Meeting and expressed his gratitude to Christy Wurster, Chair of the Professional Development Committee for a great Summer Conference. He noted that this year, eleven PSU MPA students attended the conference courtesy of scholarships that were available in large part due to the generosity of senior advisor, Roger Jordan. President Sykes presented Roger with a plaque in appreciation for Roger Jordan's exceptional leadership and mentoring of Oregon's city and county managers, stating that the OCCMA Board will continue a perpetual training scholarship in his honor.

Consent Calendar

President Sykes informed the Board that there was one item on the consent calendar, consisting of the minutes of the April 14, 2017 Board and Membership meeting. *Byron Smith moved and Dale Shafer seconded that the consent calendar be adopted. The motion passed unanimously.*

Financial Status Report

Jennifer Lewis informed the Board that while food and beverage costs were higher than anticipated at NWRMC, registrations and sponsorships were up, leaving OCCMA in a positive position. Similarly, summer conference sponsorships and registrations were higher and once all of the bills are finalized, OCCMA will be in the positive.

Committee Reports

Professional Development Committee

Christy Wurster announced that Patrick Ibarra with the Mejorando Group would speak at the OCCMA Fall Workshop on leading change. She thanked the committee for all of their work on planning three successful events this year.

By-Laws & Constitution Committee

Spencer Nebel presented a final report on modifications of the revised bylaws for OCCMA. He reported that the committee recommended that there be a one year term limit for the President. Ron Foggin mentioned that this would limit someone who may have served early in their career and wanted to contribute later. There was overwhelming support of the membership for additional flexibility. The consensus of the Board was that the President could not serve consecutive terms.

Spencer further reported that the committee recommended set dates for the election schedule, with notice on or before July 1 with a deadline for applications of July 30th. The committee also recommended adding notice requirements for Board meeting, and the creation of an audit committee.

Spencer Nebel moved and Megan Phelan seconded to refer the repeal of the existing bylaws and constitution and the replacement of them with the proposed bylaws and policies to the full membership at the Fall meeting. The motion passed unanimously.

ICMA Liaison Committee

Joe Gall noted that there was nothing to report.

Ethics Committee

Joe Gall stated that the ethics committee had been very quiet and there was nothing to report.

Nominating Committee

Joe Gall reported that there would be four positions open on the Board for 2018, including the positions for a county representative and an assistant. He encouraged anyone interested speak to current Board members and apply, as serving on the OCCMA Board was a great experience. Staff would send the application out via the listserve next week.

Support for Managers Committee

Ben Bryant encouraged members to continue participating in webinars. He thanked ICMA for underwriting the webinars and lowering the cost for all members.

Academic Affairs Committee

Joe Gall stated that this year 11 students were participating in the summer conference from Portland State University. The PSU ICMA Student Chapter is doing very well. David Clyne and Eileen Stein encouraged the committee to connect with other universities in Oregon. Dr. Cooper thanked Eileen Stein, Joe Gall and OCCMA for their support of PSU's ICMA student chapter.

Communications Committee

Marty Wine encouraged members to complete a short newsletter and website survey she had sent out via the listserve. The committee is investigating how members would like to receive communications.

Next Generation Committee

Byron Smith stated that there would be a joint Oregon and Washington managers event during the ICMA conference at the Guadalajara Grill in San Antonio. He further reported that the committee worked this year on ensuring the Jordan/Wells scholarship could be sustained in the future.

2021 ICMA Conference Committee

Joe Gall mentioned that there was a session yesterday to inform members of host committee duties, and encourage participation in the host committee. This effort would gear up in 2018. Eileen Stein stated that this is a team effort, with something for everyone.

Lifetime Membership Nomination

Michael Sykes reported that the Board had received a lifetime membership nomination for Wes Hare who has been a contributing member both with OCCMA and nationally. There was overwhelming support for a lifetime membership for Wes Hare among the Board and membership. *Christy Wurster moved and Dale Shafer seconded to refer the lifetime membership nomination of Wes Hare to the full membership at the Fall meeting. The motion passed unanimously.*

ICMA Report

Steve Bryant mentioned that a detailed ICMA report was provided at lunch the previous day, and there was nothing additional to report.

