



OCCMA Board of Directors Meeting and Retreat

November 18, 2021 10:00 am – 4:00 pm | November 19, 2021 8:30 am – 12:00 pm

Oregon Garden Resort | Orchard Ballroom

895 W. Main Street, Silverton, OR 97381

AGENDA

REGULAR AGENDA *(Steve Powers)*

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3. Support for Managers Committee <i>(Susie Marston)</i>	-
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6. Professional Development Committee <i>(Susie Marston)</i>	-
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RETREAT AGENDA *(Susie Marston)*

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*Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.



OCCMA Board of Directors Meeting

October 20, 2021 | 3:30 pm – 5:30 pm

Via Zoom

MINUTES

Board Members:

Steve Powers, President – Present
Susie Marston, President-Elect – Present
Mike Cully, Secretary, LOC – Absent
Spencer Nebel, Past President – Present
John Walsh, Director – Present (*arrived at 4:50 pm*)
Dan Huff, Director – Present (*departed at 4:57 pm*)

Brian Sjothun, Director – Present
Rachael Fuller, Director – Present (*departed at 4:49 pm*)
Adam Brown, Director – present (*arrived at 3:35 pm and departed the meeting at 4:30 pm*)
Aaron Palmquist, Director – Present
Zoe Mombert, Director – Absent
Heidi Bell, Director – Present

Staff: Christy S. Wurster, Operations & Member Engagement Director; Angela Speier, Project & Program Coordinator; and Jamie Johnson Davis, Finance Director, LOC

Others: David Clyne, Senior Advisor; Scott Derickson, Woodburn City Administrator; Wes Hare, Senior Advisor; Sheila Ritz, Senior Advisor; Joe Samaniego, Tangent City Manager/Recorder; Travis Kennison, ICMA Veteran's Fellow; Dave Waffle, Senior Advisor; Dan Bartlett, Senior Advisor

A. Welcome

3:31 pm

President Powers called the meeting to order at 3:31 pm and provided an overview of his president's report that was located in the meeting packet. He said the highlight of the year was the ICMA Annual Conference which was held in Portland at the beginning of the month.

B. Consent Calendar

3:35 pm

It was moved by Director Sjothun and seconded by Director Huff to approve the consent calendar. The motion passed unanimously (9 Yes [Bell, Brown, Fuller, Huff, Nebel, Palmquist, Powers, Marston, and Sjothun] 0 No, 0 Abstain, 2 Absent [Walsh and Mombert]).

C. DEI Request from Local Government Big Thinkers

3:35 pm

President Powers explained he received a request from Wally Bobkiewicz with the Local Government Big Thinker Group asking for OCCMA participation to work on DEI initiatives. Director Sjothun said as the chair of the DEI Committee he sent this request to the members asking if anyone would like to volunteer. Sarah Medary, Eugene City Manager and DEI Committee member volunteered to participate in the Local Government Big Thinker Group. Director Bell asked if City Manager Medary could provide an update to

the OCCMA Board (written or verbal) on what is happening with the group. She also noted it could be a nice article for the OCCMA Newsletter. President Powers will let Wally Bobkiewicz know Sarah Medary will participate from OCCMA.

D. Creation of a Northwest Women's Leadership Academy (NWWLA) Committee 3:39 pm

Director Fuller thanked the OCCMA Board for their support of the NWWLA. She explained over the years there have been several conversations about how to formalize the academy and feels making it part of the OCCMA committee structure could better integrate the program into OCCMA. She said it could operate like other committees but noted there are a few unique aspects which are outlined in the packet. One of these aspects is the ability of cohort members to continue being a part of the NWWLA through participation on a subcommittee or being a member of the Leadership and/or Steering Committee.

It was moved by Past President Nebel and seconded by Director Palmquist to make the NW Women's Leadership Academy an ad/hoc committee of OCCMA. Discussion ensued on the best way to incorporate this program into OCCMA moving forward, because it has more strength and depth than just being labeled as a committee. The motion passed unanimously (9 Yes [Bell, Brown, Fuller, Huff, Nebel, Palmquist, Powers, Marston, and Sjothun] 0 No, 0 Abstain, 2 Absent [Walsh and Mombert]).

E. Adopt update to Policy Annex "Article 10-Managers in Transition" 3:44 pm

Past President Nebel explained the Bylaws Committee is recommending the OCCMA Board adopt this policy which outlines what OCCMA would provide to Managers in Transition moving forward. He reviewed the six sections in the proposed article.

It was moved by Director Palmquist and seconded by Director Bell to adopt Article 10 – Members in Transition, as part of the OCCMA Policy Annex. Director Bell recommended a change to add "to managers in transition" to the last sentence of the policy annex in Section VI. Director Palmquist was agreeable to the change. The Senior Advisors were supportive of the addition of this article to the Policy Annex, but Sheila Ritz noted she has heard the expense of the reputation management services can be prohibitive. The motion passed unanimously (9 Yes [Bell, Brown, Fuller, Huff, Nebel, Palmquist, Powers, Marston, and Sjothun] 0 No, 0 Abstain, 2 Absent [Walsh and Mombert]).

F. 2022 OCCMA Dues Structure 3:54 pm

Jamie Johnson-Davis, LOC Finance Director requested the Board allow her to continue to refine an alternative dues structure throughout the next year and to keep the current structure as is for 2022. She would like some more time to study the ICMA structure, which is how the current OCCMA dues are structured, but to continue to explore the possibility of setting the dues based on city population similar to the LOC dues structure. The Board will continue this discussion at their retreat in November.

G. Senior Advisor Evaluations 4:00 pm

President Powers explained senior advisor evaluations occur every two years and noted they are in the packet. He thanked all the senior advisors for the work they have done to help managers across the state. President-Elect Susie Marston also thanked the senior advisors for their work and noted they are appreciated throughout the state. She has heard from Larry Lehman that he would like to step down from his role as a senior advisor. Wes Hare noted a comment in the evaluations regarding the desire for there to be more diversity among the pool of senior advisors. He would be willing to give up his seat to allow

for more diverse representation. David Clyne said he fully agrees and would like to see a more inclusive group. In addition, he also urged the OCCMA Board to rethink the science of evaluations and explained his reasoning behind stopping them while he was a City Manager. Past President Nebel recommended the Support for Managers Committees confirm which advisors would like to be reappointed for an additional two years and then discuss the reappointment process at the retreat.

Discussion ensued on senior advisors serving in interim roles and whether this is something that needs to be evaluated further. LOC Operations and Member Engagement Director Christy Wurster noted Greg Bielawski, ICMA Senior Advisor Program Coordinator suggested senior advisors who take on a longer-term senior advisor responsibility should consider taking a leave of absence from their senior advisor role to focus on their interim responsibilities and return to their senior advisor role after completing their interim responsibilities. Past President Nebel said he would agree with this approach, because they will need to be more proactive with reaching out to managers in transition per the newly adopted Article 10 of the Policy Annex.

H. Committees

4:18 pm

❖ Reports and Action Items

1. Audit

Jamie Johnson-Davis said there has been a delay in getting the Audit Committee the items they need to review. She has reached out to SingerLewack to request an engagement letter on the 2021 financial review for OCCMA. That contract will be brought back to the OCCMA Board at the next meeting.

2. Bylaws

Past President Nebel said the Bylaws Committee will be working with the Ethics Committee to clean up the process for handling complaints. There are two amendments to the bylaws that the membership will be asked to vote on during the annual membership meeting.

3. Communications

Director Bell said the Communications Committee is working on the Quarter 4 newsletter and requested several items from members to include in the publication.

4. DEI

Director Sjothun said Sarah Medary, Eugene City Manager has offered to be the chair of the DEI Committee next year.

5. Ethics

Past President Nebel said there was a meeting prior to this meeting to discuss a specific ethics complaint. He explained ICMA handles ethics complaints when it comes to ICMA members with the input from a local fact-finding committee. OCCMA handles complaints that deal with OCCMA members that are not members of ICMA. He would like to see the Professional Development Committee explore training and educational options related to ethics at the OCCMA Conference. He emphasized that OCCMA members are subjected to peer review, and it is expected that members will cooperate with an investigation.

6. Host Committee

Past President Nebel said the feedback that was received at the ICMA Evaluation Committee was extremely positive. Attendees really enjoyed the social event on Tuesday night at Providence Park. The offsite tours and field experiences were also well received. The primary criticism was the need for more inspirational keynote speakers and there was some discussion of the challenges of the homelessness in Portland. He thanked the Host Committee and the subcommittee chairs for their hard work to make the conference a success. The last item of business is to complete a wrap-up report and for the committee chairs to submit their expenses to LOC staff by November 5, 2021. There will be a final Host Committee meeting scheduled to review the wrap-up report before the end of the year.

7. ICMA Liaison

President Powers said he attended the ICMA West Coast Regional meeting at the conference and noted there are some openings on the ICMA Executive Board. The deadline to submit an application for the Executive Board is January 14, 2022. OCCMA needs to have a representative serve on the Nominating Committee which is typically the incoming OCCMA President. President-Elect Marston agreed to serve on the Nominating Committee. ICMA is evaluating their dues structure in order address concerns regarding small cities and counties not being able to participate. He noted the theme of the West Coast meeting was the need for self-care and for ICMA to support their members. In addition, managers should also help promote the profession for younger professionals

8. Nominating

Past President Nebel said the board submitted the following slate of candidate to the membership for 2022:

- Scott Derickson, President Elect
- Aaron Palmquist, Director
- Andy Varner, Director
- John Walsh, Director

He noted it has been challenging to get geographic diversity on the OCCMA Board and encouraged the board to recruit members from non-represented regions to apply. President-Elect Marston suggested she could represent OCCMA at some of the regional small cities meeting throughout the state to promote the association and membership on the board.

9. Professional Development

President-Elect Marston shared the results of the OCCMA Summer Conference evaluations which were largely positive. She noted due to the cancellation of the LOC Annual Conference the OCCMA Board decided to move the Fall Workshop to be part of the NW Regional Managers Conference in March 2022. The Washington Association is still deciding on whether this event will be virtual or take place at Skamania Lodge, but she will continue to work with the planning committee to schedule the workshop.

10. Support for Managers

President-Elect Marston said the Support for Managers Committee has been holding monthly Zoom meetings. Dave Waffle led the charge to update the OCCMA Welcome Packet for new OCCMA members which is available on the website.

11. Oregon Latinos in Local Government (OLLG) Update

Angela Speier, Project and Program Coordinator explained this was placed in the packet to let the board know OLLG will be entering into an agreement with the Local Government Hispanic Network (LGHN).

I. Senior Advisor Update

4:58 pm

Dan Bartlett is working with the city of Wheeler to facilitate a training on city manager/council relations.

Sheila Ritz watched an ICMA webinar related to the future of work and encouraged members to watch it.

J. Other

5:00 pm

President Powers noted the OCCMA Annual Membership Meeting is taking place tomorrow, October 21 at 11:30 am. Past President Nebel agreed to serve as the Parliamentarian and Director Bell volunteered to be trained on the duties of the Parliamentarian so she can serve in future years.

K. Adjournment

5:05 pm

President Powers adjourned the meeting at 5:05 pm.

APPROVED by the OCCMA Board of Directors on November 18, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President

Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - September, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
3-4000 Conference Income				
3-4300 Fall Conference				
3-4303 Registration Fall Conference		7,500.00	7,500.00	100.00 %
Total 3-4300 Fall Conference		7,500.00	7,500.00	100.00 %
3-4400 Summer Conference				
3-4404 Registration Summer Conference	32,695.00	40,000.00	7,305.00	18.26 %
3-4407 Sponsorships	23,900.00	25,000.00	1,100.00	4.40 %
3-4411 Summer Wells/Jordan Scholarship		1,000.00	1,000.00	100.00 %
Total 3-4400 Summer Conference	56,595.00	66,000.00	9,405.00	14.25 %
3-4600 NW Women's Academy				
3-4606 NW Women's Leader Summit	6,850.00	15,000.00	8,150.00	54.33 %
3-4607 NW Women's Academy Donation	600.00		-600.00	
Total 3-4600 NW Women's Academy	7,450.00	15,000.00	7,550.00	50.33 %
Total 3-4000 Conference Income	64,045.00	88,500.00	24,455.00	27.63 %
3-4700 General Operations				
3-4701 Dues	46,967.77	41,000.00	-5,967.77	-14.56 %
3-4760 Board Retreat Meetings		5,000.00	5,000.00	100.00 %
3-4770 CIS Senior Advisor		2,500.00	2,500.00	100.00 %
3-4780 ICMA Senior Advisor	178.70	7,000.00	6,821.30	97.45 %
Total 3-4700 General Operations	47,146.47	55,500.00	8,353.53	15.05 %
Total Income	\$111,191.47	\$144,000.00	\$32,808.53	22.78 %
GROSS PROFIT	\$111,191.47	\$144,000.00	\$32,808.53	22.78 %
Expenses				
3-5100 Conferences				
3-5330 Fall Conference				
3-5334 Food & Beverage Fall		5,000.00	5,000.00	100.00 %
3-5335 Room Rental Fall		500.00	500.00	100.00 %
3-5339 Speakers Fall		5,000.00	5,000.00	100.00 %
Total 3-5330 Fall Conference		10,500.00	10,500.00	100.00 %
3-5440 Summer Conference				
3-5441 Activities Summer		3,000.00	3,000.00	100.00 %
3-5442 Administration Summer		500.00	500.00	100.00 %
3-5443 Audio/Trade Show Summer		1,000.00	1,000.00	100.00 %
3-5444 Food & Beverage Summer	19,317.29	30,000.00	10,682.71	35.61 %
3-5445 Lodging Summer		1,000.00	1,000.00	100.00 %
3-5446 Postage/Printing Summer	510.30	500.00	-10.30	-2.06 %
3-5447 Travel Summer		300.00	300.00	100.00 %
3-5448 LOC Summer Wells/Jordan Sch	512.50	1,000.00	487.50	48.75 %
3-5450 Speaker Summer	500.00	7,500.00	7,000.00	93.33 %
Total 3-5440 Summer Conference	20,840.09	44,800.00	23,959.91	53.48 %

Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - September, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
3-5600 NW Women Academy				
3-5601 LOC Admin Svcs NWWLA	2,500.00	2,500.00	0.00	0.00 %
3-5602 Other Administration	8,891.58	12,500.00	3,608.42	28.87 %
Total 3-5600 NW Women Academy	11,391.58	15,000.00	3,608.42	24.06 %
Total 3-5100 Conferences	32,231.67	70,300.00	38,068.33	54.15 %
3-6000 Operations Expense				
3-6001 LOC Services	19,312.47	28,000.00	8,687.53	31.03 %
3-6016 Board Functions		5,000.00	5,000.00	100.00 %
3-6020 Coaching Program	2,850.00	1,000.00	-1,850.00	-185.00 %
3-6021 Conference Calls		100.00	100.00	100.00 %
3-6027 Marketing/Supplies		5,000.00	5,000.00	100.00 %
3-6033 Miscellaneous	246.16	1,500.00	1,253.84	83.59 %
3-6034 Miscellaneous Credit Card Exp	2,582.01	2,000.00	-582.01	-29.10 %
3-6036 National/Committee Travel	0.00	1,500.00	1,500.00	100.00 %
3-6039 Newsletter		2,500.00	2,500.00	100.00 %
3-6042 Postage		400.00	400.00	100.00 %
3-6045 Printing, Fax		300.00	300.00	100.00 %
3-6051 Scholarships Charlie Henry	393.16	3,000.00	2,606.84	86.89 %
3-6054 Senior Advisor	1,762.02	14,000.00	12,237.98	87.41 %
3-6057 Web Support		1,500.00	1,500.00	100.00 %
3-6058 Audit		7,500.00	7,500.00	100.00 %
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00	100.00 %
3-6090 Contingency	81,901.00	81,901.00	0.00	0.00 %
Total 3-6000 Operations Expense	109,046.82	157,201.00	48,154.18	30.63 %
Total Expenses	\$141,278.49	\$227,501.00	\$86,222.51	37.90 %
NET OPERATING INCOME	\$ -30,087.02	\$ -83,501.00	\$ -53,413.98	63.97 %
NET INCOME	\$ -30,087.02	\$ -83,501.00	\$ -53,413.98	63.97 %

**OCCMA HOST COMMITTEE
2021 Budget**

	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 Proposed BUDGET	2021 Approved BUDGET	September Year to Date
Income						
3-4900 · Revenue				81,901	81,901	81,901
3-4900 · Sponsors				90,000	90,000	94,500
Total Income	0	0	0	171,901	171,901	176,401
EXPENSE						
3-6250 · ICMA Conference Portland	2,449	0	2,449	229,452	229,452	4,396
Total Expenses	2,449	0	2,449	229,452	229,452	4,396
Net Income (Loss)	(2,449)	0	(2,449)	(57,551)	(57,551)	172,005
Fund Balance, beginning year	-	-	-	57,551	57,551	57,551
Net Income (Loss)	(2,449)	(2,449)	(2,449)	(57,551)	(57,551)	
Fund Balance, end of year	(2,449)	(2,449)	(2,449)	-	-	57,551
OCCMA HOST COMMITTEE						
Beginning Cash	0		57,551	57,551	57,551	57,551
Transfers from OCCMA	57,551		0	0	0	
Total Ending Cash	57,551		57,551	0	0	229,556

Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Ashleen McGirk						
07/30/2021	Bill Payment (Check)	1343022	Yes		3-1001 Checking	-512.50
CIS Trust						
07/20/2021	Bill Payment (Check)	1273163	Yes	Property/Liability Ins- 2021-2022 Renewal	3-1001 Checking	-250.00
Gary Milliman						
07/30/2021	Bill Payment (Check)	1343046	Yes		3-1001 Checking	-305.45
Gresham						
09/15/2021	Bill Payment (Check)	1640503	Yes	Invoice no. 7070622	3-1001 Checking	-393.16
Hillsboro, City of						
06/02/2021	Bill Payment (Check)	1004831	Yes	Simone Brooks- OCCMA Summer Conf - cancel refunded	3-1001 Checking	-390.00
ICMA						
08/20/2021	Bill Payment (Check)	1471238	Yes		3-1001 Checking	-2,850.00
LOC						
07/19/2021	Bill Payment (Check)	1264881	Yes		3-1001 Checking	-2,145.83
07/19/2021	Bill Payment (Check)	1264879	Yes		3-1001 Checking	-2,500.00
07/19/2021	Bill Payment (Check)	1264883	Yes		3-1001 Checking	-2,145.83
07/21/2021	Bill Payment (Check)	1279492	Yes		3-1001 Checking	-2,145.83
Monmouth, City of						
06/02/2021	Bill Payment (Check)	1004834	Yes	Martha Wine dues refund - double payment	3-1001 Checking	-281.21
Mt. Bachelor Village Resort						
09/15/2021	Bill Payment (Check)	1640517	Yes	2021 OCCMA Summer Conference	3-1001 Checking	- 19,317.29



Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Salem Printing and Blueprint Inc						
08/18/2021	Bill Payment (Check)	1455568	Yes	Invoice no. 229507 &229717	3-1001 Checking	-510.30
SSW Consulting LLC						
07/30/2021	Bill Payment (Check)	1343029	Yes		3-1001 Checking	-566.68
Steve Patty						
09/15/2021	Bill Payment (Check)	1640555	Yes	OCCMA Summer conference 2021	3-1001 Checking	-500.00

Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Eileen Stein						
08/18/2021	Bill Payment (Check)	1455567	Yes	3-6250 Host committee planning meeting- expense reimbursement	3-1002 Host Committee Checking	-211.37
08/18/2021	Bill Payment (Check)	1455565	Yes		3-1002 Host Committee Checking	-128.36
Infinity Impressions LLC						
09/15/2021	Bill Payment (Check)	1640674	Yes	Invoice no. 031356	3-1002 Host Committee Checking	-991.65
Spencer Nebel						
08/18/2021	Bill Payment (Check)	1455563	Yes	Host Committee - Lodging reimbursement	3-1002 Host Committee Checking	-174.66



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: November 10, 2021
Subject: Summary of Contracts Executed on Behalf of OCCMA

There have not been any contracts executed on behalf of OCCMA since the last board meeting.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 5, 2021
Subject: Reva Feldman – Retired City Manager Membership

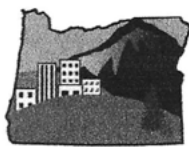
Reva Feldman has applied for retired membership in OCCMA. Article 4, Section 6 of the OCCMA Bylaws states that an individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board. Ms. Feldman has most recently served as the city manager of the city of Malibu. She has never worked in Oregon as a city manager but is retired from the profession in California.