ICMA 2026 Conference RFP

Michael Sykes reported that Kevin Duggan had inquired if OCCMA would like to submit a bid to host the 2026 ICMA Conference. The Board and membership overwhelmingly supported holding the conference somewhere other than Oregon, such as San Diego or Seattle.

Reports from Senior Advisors

Dan Bryant stated that Gary Milliman had been working with Curry County, and that on June 15th Curry County's Board adopted a Curry County Administrator position.

Roger Jordan announced that he would be stepping down as a Senior Advisor at the end of the year. He noted that while the Senior Advisor program had become more structured over the years, it remained based on building relationships and providing counseling and support for managers throughout Oregon. He reported that his contract information had been provided to Jeff Towery, who would be available to assist managers with their contracts.

Sheila Ritz informed members that Eric Swanson had resigned from Gladstone, and that Jacquie Betz had an interim contract for six months. Ray Young is the new City Manager in Troutdale.

Other Business

None.

Adjournment

Seeing no other business, President Sykes adjourned the meeting at 10:47 a.m.

Respectfully submitted,



Jennifer Lewis
Member and Administrative Services Director

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

	2017 Budget	Actual Through August 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
<i>NW Regional Conference</i>			
· Registration	22,000.00	29,335.00	7,335.00
· Sponsorships	12,000.00	12,900.00	900.00
Total NW Regional Conference	34,000.00	42,235.00	8,235.00
<i>Summer Conference</i>			
· Registration	27,000.00	28,985.00	1,985.00
· Sponsorships	12,500.00	15,900.00	3,400.00
· 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	44,885.00	4,385.00
Total - Conferences	80,500.00	87,120.00	6,620.00
General Operations Income			
· Dues	36,000.00	46,064.46	10,064.46
· Dues Surcharge 2021	5,000.00	7,032.43	2,032.43
· 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	54,786.33	2,286.33
Total Income without Beginning Cash	133,000.00	141,906.33	8,906.33
Total Income including Beginning Cash	218,912.38	227,818.71	8,906.33

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

	2017 Budget	Actual Through August 2017	Variance
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	2,550.60	4,949.40
. Audio/Trade Show Summer	550.00	0.00	550.00
. Food & Beverage Summer	14,500.00	22,751.08	-8,251.08
. Lodging Summer	2,400.00	0.00	2,400.00
. Postage/Printing Summer	1,000.00	261.63	738.37
. Travel Summer	200.00	301.98	-101.98
. Speaker Summer	5,000.00	400.00	4,600.00
- 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	26,265.29	6,884.71
- NW Regional			
. Administration	6,000.00	327.00	5,673.00
. Audio/Trade Show	500.00	0.00	500.00
. Food & Beverage	13,500.00	32,429.88	-18,929.88
. Lodging	2,000.00	0.00	2,000.00
. Postage/Printing	1,500.00	157.27	1,342.73
. Travel	200.00	1,083.75	-883.75
. Speaker	4,000.00	3,450.00	550.00
Total - NW Regional	27,700.00	37,447.90	-9,747.90
Total - Conferences	67,800.00	63,713.19	4,086.81

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

	2017 Budget	Actual Through August 2017	Variance
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	8,573.95	3,426.05
· Board Functions	3,300.00	0.00	3,300.00
· Conference Calls	200.00	175.67	24.33
· Directory	2,000.00	3,663.75	-1,663.75
· Marketing/Supplies	750.00	595.40	154.60
· Miscellaneous	1,500.00	467.60	1,032.40
· Miscellaneous - Dues/Conf credit card fees	0.00	1,068.13	-1,068.13
· National/Committee Travel	2,500.00	610.90	1,889.10
· Newsletter	9,000.00	3,111.80	5,888.20
· Postage	400.00	156.82	243.18
· Printing, Fax	300.00	41.25	258.75
· Scholarships Charlie Henry	3,000.00	2,425.00	575.00
· Senior Advisor	14,000.00	6,326.96	7,673.04
· Web Support	5,500.00	91.18	5,408.82
Total General Operations Expenses	65,200.00	27,308.41	37,891.59
Total Expenses	133,000.00	91,021.60	41,978.40
Net Income / <Loss> Before Beginning Cash	0.00	50,884.73	50,884.73
Net Income / <Loss> Including Beginning Cash	85,912.38	136,797.11	50,884.73



2018 Summer Conference Session Proposal

Please complete a separate proposal for each session you are recommending. A few things to take into consideration when putting together your proposal are:

- Will this session help city/county managers improve their careers and communities?
- Is the topic new and/or critical for local government?
- Will the topic draw a wide audience?
- Will this issue stimulate action and further discussion?