Recommended Motion

I move to approve Reva Feldman's OCCMA application for retired membership.

Attachments:

1. Reva Feldman Application

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

2021 Membership Application Mid-Year Pro-Rated Form

Please print legibly

NAME Reva Feldman

JOB/TITLE Retired - City Manager

CITY/AGENCY Malibu, CA

EMAIL ADDRESS reva@revafeldman.org

MAILING ADDRESS (INCLUDE CITY AND ZIP) same

STREET ADDRESS (INCLUDE CITY AND ZIP) Lake Oswego 97035

LISTSERV & MEMBERS-ONLY WEBSITE NOT AVAILABLE TO COOPERATING MEMBERS

**I WISH TO BE ON
THE OCCMA LISTSERV****I DO NOT WISH TO BE ON
THE OCCMA LISTSERV**► MY LISTSERV EMAIL ADDRESS IS: reva@revafeldman.org**DIRECTORY**Which contact number(s) would you like
published in the 2021 OCCMA directory?
(If not specified, office phone and fax only.)OFFICE
NUMBERHOME
NUMBERFAX
NUMBERCELL
NUMBER

OFFICE

FAX

HOME

CELL

MEMBERSHIP CLASSIFICATION & RENEWAL FEES**NOTE:** For all membership categories except students, the 2021 membership fees no longer include a 15% dues surcharge to go toward the 2021 ICMA Annual Conference to be held in Portland, Oregon.*Which membership
classification is right for
you? (descriptions on
reverse side)***ACTIVE MEMBER**
(see calculation, right)**HONORARY MEMBER**
(complimentary)**RETIRED MEMBER**
(complimentary)**LIFETIME MEMBER**
(complimentary)**AFFILIATE MEMBER**
\$90 flat fee**COOPERATING MEMBER**
\$90 flat fee**STUDENT MEMBER**
\$30 flat fee**MANAGER IN TRANSITION**
(complimentary for the
first year in transition)**ACTIVE MEMBERSHIP DUES CALCULATION**

Formula: .00191705 times total annual salary in excess of \$5,000 plus base dues.

Line 1. Annual Salary	\$	
Line 2. Add deferred comp.	\$	
Line 3. Total salary, Line 1+2	\$	
Line 4. Less \$5,000	\$	(5,000.00)
Effective salary, line 3-4	\$	
Line 5. Line 4 x 0.001667	\$	
Line 6. Add base dues	\$	44.50
Line 7. Total, line 6 + 7	\$	
TOTAL Pro-Rated Fee to be Paid (one-half of line 8)	\$	

I have read and I endorse and agree to abide by the International City/County Management Association's Code of Ethics as a condition to my membership in the Oregon City/County Management Association.

[Signature]

MEMBER SIGNATURE

10/26/21

DATE

Return completed form and payment to: OCCMA, 1201 Court St. NE #200, Salem, OR 97301, or fax (503) 399-4863, or email Christy Wurster at cwurster@orcities.org. Credit card payments accepted, please call (503) 588-6550.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Host Committee
Date: November 9, 2021
Subject: Report from Host Committee

The OCCMA Host Committee has two important tasks to complete before their role comes to an end this calendar year. The first will be to reconcile the final finances for our role in supporting the 107th ICMA Annual Conference held in Portland. This includes a number of direct reimbursements for work that was done on behalf of the OCCMA Host Committee by ICMA, and OCCMA's commitment to provide sponsorship funds for the main events. The second responsibility is to complete a final report closing out the activities of the Host Committee in sponsoring this event. This will be a report that we will keep on file in the event that OCCMA sponsors a future ICMA annual conference in the next couple of decades, and of more immediate importance, provide guidance to the future Host Committees of ICMA conferences. There will be one final meeting of the Host Committee, probably in early December, to review the final allocation of funding, and review the draft final report for the event. This completion date is contingent upon ICMA providing us with the invoices for direct reimbursement due to ICMA for expenses occurred on behalf of our Association.

Finally, Eileen Stein and I participated in the ICMA Evaluation Committee's review of the virtual aspects of the conference. There continued to be good comments from those speaking about the in-person conference in Portland, as well. The only critical comment was made in regard to the lack of venues for eating around the convention center. Otherwise, both the virtual and in-person conference has continued to receive very good reviews from the Evaluation Committee from the meeting held in Portland after the conference, and from the teleconference held on November 5.

Respectfully submitted,

Spencer R. Nebel
Co-Chair
OCCMA Host Committee

Cc: Joe Gall and Eileen Stein, Co-chairs



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Steve Powers, President, OCCMA
Date: November 5, 2021
Subject: Consideration of Assistance to OCCMA Executive Positions

The Oregon City/County Management Association (OCCMA) is patterned after the International City/County Management Association (ICMA). OCCMA has been well represented by Oregon managers and assistants participating in all aspects of ICMA, from governance, ethics, conference planning and evaluation to the committees and task forces that keep professional local government relevant and responsive. The partnership has been beneficial to OCCMA, ICMA, and our members.

Oregon is a state of small cities and counties. Constitutional limitations constrain the revenues available to local governments. Professional memberships are often the first casualties of budget cuts, making ICMA membership out of reach for some cities and counties.

OCCMA members who are not ICMA members are excluded from fully participating in ICMA. If OCCMA's leadership is unable to engage with ICMA, Oregon's contribution at the national/international level is hampered. City and county managers and assistants who have chosen to give their time at the state level should have the opportunity to participate at the international level.

By OCCMA funding the ICMA membership for the OCCMA President Elect, President, and Past President if they are not ICMA members, the Board would be ensuring that executive officers chosen by their state peers would be fully participating with ICMA. Offering the assistance may also be an incentive for OCCMA members from our smaller jurisdictions to consider being OCCMA president.

The estimated annual budget impact is less than \$3,000. The OCCMA budget can accommodate the expense. ICMA dues are .008% of salary for the chief administrator, deputy, or assistant.

Recommended Motion

OCCMA fund the ICMA membership for OCCMA President-elect, President, and Past President if the nominees have not been ICMA members for at least two years prior to their nomination to those OCCMA executive positions.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: Update on Counseling and Reputation Management Services

Staff met with Anna Meiners, Vice President of Customer Success with Cascade Centers, Inc. Cascade Centers is CIS's EAP provider. Ms. Meiners indicated they have set up counseling programs for similar organizations. She said there will be a monthly fee associated with the service and then OCCMA would be billed an hourly rate once the service is utilized. Staff indicated OCCMA would like to cover the cost of up to three free counseling sessions per manager in transition.

Cascade Centers is working on quote for service which will be provided to the directors at the board meeting for further discussion.

Staff has also reached out to ICMA and the team at TripepiSmith to discuss if OCCMA can partner with them to offer reputation management services for OCCMA Managers in Transition.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 5, 2021
Subject: Declare Senior Advisor Vacancies

During the October 21, 2021 Support for Manager's Committee Meeting Senior Advisors Wes Hare and Larry Lehman expressed their desire to retire from their Senior Advisor roles.

Wes Hare Region 5 Benton, Jefferson, Lane, and Linn counties

Larry Lehman Region 8 Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties

The appointment process for a Senior Advisor can be found in Article 8 of the OCCMA Bylaws Policy Annex.

1. When there is a vacant Senior Advisor position created by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal of an incumbent or a decision to increase the total number of Senior Advisor positions, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members.
2. Members shall have 30 days from the date of the notice to apply for the position or recommend a candidate to the OCCMA President. Potential candidates shall submit a letter of interest and a resume to the President. 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.

There are certain qualifications that must be met for the role:

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.