Session Topic: _____

Session Description (describe what the audience will learn in 100 words or less): _____

Recommended Speakers (and contact phone or email): _____

Submitter's Name: _____

Submitter's Email: _____

Submitter's Phone: _____

Return completed proposals by **November 3, 2017** to Jennifer Lewis, League Member and Administrative Services Director at: jlewis@orcities.org or fax to: 503-399-4863.

ICMA Coaching Program Webinars

6 live webinars per year spotlighting best practices on key topics from local government professionals throughout the U.S. -- invite your whole team to participate.

2017 Coaching Webinars

Use the live webinars or digital recordings as opportunities to learn about best practices. The live webinars have engaging interactive polling and Q&A experiences. Invite your team to attend so that you develop a cadre of knowledgeable and motivated people to discuss and implement the ideas.

- [Effective Communication of Complex Issues to the Public](#), Thursday, September 7
- [Strategies for Having Difficult Conversations](#), Wednesday, October 11
- [Tools to Resolve Tough Issues in Your Community](#), Thursday, November 9

Past 2017 Coaching Webinars (available in the [Archives](#))

- Attracting and Retaining a Dynamic Workforce, (broadcast March 29)
- Being a Great Coach and a Winning Player in Your Organization, (broadcast April 19)
- Best Practices in Citizen/Customer Service (boardcast May 11)

Missed a webinar? Watch it anytime High quality video recordings are available for these and other webinars. Click here for the [Agendas & Archives](#). The Agendas include a PDF of the presentation materials which you can download or print with your browser controls. The videos are now in mp4 format, and you can click on full screen for personal or group viewing and discussion.

Webinars qualify for ICMA Credentialing Program credit. The six webinars in 2017 address 12 of the 18 ICMA practice areas. Each webinar registration link notes the relevant practices.

August 29, 2017

From: Inhalverson@aol.com

To: Michal Sykes, Christy Wurster and Jennifer Lewis

Re: WCMA Exchange

Hello, Christy, Mike, and Jennifer,

Greetings, Christy: congratulations on stepping forward to serve as President of the Oregon Managers Association! Thanks for the follow-up. **Yes, we are in the early stages of planning a potential visit by a delegation from Poland for 2018. Most likely in the spring.** I foresee a delegation of officials and professionals from partner cities (three very progressive cities in the 15--30,000 population range), AND representatives of two professional organizations which are official partners with the WCMA. The professional organizations are the "Forum of Sekretarze" of Holy Cross Province, and the important Non-Governmental Organization "NGO", the Foundation for the Support of Local Democracy. WCMA has a ten year cooperation with the Forum and Foundation which is formalized in a cooperation agreement signed in 2017. The agreement is on the WCMA site, and has "framed" and guided our partnership. In recent years we have hosted reps of the partners and in '14 and '16, Polish professionals presented at the NW Spring Conference at Skamania. We might coordinate such participation again in '18. "Lots of Moving Pieces", and the results are inspiring and good.

We have hosted and organized delegation visits several times, and friends and professionals from Oregon have played important, helpful and enjoyable roles in organizing and hosting professional partners. Hillsboro was active, and Joe Gall was very helpful---for a delegation he organized and conducted "Oregon Day". Tom Hughes was active. The skillful and organized Martha Bennett has expressed interest in the Polish cooperation. We have also had participation from the Polish American community of wider Portland.

It is early in the planning, I wanted to test for interest. I had conversations at Welches on the cooperation with OCCMA members including Peter Brandom of Hillsboro and Joe Gall.

It is not too early to informally inquire about interest; individuals who are willing to help, host, guide, and meet exceptionally talented people from a transformed society are sought!