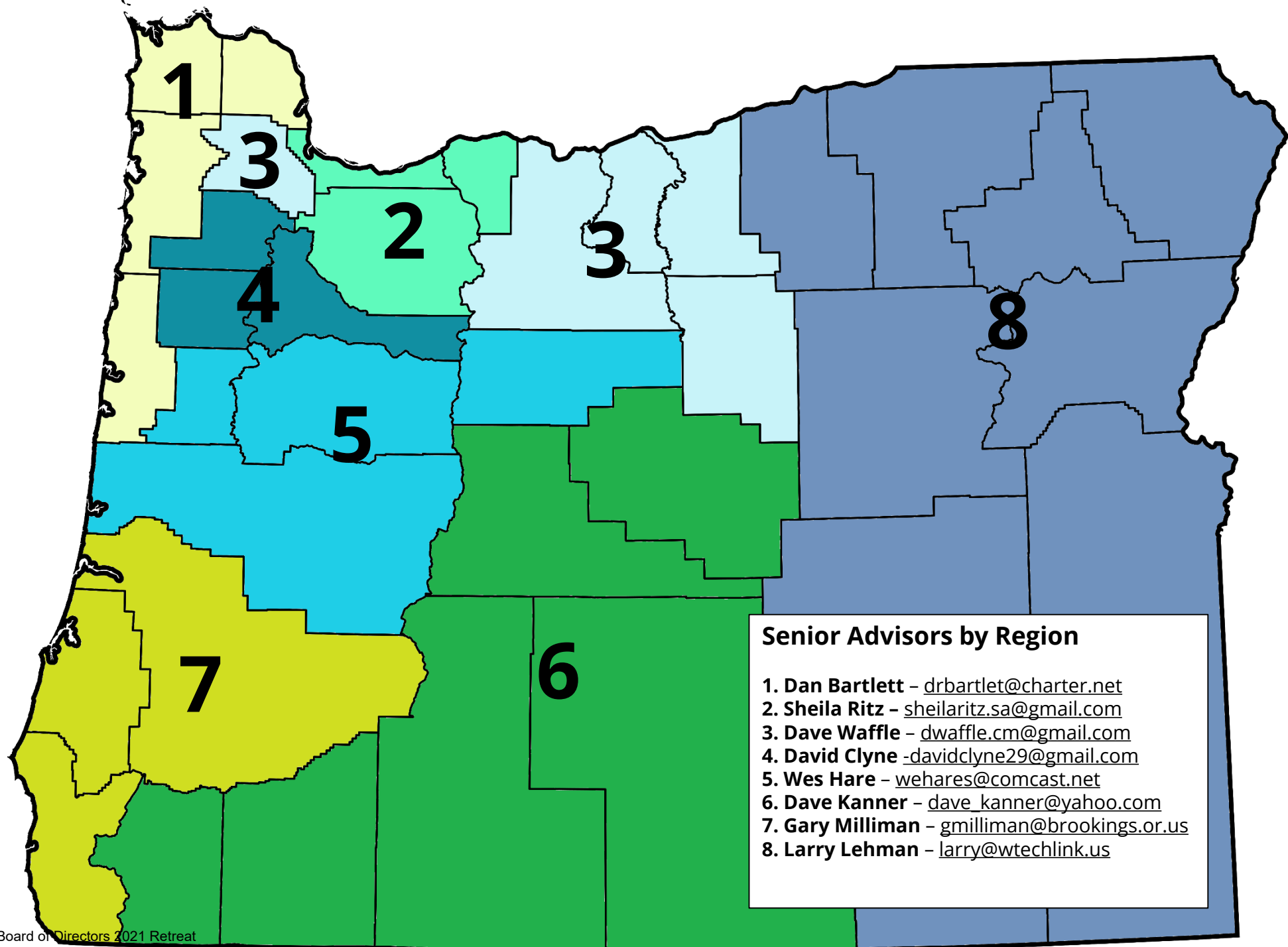
Past recruitments have asked interested candidates to complete an application form and to submit a resume and statement of interest. For this recruitment staff is recommending interested individuals submit a resume and statement of interest only. The draft recruitment specifies the items that need to be included in the statement of interest.

Attachments:

1. Map of Senior Advisor Regions
2. Draft recruitment announcement

Recommended Motion

I move to declare Senior Advisor Regions 5 and 8 vacant and direct staff to begin the recruitment process.





OCCMA IS SEEKING APPLICATIONS FOR REGIONS 5 AND 8 SENIOR ADVISORS

DESCRIPTION: The Oregon City/County Management Association (OCCMA) is soliciting applications for the Region 5 and Region 8 Senior Advisor positions. Senior advisors provide the counsel, experience, and support of respected, retired managers of the profession for city, county and COG chief administrators and assistants. Senior advisors help with personal and professional issues of managers, advise managers in transition, and keep in contact with all the managers in the region. They help with membership recruitment and take part in ICMA and OCCMA activities. Advisors serve one-year terms with up to two-year reappointments after the first year. This is a volunteer position, with some eligible reimbursable expenses.

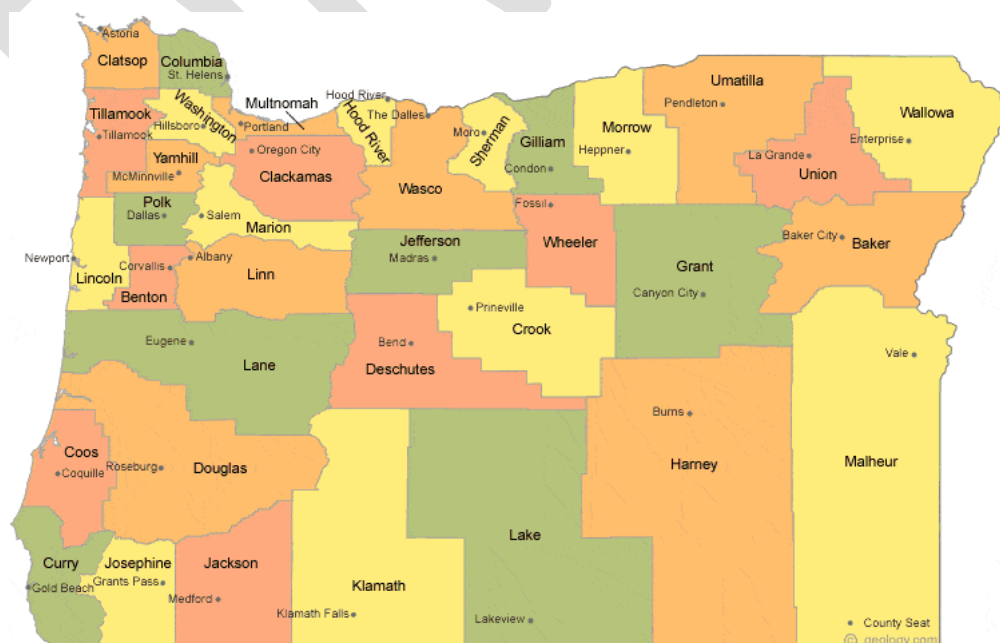
For more information please visit OCCMA and ICMA's websites. Questions can be directed to Angela Speier at aspeier@orcities.org or (503) 540-6599.

ABOUT REGION 5: Region 5 includes cities in Benton, Jefferson, Lane, and Linn counties

ABOUT REGION 8: Region 8 includes cities in Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties

HOW TO APPLY: Submit a resume and statement of interest to Angela Speier at aspeier@orcities.org by December 31, 2021. The statement of interest should include the following:

- Indicate which region you would like to serve and how well you know the city managers and assistant city managers in that region.
- Length of time as a member of ICMA and OCCMA.
- A statement indicating you have read and understand the requirements, qualifications, and time commitment to be a Senior Advisor for OCCMA and ICMA.





OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: November 5, 2021
Subject: 2022 OCCMA Board Calendar

This is a list of tentative/proposed dates some of which are set by the bylaws and policies.

January 28*

OCCMA Board of Directors Meeting
Location: Virtual

March 18

OCCMA Board of Directors Meeting
Location: Skamania Lodge, Stevenson, Washington

July 22

OCCMA Board of Directors Meeting
Location: Eagle Crest, Redmond

September 1*

OCCMA Board of Directors Meeting to determine Board of Directors Nominations
Location: Virtual

October 4

OCCMA Board of Directors Meeting
Location: Riverhouse, Bend LOC Conf

October 5

OCCMA Annual Membership Meeting
Location: Riverhouse, Bend LOC Conf

November 17-18

OCCMA Board of Directors Retreat
Location: Oregon Gardens, Silverton

*These dates are tentative.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Chair of the Ethics Committee
Date: November 9, 2021
Subject: Investigation Process for Ethics Complaints

Attached is a draft of the OCCMA rules for enforcement of the ICMA Code of Ethics for your review. This has been developed by Marty Wine and myself based on our experiences as Presidents of OCCMA and dealing with ethics complaints. Provisional rules were adopted by the OCCMA Board in 2019 to address an ethics complaint that had been received by President Marty Wine. There were no procedures in place to address ethics complaints at that time. The provisional rules were developed from sample policies provided by ICMA for the state of Michigan and the state of Arizona. The provisional rules have been lacking in some specifics which has delayed the process of dealing with ethics complaints.

Marty and I spent an afternoon going through our existing policy, and adding much greater specifics as to the responsibility of the OCCMA President, the OCCMA Past-president, the Ethics Committee Chair, and the Fact-finding Committee regarding reports of possible violations of the Code of Ethics. The attached draft assigns specific responsibilities for various aspects of the process of reviewing, evaluating, and adjudicating an ethics complaint. Section 4 of the policy contains this process. In addition, Section 9 has been added to outline the disposition of ethics investigation records. ICMA keeps the complaints for 30 years, after which they are destroyed. This retention is done in the event that a member may be subject to a subsequent ethics violation.

The draft policy provides that the OCCMA Secretary/Treasurer will keep a secure file with the contents from each investigation. This file will only be reviewed in the event that the member subject to the investigation is involved in a subsequent complaint, otherwise, these records will remain sealed. This excludes complaints which involve a public censure, expulsion, or membership bar. These records shall be kept open to inspection and review.

Please take time to review this policy and be prepared to discuss it at the retreat. Following the retreat, and incorporating any general comments from the Board, this item will be brought to the Ethics Committee. Jamie Hefner, LOC Assistant League Counsel, has also agreed to review the policy before it is brought back to the Board for possible approval in January. A review will also be conducted by the Bylaws Committee, prior to this time.

Respectfully submitted,

Spencer R. Nebel
Chair, OCCMA Ethics Committee

cc: Marty Wine, OCCMA Past-president
Attachment: Draft OCCMA Rules

DRAFT 3 – Working Revision Copy
OCCMA Rules for Enforcement
of the ICMA’s Code of Ethics

Section 1. ICMA Code of Ethics

The ICMA Code of Ethics define the principles that serve as the foundation for the local government management profession and set the standard for excellence. Article 11 of the OCCMA Bylaws adopts the ICMA Code which requires OCCMA members to govern their conduct in accordance with the Code and its associated guidelines, and provides that members will submit to peer review for any allegations of unethical behavior. The Board shall have the authority to take disciplinary action up to and including expulsion from the Association, against any member which, in its judgment, may be appropriate to maintain the professional standards of the Association. Disciplinary action for violations of the Code of Ethics may include public censure in which notice is given to members of OCCMA, the governing body of the member’s, employer, and media, indicating that the Association strongly disapproves of such conduct.