Best regards, Lloyd Halverson "WCMA International Committee Chairman", and City of Camas "Partnership Coordinator"

p.s. My wife and I leave Sept 4 for Central Europe. Part of our time there (Sept 16-29) will be devoted to leading and participating in a Washington/Camas delegation which will visit the three sister cities, and take part in activities organized by the Forum and Foundation. A key activity will be a conference organized by the Polish side on "Polish

American Cooperation". Our delegation will include the WCMA immediate past President David Cline, his wife Siri Bliesner, Camas Schools Supt. Jeff Snell, A Camas Council member, two officers of our Sister City Organization, my wife, Ulrike Halverson, and me. Also for a portion of the tour and a presentation, we will be joined by the Executive Director of the Columbia River Gorge Commission, Krystyna Woiniakowski, who will make a presentation and take part in a discussion with local Polish officials on the topic of balancing the environment and the economy. Lots of great representation on this delegation, and we look forward to seeing the friends. LH

p.p.s. ACTION: IF you find indications of potential interest from OCCMA leaders/members, and can inform me of that early indication of interest, please let me know by Sept. 16, and I can include that background in our planning talks with our Polish counterparts and friends. LH

-----Original Message-----

From: Christy Wurster <CWurster@Silverton.or.us>

To: 'Inhalverson@aol.com' <Inhalverson@aol.com>

Cc: Michael Sykes <msykes@cityofscappoose.org>; 'Jennifer Lewis' <JLewis@orcities.org>

Sent: Mon, Aug 28, 2017 3:45 pm

Subject: WCMA Exchange

Hi Lloyd:

I understand that WCMA is arranging a Polish exchange and there may be an opportunity for the returning delegation to have an "Oregon Day". Could you share more information about the exchange, what WCMA's plans are, and the dates? Any information you may have would be helpful.

Kind regards,

Christy S. Wurster

OCCMA President – Elect

City Manager

City of Silverton

306 S. Water Street

Silverton, OR 97381

503.874.2205

2018 OCCMA Standing Committee Solicitation

The OCCMA Board of Directors is soliciting OCCMA members who are willing to serve on an OCCMA Standing Committee in 2018. The Board will make 2018 standing committee appointments during their annual retreat November 9-10, 2017. A list of committees and their objectives is below.

Please complete and return this form **by October 13, 2017** if you're interested in serving on one or more committees beginning January 1. If more than one committee is chosen, please note order of preference, as you may not be assigned to all committees requested. Please also note if you are seeking the position of committee chair. Current committee rosters can be viewed at www.occma.org under the About OCCMA tab.

Name: _____ **Title:** _____
Entity: _____ **Email:** _____

Check one or more	Committee <i>Current committee rosters are found at www.occma.org under the About OCCMA tab.</i>	Order of preference (if more than one selected)
	ETHICS – Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. Committee also serves as the local fact-finding body for any ICMA ethics inquiry. Work with other committees to help educate members about the ICMA Code of Ethics.	
	NOMINATING – Recommend board slate for following year (September business meeting).	
	PROFESSIONAL DEVELOPMENT / CONFERENCE PLANNING / TRADE SHOW SPONSORSHIP – Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.	
	SUPPORT FOR MANAGERS / COACHING AND MENTORING – To connect our members with the network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.	
	ACADEMIC AFFAIRS – Increase partnerships with universities to help build future generations of local government managers.	
	BY-LAWS AND CONSTITUTION – Review By-Laws and Constitution and recommend amendments as requested by president/board.	
	COMMUNICATIONS (NEWSLETTER AND WEBSITE) – Maintain and enhance multimedia member communication and information exchange programs.	
	NEXT GENERATION – Develop future generations of local government managers to sustain the profession. Assist with the development of educational programs that promote city management and internship opportunities. Support and collaborate with the Oregon Emerging Local Government Leaders.	
	ICMA LIAISON (CREDENTIALING / AFFILIATE AGREEMENT / FORM OF GOVERNMENT) – Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.	
	2021 ICMA CONFERENCE – Host well-organized, sufficiently funded and successful conference. Portland Oregon has been chosen as the host city for the 2021 ICMA Conference. OCCMA will focus efforts on fund raising, social and program activities and business and logistics support.	

Return completed form by October 13 to: Jennifer Lewis, Member & Administrative Services Director at jlewis@orcities.org or Fax: 503-399-4863

TO: Membership of OCCMA

FROM: OCCMA Constitution and By-Laws Committee

DATE: Tuesday, July 25, 2017

RE: Membership Vote on Proposed Bylaws and Policies for OCCMA

On Friday July 14, 2017 in Bend, Oregon, the OCCMA Board of Directors formally proposed that new Bylaws and Policies be adopted by the membership for the governance of the Oregon City County Management Association. As part of this process, the current OCCMA Constitution and By-Laws will need to be repealed. The OCCMA Membership will be asked to vote on these changes at the Annual Meeting held in conjunction with the League of Oregon Cities meeting in Portland, Oregon at the DoubleTree Hotel. The OCCMA Workshop begins at 8:30 a.m. with the Annual Meeting starting at 11:00 a.m.

The Constitution and Bylaws Committee was charged by the Board with drafting updated language relating to the governance and operations of the Association. The Board authorized this review following their November retreat, and have since conducted in depth reviews of draft language at their January, April and July Board meetings. The membership participated in discussions at the April and July Board meetings. The Board had the benefit of hearing from a number of past Presidents and past Board members at these meetings to better understand some of the history of how the Association has operated to help guide this process.

The revised governance documents continue OCCMA as an unincorporated association of general-purpose local government, or council of governments, managers, and assistants in the State of Oregon. In general, the modifications to the governing documents are designed to match the current practices and operations of OCCMA with the Bylaws and Policy statements. Over the years, the governing documents have been amended a number of times to address specific issues that required modification. The effort that was conducted this year was more of a systematic review to assure that organizational practices are aligned with governance documents. An example of inconsistencies between the Constitution and organizational practices relates to the Executive Board. The current Constitution and Bylaws charge an Executive Board with many responsibilities, such as: setting the annual membership dues, determining whether the Secretary-Treasurer should be bonded, calling membership meetings, spending budgeted funds, terminating memberships, refunding dues, determining travel reimbursements, and other such activities. In practice, the Executive Board has not regularly been used for these functions in years. The Board of Directors has fulfilled these responsibilities. Furthermore, the need for an Executive Board to conduct business in between Board meetings has diminished with the ability to conduct special meetings by phone or email to address matters that come up between Board meetings. During various discussions in developing the proposed Bylaws, it was recommended by the Board to eliminate the role for an Executive Board for OCCMA.

A process that has been streamlined in the proposed governing documents relates to the adoption of new Association policies. In the past, it took nearly two years to change over language from the former ICMA Range Riders to the Senior Advisor program. In the proposed Bylaws, policies may be adopted throughout the year after notification to the membership. The membership continues to maintain the

ultimate control by having the opportunity to repeal those policies at a membership meeting. The governing documents also expand the transparency of Board actions to the members of the Association by requiring that a notice of Board meetings be provided to the membership.

Finally, the existing Constitution and By-laws have been reorganized into Bylaws and Policies for the Association. During the drafting of these documents, items were shifted between the two documents to improve readability and flow of the Bylaws. Please note that the Policies have not been reviewed to the same extent as the Bylaws. It is expected that the Policies will be reviewed on an ongoing basis in future years.

The revision to the governing documents is important at this time as the Association continues to provide quality professional development, and networking opportunities for Association members, and in preparation of Association's responsibilities for hosting the ICMA Convention in Portland in 2021. The adoption of the proposed documents is a step in assuring a seamless effort in preparing our Association for the financial, and management issues relating to the significant responsibilities that we have committed to in hosting ICMA four years from now.

I would like to thank Aaron Palmquist, Dale Shafer, Denise Carey and Nathan Cherpeski for their active engagement throughout this process as members of the Constitution and By-laws Committee. The process was very collaborative and each of the members brought significant value to this process. I would also like to thank OCCMA President Michael Sykes and the Board of Directors for carving out a significant amount of time from our Board meetings during this year to give meaningful review and direction in developing the proposed governing documents for OCCMA. I believe the result of these efforts will serve the Association well in the future.

A copy of the Board's proposed Bylaws and Policies are attached for your review.

The existing Constitution and Bylaws can be found at the following link:

<http://www.occma.org/LinkClick.aspx?fileticket=ZtPkFmAP0Lo%3d&tabid=3236&language=en-US>

RECOMMENDED ACTION: The OCCMA Board of Directors recommends that the membership repeal the existing Constitution and Bylaws for OCCMA, and adopt the proposed OCCMA Bylaws and Policies as presented.