Section 2. Complaints Against Oregon ICMA Members

Any complaints against members of OCCMA who are also members of the International City/County Management Association (ICMA) shall be forwarded by the OCCMA President to ICMA. Ethics complaints can also be directly submitted to ICMA. The rules of procedure for ICMA will apply to the investigation of reported violations of the Code of Ethics for all ICMA members. The President of OCCMA will appoint a fact-finding committee, when requested by ICMA, to investigate any ethics complaints of OCCMA members who are also members of ICMA. OCCMA will not conduct separate investigation of these complaints for those who are members of both organizations. OCCMA will accept sanctions as final for ethics violations made by ICMA. If ICMA issues a sanction of expulsion, or a bar of membership to ICMA, those same actions will be applied to OCCMA membership. A copy of the ICMA sanctions shall be kept by the Secretary/Treasurer of OCCMA for OCCMA members as provided by this policy.

Section 3. Complaints Against OCCMA Members

OCCMA is responsible for the investigation of ethics complaints against members of OCCMA who are not members of ICMA. The following policy outlines OCCMA’s process to enforce provisions of the ICMA Code of Ethics, including investigation and enforcement of any complaints and/or violations of the Code of Ethics. The OCCMA Board of Directors (Board) shall be responsible for making final decisions on matters pertaining to the enforcement of the Code of Ethics. The OCCMA Ethics Committee (Committee) shall be responsible for implementing these rules and shall have specific duties as set forth in this policy.

- A. **Timelines:** It is the intention that this policy be carried out carefully but expeditiously to minimize the time during which a member may be subject to possible disciplinary action while also ensuring the fairness of the process.

- B. **Conflicts of Interest:** No person may participate in the investigation or adjudication of a complaint brought under these Rules if that person's participation would otherwise create, or appear to create, a conflict of interest.
- C. **Ethics as a Foundation of Membership:** All members of the OCCMA are subject to the ICMA Code of Ethics and are subject to sanctions for any violations whereof which occur during their membership. As a condition of membership, the OCCMA membership application shall include a provision that requires OCCMA members to acknowledge and adhere to the ICMA Code of Ethics. A member may be subject to sanctions for a violation, which continues while he or she is a member even though the conduct in question originated prior to admission for membership.
- D. **Former OCCMA Members:** If a complaint is made against a person who was an OCCMA member at the time the alleged violation occurred, but who is not a member of the OCCMA at the time the complaint is made, the complaint will be processed under this policy only if the former member agrees in writing. In no event shall consideration be given for an individual's re-admission to membership in OCCMA until an outstanding and unresolved complaint against the individual for conduct while formerly an OCCMA member has been reviewed in accordance with this policy. The OCCMA shall retain jurisdiction over an investigation of a respondent who, before the conclusion of the investigation, resigns from the OCCMA or otherwise allows his or her membership to elapse.

Section 4. Ethics Complaint Resolution

- A. Complaints shall be received by the President of OCCMA, or the President-elect, if the President has a conflict of interest relating to the complaint. The form of complaint may be a written complaint or other written information from any source indicating that a violation of the Code may have occurred. The complainant may remain anonymous.
- B. Complaint Evaluation Process: the guidelines for addressing complaints received of violations of the Code of Ethics are as follows:
 - 1. Receipt of the Complaint. The complaint is directed to the OCCMA President. The President will determine whether the subject of the complaint (respondent) is an ICMA member or an OCCMA member.
 - 2. Complaints Regarding ICMA Members.
 - a) If the subject of the complaint is an ICMA member, the complaint will be forwarded to the ICMA Executive Director or designee for review by ICMA by the President. ICMA may request that the OCCMA President appoint a fact-finding committee to investigate the complaint. If a sanction is made by ICMA, then the President will be notified, and this communication will be placed in a confidential file with the Secretary/Treasurer of OCCMA in accordance with these provisions.
 - b) If the subject of a complaint is an OCCMA member who is not an ICMA member, then the President will call a meeting of the President, Past-President, and Ethics Chair to review the complaint. If the complaint is clear, then the complaint will proceed to the next step. If additional information is required, the Ethics Chair will request information from the complainant, and once this information is reviewed, the President, Past-President and Ethics Chair will

make a determination that, if the alleged violation occurred, could constitute a violation of the Code of Ethics. If that determination is made, the complainant will be investigated as provided in this policy. If a determination is made that the facts in the complaint do not constitute a violation of the Code, then the President will notify the complainant of this conclusion and the matter will be closed.

3. Notification to the Respondent.

a) The Chair of the Ethics Committee will provide written notification via registered mail marked 'Personal and Confidential' to the respondent that a complaint has been received regarding possible violations of the Code by that respondent. The notification should include:

- The nature of the complaint, including the Code Tenets that may have been violated;
- A copy of the complaint, if not submitted anonymously, or a summary of the complaint, if the complaint would reveal the confidentiality of the complainant;
- A copy of the ICMA Code of Ethics with guidelines;
- A copy of the OCCMA Rules of Procedures for Enforcement of the ICMA Code of Ethics.

b) The respondent will be provided 30 days to provide a response to the complaints and any questions posed by the Ethics Committee Chair. If there is no response, the complaint will proceed to subsection 6.

4. Respondent's Reply.

a) If the respondent indicates that the facts are correct, then the complaint will go to subsection 6 for review by the Ethics Committee.

b) If the respondent contests the facts as provided in the complaint, then the Ethics Committee Chair will appoint a fact-finding committee of members of the Ethics Committee, or other members, including senior advisors, who will investigate and objectively review the facts of the case. The Fact-finding Committee will consist of at least three members.

5: Fact-Finding Committee Responsibilities.

a) The Fact-finding Committee will conduct an investigation of the facts surrounding the complaint, and prepare a report for the Ethics Committee. The Fact-finding Committee members are encouraged to use non-governmental email addresses and other private communications to avoid creating public records that could be subject to a public records request and to protect the confidentiality required for this review.

b) The Fact-finding Committee will request the OCCMA Secretary/Treasurer to review the ethics files to determine if any previous complaints have been investigated regarding the respondent. If a previous investigation has occurred, the Secretary/Treasurer will provide a copy of the materials to the Fact-finding Committee for their review.

c) The Fact-finding Committee will contact the complainant and the respondent to determine facts and clarify issues relating to the complaint. The Fact-finding Committee may collect any additional information or interview other potential witnesses as to the facts surrounding the complaint. The Fact-finding

Committee will be aware of maintaining the confidentiality of the complaint and investigation in their efforts to collect necessary information.

d) The Fact-finding Committee will determine the facts of the case but will not make a recommendation regarding possible sanctions that could be imposed to address any possible violations.

e) The Fact-finding Committee will forward their report to the Ethics Committee Chair. The Ethics Committee Chair will forward a copy of the confidential report to members of the Ethics Committee, and also provide the respondent a copy of the report. If the complaint was filed anonymously, all references that would identify the complainant will be redacted from the copy of the report forwarded to the respondent by the Ethics Committee Chair.

f) The respondent will have 15 days to provide a written response to the Ethics Committee Chair regarding the findings of the Fact-finding Committee. This response, if provided, will be provided to the Ethics Committee as part of their review.

6. Ethics Committee Review.

a) The Ethics Committee will meet in executive session to review the information provided by the Fact-finding Committee, the respondent's response, if provided, and the Committee will determine whether any additional information needs to be obtained. If the matter is referred back to the Fact-finding Committee, no determination will be made as to whether a violation of the Code has occurred until a following meeting is scheduled by the Ethics Committee Chair to review any additional requested information on the complaint. The Fact-finding Committee will participate in this meeting.

b) If the Ethics Committee determines that the facts of the complaint are sufficiently clear, then the Committee will report to the OCCMA Board of Directors as to whether a violation occurred, and if a violation occurred, recommend an appropriate sanction to the OCCMA Board for consideration. The Ethics Committee Chair will prepare a written report for the OCCMA President who will schedule an executive session of the Board for review of the findings of the Ethics Committee.

7. OCCMA Board of Directors Review of Ethics Committee Report.

a) The OCCMA Board will meet in executive session with the Ethics Committee Chair and the Fact-finding Committee to review the report from the Ethics Committee. Following the review, discussion, investigation, and recommendation from the Ethics Committee, the Board may:

- Refer the matter back to the Ethics Committee for further information;
- Determine that a violation of the Code did not occur to close out the complaint;
- Determine that a violation of the Code did occur, and determine the appropriate sanctions for the violation.

b) If the Board determines that a violation of the Code did not occur, the President will provide notice to the respondent of this finding and notice provided to the complainant indicating that this matter has been closed.

c) If the Board determines that a violation occurred, notice will be sent to the respondent by the President of this determination. The letter will include the

sanctions imposed to address the Code violations. The respondent will have 15 days in which to request a hearing of the determination of the Board. If no response is provided, then the determination previously issued stands as the final communication to the respondent. A letter will be sent to the complainant indicating the outcome of this action.

d) If the respondent requests a public hearing, then the hearing will be scheduled with an executive session for the Board, Ethics Committee Chair, and the Fact-finding Committee to meet with the respondent as provided in Section 5 'Ethics Hearings.' Following the hearing, the Board will meet to determine final action on the Ethics complaint. The President will prepare a letter to be sent to the respondent, and a letter to the complainant indicating the outcome of this complaint, and any sanctions imposed.