Respectfully Submitted on behalf of the OCCMA Constitution and By-Laws Committee

A handwritten signature in blue ink, appearing to read 'S. Nebel', is written over a light blue circular stamp.

Spencer Nebel, City Manager
Newport, Oregon

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, Student, Retired, Honorary, or Lifetime. 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. **STUDENT MEMBERS:** Any person registered as a student in a college or university public administration program, or is currently working in a career in public management.

Section 6. **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 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. Honorary membership is bestowed for an indefinite period.

Section 8. **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 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 who shall each have a term of one year. In addition, the Secretary-Treasurer (non-voting) shall be the League of Oregon Cities Executive Director, or designee.

Section 4. DIRECTORS: Eight directors shall be elected for a term of three years. The terms shall be staggered with three (3) members elected in the first year following adoption, two (2) members being elected in the second year, and three (3) members being elected in the third year, with the same rotation continuing in the future.

Section 5. OFFICER RESPONSIBILITIES: The officers of the association shall be as follows:

- The President shall be the chief executive officer of the association, shall serve as chair person at all meetings of the Board of Directors, and shall be authorized to call special meetings of the Board whenever he or she shall deem it proper to do so. The President may sign and execute all authorized contracts, and other instruments or obligations in the name of the association. The President shall do and perform such other duties as described in the bylaws, policies, and as may be assigned to him or her by the Board.
- The President Elect shall perform such duties that from time to time may be authorized by the Board of Directors. The President Elect shall have the powers and perform all the duties of the President in

case of the absence of the President, and shall assume the Presidency in case the office of President is vacant.

- Immediate Past-President shall serve as a member of the Board. Immediate Past-Presidents shall perform any duties that are described in the bylaws, policies, or as requested by the Board.
- 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 of 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 after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies will remain in effect until they are rescinded by future action of the Board or by the membership. 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.

Section 9. TERM LIMITS: A member shall be eligible to serve two (2) consecutive terms as Director. In the event a Director is appointed to fill a partial term, that Director is eligible for election to a full term on the Board of Directors. Members are eligible to serve additional non-consecutive terms. A member who is elected to serve as President Elect, and who then assumes the offices of President and Past President is not eligible to serve consecutive terms as President Elect, President, and Past President.

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 in accordance with adopted election policies. 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.

Section 2. NOMINATING COMMITTEE: Nominations to the Board of Directors 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 members shall be appointed by the President. The nominations committee shall strive to nominate candidates, at the time of election, which includes 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. In addition at least one Board member should represent, at the time of election, each of the following generally described state regions: Metropolitan Portland; the Willamette Valley; Coast; Eastern; and Southern.

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 in accordance with any adopted policies.

Section 4. ELIGIBILITY FOR OFFICE: Any active member, as defined in Article 4, Section 2, having at least one-year's membership in the Oregon City/County Management Association, may make application to the Secretary-Treasurer 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 a minimum of one-year of service on the OCCMA Board. All applications for vacant positions will be reviewed by the Secretary-Treasurer 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 in accordance with any adopted policies. Once approved by the Board, the slate will be presented to the membership by the Board for a vote. The Board may leave slot(s) open for nominations from the floor. Nominations from the floor of qualified members for election will be considered, in addition to the proposed slate of candidates.

Section 6. VACANCIES: Appointments to fill Board vacancies may occur from time to time due to a seated Director, or President Elect not being able to fill out the full length of their term. The appointment to fill vacancies 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 appointment. Any member meeting eligibility requirements of Article 7, Section 4 may make application to the Secretary-Treasurer for a vacant position by the deadline stated in the Notice of Vacancy. In the event of a vacancy in the office of President, the President Elect will fill the remaining term of President, and will continue to serve as President during their full term as well. If a vacancy occurs in the term of the Immediate Past President, the most recent Past President who is available and willing to serve shall resume service on the Board of Directors. All applications for vacant positions will be reviewed for completeness and eligibility to serve by the Secretary-Treasurer. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those Board members in attendance at the meeting.

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, and Board participation 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 shall be posted in the OCCMA newsletter; and/or the OCCMA website; and/or the OCCMA list serve.