Section 5 Ethics Hearings

- A. **Requested Hearings:** In the event a respondent requests a hearing, the following procedure shall govern conduct pursuant to this policy. The hearing shall be conducted by the Board, which shall be convened by the OCCMA President. The hearing shall be conducted as an executive session. Hearings may be virtual or in-person.
- B. **Hearing Notice:** Within thirty (30) calendar days of receiving a request for a hearing, the President shall notify the respondent by registered or certified mail that a hearing has been scheduled before the Board. The hearing date shall not be earlier than thirty (30) calendar days after the date the notice is postmarked. The notice shall also state that the respondent has a right:
 - 1. To appear personally at the hearing;
 - 2. To be accompanied and represented at the hearing by an attorney or other representative;
 - 3. To review all documentary evidence, against him or her, in advance of the hearing (unless the complaint has been requested to be anonymous in which case identifying information will be redacted);
 - 4. To cross-examine any witness who testifies against him or her at the hearing; and
 - 5. To submit documentary evidence and to present testimony, including the respondent's, in his or her defense, at the hearing.
 - 6. The respondent may request witnesses appear at the hearing. The President will determine if the witnesses are germane to determine whether a violation of the Code has occurred.
 - 7. The meeting may be conducted virtually as determined by the President.
- C. **Rules of Evidence:** The Board shall not be bound by any formal rules of evidence but may accord appropriate weight to the evidence based on its relevance and reliability.
 - 1. The Fact-finding Committee report shall be admissible evidence at the hearing.
 - 2. The Board may not hear evidence of any alleged ethics violation by the respondent that was not related to the initial investigation.

- D. **Hearing Agenda:** At any hearing conducted under these Rules, the Chair of the Ethics Committee or designee, shall first present evidence in support of the subcommittee's report and the Ethics Committee's recommendation. Upon conclusion of the presentation, the respondent shall have the opportunity to present evidence in his or her defense, and the Chair of the Ethics Committee shall have the right to question or cross-examine any witness testifying at the hearing.
- E. **Decision of the Board:** Within thirty (30) calendar days of the conclusion of the hearing, the Board shall render a decision in the case. The decision shall be in writing, communicated by the OCCMA President, and shall include a statement of the reasons therefore. Only evidence which was put before the Board and the Ethics Committee may be considered as a basis for the decision.

Section 6. Sanctions for Code Violations

- A. **Violation Sanctions:** The Board may impose sanctions on an OCCMA member who is found to have violated the Code of Ethics in accordance with these Rules. In determining the kind of sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violations, the level of professional or public responsibility of the individual, and any other factors, which bear upon the seriousness of the violation.
- B. **Sanction Types:** The following sanctions may be imposed singularly or in combination at the end of an investigation and/or hearing under these rules:
1. Private Censure: A letter to the respondent and the complainant indicating that the respondent has been found to have violated the Code of Ethics, that the OCCMA disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions.
 2. Public Censure: Written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media, indicating that a violation of the Code of Ethics took place, that the OCCMA strongly disapproves of such conduct, and the nature of the sanction(s) imposed. Notice shall also be published in the OCCMA newsletter.
 3. Expulsion: Written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media indicating that the respondent's membership privileges in the OCCMA have been revoked. Notice shall also be published in the OCCMA newsletter.
 4. Membership Bar: If the respondent is no longer a member of the OCCMA, written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media that the respondent has been barred from re-admission. Notice shall also be published in the OCCMA newsletter.
- C. **Criminal Conduct:** Upon receiving documented evidence that (1) a member has been found guilty of criminal conduct after trial by a judge or a jury, (2) the member's conduct violates the Code of Ethics, and (3) the conduct occurred

while the person was a member of the OCCMA, the President may (a) ask the Ethics Committee to commence an investigation in accordance with the Initiation of Procedures section of this policy; or (b) defer consideration until the person has exhausted all legal appeals or the time for legal appeals has expired.

Section 7 Confidentiality

- A. **Confidentiality:** OCCMA, the Board of Directors, Ethics Committee, Fact-finding Committee, and others involved on behalf of OCCMA with the investigation and hearings shall treat all aspects of complaints, investigations, hearings, and procedures as confidential.
- B. **Private Censure:** Private Censure shall be kept confidential with the complainant and respondent being notified of the results.
- C. **Other Actions:** Public Censure, expulsion and membership ban shall be handled in accordance with Section 4 of this policy.
- D. **Association Business:** Investigations of other complaints are associated with membership in OCCMA. Communications relating to an ethics complaint shall be conducted using non-governmental email addresses and other private communications to avoid creating public records that could be subject to a public records request.

Section 8 Use of Legal Counsel

- A. **Legal Counsel:** The Board is authorized to secure legal counsel to represent the OCCMA and, more specifically, the Ethics Committee and any subcommittees it may establish during an investigation of alleged violations against the Code of Ethics. OCCMA shall provide professional liability coverage to assist and protect the OCCMA and the participants in this process.

Section 9 Ethics Investigation Records

- A. **Records of Investigation.** Upon conclusion of an ethics investigation, all materials will be placed in a sealed envelope or file labeled 'Confidential Ethics Investigation.' Ethics Complaints that are unfounded or result in a private censure should be sealed. Public censures, membership bars and expulsion should be kept in a file that is subject to review. The envelope or file will include the name of the respondent only, will not indicate whether sanctions were imposed by the Board, and will identify a date thirty years from the date of the Board decision in which the Secretary/Treasurer will destroy the file.
- B. **Access to Ethic Complaint Files.** Envelopes shall remain sealed unless there is a subsequent ethics complaint being investigated by the Ethics Committee of the member previously investigated. In this event, the Secretary /Treasurer will provide a copy of the contents of the envelope to the Ethics Committee Chair. Information regarding past ethical violations will be considered when investigating the new complaint. Upon completion of the investigation, the files

will be returned to the Secretary/Treasurer for inclusion in the most recent ethics violation investigation.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: Bylaws Discussion

The OCCMA Bylaws were amended during the October 20, 2021 OCCMA Board and October 21, 2021 OCCMA Annual Membership meetings. Over the course of 2021 some questions have been raised requiring direction from the OCCMA Board of Directors moving forward. Staff recommends updating the OCCMA Bylaws in 2022 to formally reflect the interpretation made by the Board of Directors.

The first question is whether the LOC Annual Conference is considered a reimbursable expense for senior advisors under Article 8, Section 5 of the Policy Annex (Page 16) as it is not specifically listed as an eligible expense. Senior Advisors shall be reimbursed for certain expenses in fulfilling their responsibilities outlined as follows:

1. Meeting with members within their assigned region.
2. Attending membership meetings within their assigned region.
3. Attending meetings of the association board or general membership and association sponsored events and conferences.
4. Attending the Northwest Regional Managers Association Conference.
5. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.
6. Other activities as specifically requested by the Senior Advisor and approved by the Board.

The second question is related to which membership classifications are allowed on the OCCMA listserv. Currently, the following classifications are allowed:

- Active members
- Affiliate members
- Student members
- Retired members
- Honorary members
- Lifetime members

In addition, the cohort members from the NWWLA receive a complimentary membership to OCCMA which includes listserv access. The only classification not allowed on the listserv is cooperating members. Staff would like to ensure this is still the desire of the OCCMA Board moving into the membership drive.

The third item is related to end-of-year and pro-rated dues. Article 5, Section 2 of the Policy Annex (page 13) indicates a new member's initial dues may be prorated by 50% if the member joins after June 30. Does this apply to all member categories (active, affiliate, cooperating, and student) or just active members whose dues are based on their salary? In addition, we have had several individuals sign up towards the end of 2021. Should there be an end-of-year dues rate or should membership be complimentary for the last two months or the last month of the year.

The fourth item is related to lapsed membership dues. Article 10, Section 5 (page 7) indicates that 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. As we move into the membership drive, we want to ensure this means that all individuals with lapsed membership will need to pay the previous year or years dues before they become active members again.

Attachments:

1. OCCMA Bylaws – Updated 10-21-2021

Oregon City/County Management Association Bylaws and Policy Annex

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 three years, or for a longer period if authorized by a majority vote of the Board. Annual membership dues will be waived for up to three years while the member remains in transition and actively pursuing other eligible employment in Oregon. 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 may be terminated immediately by the Board. 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 in the Oregon City/County Management Association. All active members are required to govern their conduct in accordance with the ICMA Code and its associated guidelines. Active members are further required to submit to a peer-to-peer review of 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. Disciplinary action may include public censure wherein notice is given to other members of OCCMA, the governing bodies of appropriate cities and counties, and/or news media outlets that a violation of the code has taken place and that OCCMA strongly disapproves of such conduct.

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. On September 28, 2017 the Constitution and Bylaws were repealed and replaced with Bylaws and a Policy Annex. Includes amendments approved on September 27, 2018 and October 21, 2021.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX

ARTICLE 1

Purpose

Section 1. Article 6, Section 6 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies 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 take immediate effect upon the Board adoption. The Bylaws and Policies Committee will give a 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.

Section 2. The policy annex shall include a date indicating when policies are adopted and revised.

Adopted 9-28-2017; Amended 9-27-2018

ARTICLE 2

Meetings / Conferences

Section 1. 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. The OCCMA President is the Chair of the annual Membership meeting. At the annual Membership meeting of the Association, an agenda shall be available that includes the following:

- Call to Order;
- Roll call;
- Minutes;
- Correspondence;
- Financial Report;
- President's Report;
- Announcement of the Board meeting schedule;
- Bylaws or Policy Amendments;
- Committee Reports;
- Election of officers;
- Other business;
- Adjournment.

Section 2. PARLIAMENTARIAN. The President shall appoint a parliamentarian for the annual Membership meeting. The parliamentarian shall advise the President on any questions of order. The President shall decide all points of order, including interpretations of the By-Laws and the Policy Annex, which decisions shall be final and not subject to appeal.

Section 3. CONFERENCE AND BOARD MEETING DATES: The Board and the Board elect shall meet annually in November to establish the Association's goals and Board meeting dates for the upcoming fiscal year. The Spring Conference, if hosted by the Oregon City/County Management Association, shall be set by the Board of

Directors, and shall be held during the spring. 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 Membership meeting shall be held in conjunction with the League of Oregon Cities Conference. The Board may approve changes in this schedule and report any changes to the membership.

Section 4. BOARD OF DIRECTOR'S MEETINGS CONDUCTED VIA EMAIL:

- A. Any board member may make a motion via email.
 - 1. The subject line should include the word "Motion."
 - 2. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
 - 3. 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.
- B. 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.
- C. 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.
- D. Email motions can only be voted up or down and cannot be amended.
- E. 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.
- F. The member who proposed the motion may withdraw it at any time prior to approval.
- G. The s Secretary-Treasurer 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-Treasurer should forward the email to the others.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 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:

- A. At the first meeting of the Board in the new calendar year, the President appoints no less than three individuals to serve on the Nominating Committee, with the Immediate Past President to serve as Chair.

- B. On, or before July 1, the Secretary-Treasurer will publish a notice indicating which positions must be filled in the upcoming election and invite members who are interested to apply for open positions. 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
- C. July 30 is the deadline for applications.
- D. The Secretary-Treasurer will review the applicants to determine whether 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.
- E. At least forty-five days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and the recommended nominees for election.
- F. At least thirty days prior to the annual meeting, the President will call a special meeting (via email or telephone) to vote to forward a list of nominees for election to the membership
- G. Notice of the nominees will be provided in the agenda packet distributed approximately ten days prior to the annual meeting via the OCCMA website and/or OCMMA list serve.
- H. 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.
- I. At the annual meeting, the President will present the list of nominees approved by the Board to the membership.
- J. 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 candidates as a slate as presented by the Board of Directors, and a voice vote on the motion will be made.
- K. 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.

Adopted 9-28-2017; Amended 7-13-2018.

ARTICLE 4 *Annual Budget*

Section 1. BUDGET PREPARATION: In accordance with Article 10.2 of the Bylaws, 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:

- A. The Secretary-Treasurer shall prepare a draft budget in consultation with the President Elect for presentation at the annual Board retreat in November.
- B. At the annual Board retreat, the current Board and Board-Elect will review the draft budget and provide comments to the Secretary-Treasurer and President Elect on any suggested modifications to the draft budget.
- C. At the first meeting of the Board in the new calendar year, the Board will review, modify, and formally adopt the budget.

Adopted 9-28-2017; Amended 9-27-18

ARTICLE 5

Reimbursement and Financial Policies

Section 1. TRAVEL EXPENSES:

- A. When used in this policy, the term “travel expenses” means and is limited to:
 - 1. The costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever would be less;
 - 2. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out of state and travel by air is least cost to the Association;
 - 3. Hotel or motel accommodations at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held;
 - 4. Actual expenses for meals including gratuities in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed;
 - 5. Registration fees for ICMA Annual Conference, Northwest Regional Conference (when held outside of Oregon), and the ICMA West Coast Regional Conference; and
 - 6. Incidental expenses, to include but not limited to, long distance telephone charges, copy charges, transportation and luggage handling tips, dry cleaning, at an amount not to exceed \$5/day.
- B. President Travel Expenses: Within 30 days of travel, the President may request reimbursement for travel expenses to attend the ICMA Conference, Northwest Regional Conference (when held outside of Oregon), ICMA West Coast Regional Conference, ICMA committee meetings, and Field Visits (when the field visit was approved by the Board). No reimbursement shall be provided for attendance at the annual League of Oregon Cities conference. The President may designate a board member to attend meetings on the President’s behalf and receive reimbursement pursuant to this policy.
- C. Board Member Travel Expenses: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Provided however that any meals provided as part of the meeting, facility/meeting room and audio-visual equipment costs shall be paid by the Association.
- D. ICMA Committee Member Travel Expenses: 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.

- E. Travel Expenses for Members in Transition: Board Members or Active Association members appointed to an ICMA Committee who are in transition may make requests to the Board for reimbursement of travel expenses incurred to attend Association business meetings.
- F. Procedure for Expense Reimbursement: The OCCMA Secretary-Treasurer (or designee) will develop an expense report form that is consistent with this policy for persons to use when submitting a reimbursement request. A person who is eligible for reimbursement under this policy shall send the request for reimbursement along with the expense report, which must include receipts substantiating the expense, to the OCCMA Secretary-Treasurer (or designee) within thirty days of the last day of travel in which the expense was incurred. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses. Any disputed reimbursements shall be reviewed and settled by the Board.

Section 2. DUES: The OCCMA membership year runs January 1 through December 31. A new member's initial dues may be prorated by 50% if the member joins after June 30. On a regular basis, the OCCMA Secretary-Treasurer (or designee) will verify that all applicants for membership have paid dues within thirty-days of application.

Section 3. FINANCIAL CONTROLS: All check payments shall require two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee).

Section 4. AUDIT: The Association shall budget for and hire an independent auditor to review the Association's financials on a periodic basis not to exceed five years.

Policies on League Reimbursement, Expense Reimbursement, and Proration of Dues adopted 9-28-2017; combined and amended 9-27-2018.

ARTICLE 6

Member Directory and Member Communications

The Association will maintain a directory of members on the website that includes all active members of the Association. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all public officials of an eligible organization 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.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 7

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 an experienced member. The experienced member, or Coach, provides assistance, advice, counsel and support to the new member. OCCMA has an affiliation with International City Managers Association (ICMA) who will assist the member to obtain a coach. Every effort will be made to obtain a coach who is also an Oregon manager.

Section 2. ASSIGNMENT OF COACHES:

1. Register on "CoachConnect" at <https://icma.org/icma-coaching-program>. You do not need to be a member of either ICMA or OCCMA to participate.
2. You will be invited to choose a prospective coach. Once completed, the system will connect coaches and prospects by email.

Section 3. OCCMA's Role. OCCMA will support the ICMA coaching program for its members by identifying adequate numbers of coaches who are familiar with being a manager in Oregon. Coaches will be appointed by the President, prior to and announced at the annual meeting. A minimum of 3 coaches will be appointed with an emphasis on diversity.

The association will also support the program by promoting the program to its membership. A web page will be created which points members to the ICMA coaching program and the association will write an article about the program in its magazine at least annually.

Adopted 9-28-2017; Amended 10-13-2020

ARTICLE 8

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 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. When there is a vacant Senior Advisor position created by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal of an incumbent or a decision to

increase the total number of Senior Advisor positions, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members.

2. Members shall have 30 days from the date of the notice to apply for the position or recommend a candidate to the OCCMA President. Potential candidates shall submit a letter of interest and a resume to the President. 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. After the first term, the Board will conduct a review to assess whether expectations 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. 30 days before a review the membership shall be notified and may provide comments to the President.
4. ICMA, OCCMA Board or the Senior Advisor may terminate an appointment with written notification.

Section 3. 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. Also, make contact 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, at regional managers' meetings, or any other venue that affords 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. Attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area, if possible.
- G. Attend meetings of the 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 Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the President and ICMA Senior Advisor Coordinator.
- J. 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. Assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA when requested.
- 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 Board shall consult with the Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the Senior Advisor Program. ICMA will provide 50% reimbursement to the Association for eligible and budgeted Senior Advisor expenses. Any changes to the budget shall be communicated to ICMA for approval by ICMA in accordance with the ICMA/OCCMA Sponsor Agreement.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors shall be reimbursed for certain expenses in fulfilling the responsibilities outlined in this policy as follows:
 - 1. Meeting with members within their assigned region.
 - 2. Attending membership meetings within their assigned region.
 - 3. Attending meetings of the association board or general membership and association sponsored events and conferences.
 - 4. Attending the Northwest Regional Managers Association Conference.
 - 5. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.
 - 6. Other activities as specifically requested by the Senior Advisor and approved by the Board.
- B. The following expenses are eligible for reimbursement:
 - 1. Mileage for private automobile travel at current IRS-approved rates for in state travel for business expenses.
 - 2. Hotel or motel accommodations at a conference hotel for a basic room, or at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held.
 - 3. Actual expenses for meals in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed at moderate prices and at meeting events.
 - 4. Registration fees unless 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.

6. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out-of-state and travel by air is least cost to the Association.
 7. Reimbursement shall not be provided for out-of-state travel (except for the Northwest Regional Managers Meeting, and the ICMA Annual Conference), unless authorized by the Board.
 8. Reimbursement for attendance at the ICMA Annual Conference is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.
- C. In accordance with the ICMA Senior Advisors Program Manual, complimentary registrations shall be provided to Senior Advisors as follows:
1. The Association shall provide complementary registrations for the attending Association sponsored events.
 2. ICMA shall provide complementary registration for attending the ICMA Annual Conference.
- D. Procedure for Expense Reimbursement:
1. Once a quarter 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) for the preceding quarter.
 2. The OCCMA Secretary-Treasurer (or designee) shall authorize payment for expenses incurred by the Senior Advisor(s) 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 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 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 Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The Board shall enter into an agreement with ICMA for Joint Support of the Senior Advisor Program. In addition, the 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.
- D. The President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 9

Policy Annex Attachments

Section 1. Article 13 "Indemnification" of the Oregon City/County Management Association Bylaws provides that a current summary of insurance coverage be included as part of the policy annex. The current certificate of coverage will suffice for this purpose. A change in insurance coverage or a new certificate of coverage, does

not constitute a change of policy with the notice requirements as outlined in Article 6, Section 6 “Promulgation of Policies” of the Bylaws.

Section 2. Article 10, Section 3 “Financial Management” provides that the agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the policy annex.

Section 3. Any multiyear agreements, memorandums of understanding, affiliate agreements, or other similar types of agreements approved by the Board of Directors shall be attached in whole or as a summary in the policy annex. The Board’s approval of these types of agreements do not constitute a policy change, in accordance with Article 6, Section 6 “Promulgation of Policies”, and can be approved by majority vote at the meeting in which the agreement is introduced.