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 in the OCCMA newsletter; and/or the OCCMA website; and/or the OCCMA list serve shall be posted at least three (3) days in advance of the meeting.

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 these Bylaws, 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, Audit Committee and Professional Development. 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 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.

Section 3. LIAISONS TO COMMITTEES: 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.

ARTICLE 10

Fiscal Affairs

Section 1. FISCAL YEAR: The fiscal year for the Association shall be 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 REPORTS: The Board shall adopt a budget annually at the first meeting of the Board of Directors in accordance with any adopted policies. The Secretary-Treasurer shall present a financial report to the members of the Association at the annual meeting of the Association. The Secretary-Treasurer shall compile an annual financial report after the close of the fiscal year for presentation to the Audit Committee.

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. AUDIT COMMITTEE: An Audit Committee shall consist of the President Elect, and two other Directors appointed by the President. The committee shall meet with the Secretary-Treasurer to review all financial transactions, and provide a report to the Board after the close of the fiscal year. The report will be reviewed and accepted by the Board. The Audit Committee can recommend to the Board that an independent review, or audit of the Association finances, be conducted by a qualified firm.

Section 5. 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

The Bylaws 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. Amendments may be initiated by the Board, or five active members of this Association may, by a petition to the Secretary-Treasurer, initiate a desired change. The Board may also utilize a letter ballot for purposes of amending the Bylaws. Voted letter ballots will be canvassed by two members of the Board appointed by the President on, or after, the sixtieth day after the ballots have been mailed to the membership by the Secretary-Treasurer. The Bylaws will be amended by a majority of active members voting thereon.

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.

New policies shall be assigned a number based on the year of adoption, and the number of policies adopted that year. Existing policies that are amended will retain their policy number, and will show the date that they were amended by the Board.

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 Elections:

Section 1. ELECTION OF DIRECTORS AND PRESIDENT ELECT:

Article 7 of the Bylaws provides for a nominating committee to be appointed by the President to present a slate of candidates including Directors and a President Elect for the Association. Once approved by the Board, a final slate of candidates will be presented to the membership for a vote. Nomination of qualified members can also be made from the floor to fill the position of Director or President Elect. For qualifications, see Article 7.4 of the Bylaws.

Section 2. ELECTION PROCESS:

The election process will be as follows:

- January 1 – the President appoints the nominating committee.
- On, or before July 1, a notice is published indicating the positions that will be filled in the upcoming election by the Secretary-Treasurer inviting members who are interested to apply for open positions.
- Mid-July the Summer Conference occurs.
- July 30 is the deadline for applications.
- The Secretary-Treasurer will review the applicants to determine that the member is in good standing, and has the required years of service in OCCMA, and meets any term limitations. The Secretary-Treasurer will provide all applications, and a report on any ineligible candidates to the Chair of the Nominating Committee.
- Thirty days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and a recommended slate of officers for election.
- At least fourteen days prior to the annual meeting, the Board will conduct a meeting vial email to vote to forward a slate of officers for election to the membership with notice of the slate of candidates provided in the OCCMA newsletter, and/or OCCMA website, and/or the OCCMA list serve.

- In the event that the Board does not forward a candidate for all open positions, a call for nominations from the floor will be made by the President at the annual meeting.
- At the annual meeting, the President will present the slate of candidates approved by the Board to the membership.
- The President will call for any other nominations of qualified candidates from the floor for election to vacant positions. If there are no nominations of other candidates from the floor, the President will call for a motion and support to elect the slate of candidates as presented by the Board of Directors, and a voice vote on the motion will be made.
- If other qualified candidates are nominated from the floor, and there are more candidates than open positions, the President will conduct voting through a paper ballot with the Secretary-Treasurer and Immediate Past President charged with counting the election ballots. The candidates with the highest vote totals will be elected.

17-4 Annual Budget

Section 1. BUDGET PREPARATION:

In accordance with Article 10.2, the Board shall adopt an annual budget at the first meeting of the newly seated Board. The draft budget shall be developed by the Secretary-Treasurer in consultation with the President Elect.

Section 2. BUDGET CALENDAR:

- October – The Secretary-Treasurer shall prepare a draft budget in consultation with the President Elect for presentation at the annual Board retreat.
- November – The current Board and Board-Elect will jointly review the draft budget, and provide comments to the Secretary-Treasurer and President Elect on any suggested modifications to the draft budget
- January – The President Elect assume the presidency.
- First Meeting of the New Board – The Board will review, modify, and formally adopt the budget at the first meeting of the Board.

17-5 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.

17-6 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.

17-7 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.

17.8 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.

17-9 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 ..."
 - The motion shall be forwarded to the Secretary-Treasurer for distribution to the Board members, and to provide notice to the membership of the meeting being conducted via e-mail.

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.

17-10 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.

17-11 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.

17-12 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.

July 5, 2017

Michael Sykes
President
Oregon City/County Management Association

Dear President Sykes and Board of Directors:

We the undersigned members of the Oregon City/County Management Association nominate Wes Hare as a Lifetime member in OCCMA. Wes has had a career of distinguished service and his unwavering example of the ideas and principles of OCCMA and ICMA has had a lasting impact on local government here in Oregon and around the world.

Wes has not only contributed to the profession by serving his communities of Lowell, Oakridge, La Grande and Albany but has contributed to the state, national and even international functions of the profession. His contributions in Indonesia, Iraq, Croatia, Sri Lanka, Lebanon, Pakistan, Ethiopia, Morocco, Afghanistan, Jordan, China and soon Tanzania have touched many lives, not only in those countries, but also here at home. His selfless service and dedication to the principles of professional management are an example for everyone in the profession.

Wes has contributed to the development of the profession on the state and international level by speaking at both OCCMA and ICMA conferences and he has written articles in the OCCMA Newsletter and ICMA's PM Magazine. Wes has also shared his knowledge with elected officials in a variety of settings to help strengthen Council/Manager relationships.

For 30 years Wes has been an active member of OCCMA and has contributed greatly to our association. We have been inspired, encouraged, taught and challenged by his example and stories through the years and we are sure his example will continue inspire future generations of professional managers.

OCCMA should be proud to have a member like Wes that represents those characteristics that we each are striving to attain through our careers in local government. It is with great pleasure, and without hesitation, that we nominate Wes Hare for Lifetime membership in OCCMA.

Sincerely,



Richard Meyers
City Manager
Cottage Grove



Chris Eppley
City Manager
Keizer



Eileen Stein
City Manager
West Linn



Nominating Committee Slate and Continuing Members for 2018

Nominating Committee Slate: *(Bold indicates Nominating Committee recommendations)*

Officers –		<u>Representation*</u>
President:	Christy Wurster, City Manager, Silverton	Valley
President-Elect:	Marty Wine, City Manager, Tigard	Metro
Treasurer:	Mike McCauley, Executive Director, LOC	
Immediate Past President:	Michael Sykes, City Manager, Scappoose	Metro

Directors –	<u>Expiration of Term</u>	<u>Representation*</u>
Ben Bryant, Assistant City Manager, Happy Valley	12/31/2020	Metro
Robb Corbett, City Manager, Pendleton	12/31/2020	Eastern
Ron Foggin, City Manager, Dallas	12/31/2020	Valley
Sean O'Day, Executive Director, Mid-Willamette Valley COG	12/31/2020	Valley

Continuing Directors –

David Clyne, City Manager, Independence	12/31/2019	Valley
Spencer Nebel, City Manager, Newport	12/31/2018	Coast
Dale Shafer, City Manager, Nehalem	12/31/2018	Coast / Small City
Byron Smith, City Manager, Hermiston	12/31/2018	Eastern

Off: Jan Fritz, C. Admin. Officer, Marion County; Megan Messmer, Project Manager, Florence; and Megan Phelan, Asst. City Manager, Lake Oswego

*The OCCMA Constitution dictates that the Nominating Committee strive to recommend a board slate which includes the following representation: one county member, one assistant manager/assistant to the manager, one small city (5,000 or less), and five general regions (Portland metro, Willamette Valley, Coast, Eastern and Southern). No applications were received from members in the Southern region.

2017 Nominating Committee:

- Joe Gall, City Manager, Sherwood; *Past-President (Chair)*
- Michael Sykes, City Manager, Scappoose; *President*
- Scott Pingel, City Manager, Dayton
- Megan Messmer, Project Manager, Florence