Adopted 9-27-2018.

ARTICLE 10

Managers in Transition

Section 1. MEMBERS IN TRANSITION: OCCMA provides that active members who have resigned or been removed from a position in local government, may retain Active Membership in accordance with Article 4 Section 2 of the Bylaws subject to provisions in the bylaws.

Section 2. OCCMA CONFERENCES AND TRAINING SESSIONS: Registration fees for conferences and training sessions offered by OCCMA will be waived for active members who are in transition at the time of registration for that OCCMA conference or event.

Section 3. TRAVEL AND LODGING STIPEND: Active members in transition who are appointed to an ICMA Committee may request reimbursement of travel expenses from the Board to attend meetings on behalf of OCCMA.

Section 4. SENIOR ADVISORS: Active members in transition will be contacted by a senior advisor upon notice of separation from their employer. A senior advisor will be assigned to contact the member in transition on a monthly basis to offer advice and guidance during the transitional time.

Section 5. COUNSELING SERVICES: OCCMA will provide up to three visits to a pre-selected counseling service for managers in transition.

Section 6. REPUTATION MANAGEMENT SERVICES: OCCMA offers reputation management services to its members. OCCMA provides online reputation management services to prevent and repair threats to a manager’s online reputation. The OCCMA will provide a reduced cost of fees for these services to managers in transition.

Adopted 10-20-2021.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX ATTACHMENTS

A. Required Attachments per Bylaws:

1. ARTICLE 13 of the Bylaws: Certificate of Insurance from C.I.S.
2. ARTICLE 10 Section 3. Financial Management: Contract for Services with the League of Oregon Cities.
Effective Date: July 1, 2021
Termination Date: June 30, 2024.

B. Board Agreements, Memorandum of Understandings, and Affiliate Agreements:

1. Affiliate agreements between ICMA and OCCMA:
Effective Date: July 19, 2019
Termination Date: Indefinite.
2. Joint support of the Senior Advisory Program with ICMA:
Effective Date: May 9, 2018
Termination Date: Indefinite.
3. Affiliate relation between the Alliance for Innovation and OCCMA:
Effective Date: May 1, 2018
Termination Date: April 30, 2019, but automatically renews unless a written notice is provided.
4. OCCMA Host Committee Memorandum of Authorization:
Effective Date: September 29, 2018
Termination Date: December 31, 2021.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: 2022 OCCMA Committees

On September 20, 2021 staff began soliciting for OCCMA committee membership. Attached to this memo is a list of OCCMA members who have volunteered to serve on a committee in 2022. The president will need to appoint additional members to the Audit Committee and the Nominating Committee. Article 10, Section 4 of the OCCMA Bylaws state the Audit Committee shall consist of the president-elect and two other directors appointed by the president. Article 7, Section 2 states that the Nominating Committee is to be made up of not less than three members, including the immediate past president.

Article 9 of the OCCMA Bylaws gives the president authority to make appointments to standing and ad/hoc committees. In addition, the president shall also assign board members as liaisons to the standing committees to monitor committee activities and provide reports to the board and at the annual meeting. Each committee shall be chaired by an OCCMA member appointed by the president. The OCCMA president should also appoint volunteers to the NWWLA Steering Committee, Leadership Team, and Subcommittees which have been included in the summary list of volunteers.

In addition to their requested committees (see attachment 2), the following individuals have indicated their willingness to serve on one or more committees if needed:

Robb Corbett	City Manager	Pendleton	1
Ray Towry	City Manager	Sweet Home	1
Brian Latta	City Manager	Dallas	2
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County	Any
Marty Wine	City Manager	Monmouth	2
Jordan Wheeler	City Manager	Sandy	Any

During the October 20, 2021 meeting the board discussed creating an ad/hoc committee to review changes to the 2023 OCCMA dues structure.

Staff would like the OCCMA Board to discuss the committee assignments and provide the following recommendations to the president: 1) assign additional members to committees in need, including adding a 2023 Dues Ad/Hoc Committee; 2) assign board liaisons; and 3) recommend the chairs of each committee.

Suggested Motion

I move that President Powers make the committee assignments as discussed.

Attachments:

1. 2021 Committee Rosters
2. 2022 Committee Requests



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

2021 OCCMA Committees

Standing Committees

Audit

Steve Powers, Chair	City Manager	Salem
Dan Huff	City Manager	Molalla
Susie Marston	City Manager	Gervais

Bylaws & Policy

Spencer Nebel, Chair	City Manager	Newport
Robb Corbett	City Manager	Pendleton
Rodger Craddock	City Manager	Coos Bay

Ethics

Dan Huff, Co-Chair	City Manager	Molalla
Spencer Nebel, Co-Chair	City Manager	Newport
Heidi Bell, Co-Chair	City Manager	Donald
Keith Campbell	City Manager	Stayton
Gary Milliman	Senior Advisor	
David Milliron	City Administrator	North Bend
Marty Wine	City Manager	Monmouth

Nominating

Spencer Nebel, Chair	City Manager	Newport
Dan Huff	City Manager	Molalla
Rachael Fuller	Manager in Transition	

Professional Development

Susie Marston, Chair	City Manager	Gervais
Phillip Cooper	Professor of Public Administration	PSU
Kristie Hammitt	Assistant City Manager	Eugene
Dan Huff	City Manager	Molalla
Zoe Monahan-Mombert	Assistant to the City Manager	Wilsonville
Masami Nishishiba	Associate Professor	PSU
Aaron Palmquist	City Manager	Irrigon
Sara Singer Wilson	President	SSW Consulting, LLC
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Dan Weinheimer	City Manager	Newberg

Support for Managers

Susie Marston, Chair	City Manager	Gervais
Sherilyn Lombos	City Manager	Tualatin
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Dan Bartlett	Senior Advisor	
David Clyne	Senior Advisor	
Wes Hare	Senior Advisor	
Dave Kanner	Senior Advisor	
Larry Lehman	Senior Advisor	
Gary Milliman	Senior Advisor	
Sheila Ritz	Senior Advisor	
Dave Waffle	Senior Advisor	
Greg Bielawski	ICMA Senior Advisor	
Patricia Martel	West Coast Regional Director	

Ad Hoc Committees

Diversity, Equity, and Inclusion

Brian Sjothun, Chair	City Manager	Medford
Martha Bennett	City Manager	Lake Oswego
Abigail Elder	Director, Office of the Mayor	Beaverton
Megan George	Deputy City Manager	Tualatin
Jerry Gillham	City Manager	Sutherlin
Sarah Medary	City Manager	Eugene
Zoe Monahan-Mombert	Assistant to the City Manager	Wilsonville
Aaron Palmquist	City Manager	Irrigon
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Michael Thomas	City Administrator	Amity
Rachael Fuller	Manager in Transition	
Dan Weinheimer	City Manager	Newberg

Communications

Heidi Bell, Chair	City Manager	Donald
William Scott Jorgensen	City Administrator	Rainier
Marty Wine	City Manager	Monmouth
Gary Milliman	Senior Advisor	

ICMA Liaison

Adam Brown, Chair	City Manager	Ontario
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ICMA Host Committee

Joe Gall, Co-Chair	Chief Utility Relations Officer	Clean Water Services
Spencer Nebel, Co-Chair	City Manager	Newport
Eileen Stein, Co-Chair	Interim Deputy Director, Business and Community Services	Clackamas County
Cynthia Alamillo	City Manager	Manzanita
Dan Bartlett	Senior Advisor	
Martha Bennett	City Manager	Lake Oswego
Stephanie Betteridge	Chief Innovation Officer	Bend
Ben Bryant	Assistant City Manager	Happy Valley
Jan Carothers	President	Carothers, Bornefeld & Associates
Zachary Chamberlin	MPA Candidate	PSU
Kristie Hammitt	Assistant City Manager	Eugene
Susan Hartnett	Strategic Projects Manager	Portland
Anne Heath	City Administrator	Coburg
Anthony Hooper	Deputy City Manager/Public Works Director	Lake Oswego
Erik Jensen	Principal	Jensen Strategies
Michael Jordan	Director, Portland Bureau of Environmental Services	Portland
Brian Latta	City Manager	Dallas
Kelsey Lewis	Management Analyst II	Tualatin
Sherilyn Lombos	City Manager	Tualatin
Megan Messmer	Project Manager	Florence
Richard Meyers	City Manager	Cottage Grove
Cory Miskey	City Manager	Sisters
William Monahan	Principal/Attorney	Integrity Public Management
Timothy Mongin	Convention Services Manager	Travel Portland
Ann Ober	City Manager	Milwaukie
Aaron Palmquist	City Manager	Irrigon
Megan Phelan	Assistant City Manager	Lake Oswego
Steve Powers	City Manager	Salem

Amanda Rapinchuk	MPA Candidate	PSU
Erin Reynolds	City Manager	Florence
Gary Schmidt	County Administrator	Clackamas County
Catherine Schneider	Planning & Management Analyst	Multnomah County
Lindsey Shafer	Senior Legislative Assistant	Clark County
Sara Singer Wilson	President	SSW Consulting, LLC
Brian Sjothun	City Manager	Medford
Ashley Sonoff	Sponsorship & Partnership Coordinator	Lake Oswego
Rachel Sykes	Assistant Public Works Director	Lake Oswego
Madison Thesing	Assistant to the City Manager	Lake Oswego
Jeff Towery	City Manager	McMinnville
Doris Towery		
Peter Troedsson	City Manager	Albany
Jeanna Troha	Assistant City Manager	Wilsonville
Tim Troxel		
Dave Waffle	Senior Advisor	
Dan Weinheimer	City Manager	Newberg
Marty Wine	City Manager	Monmouth
Christy Wurster	Operations & Member Engagement Director	LOC



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

2022 OCCMA Committee Requests

Standing Committees

Audit

Scott Derickson	City Administrator	Woodburn
Vacant		
Vacant		

Bylaws & Policy

Spencer Nebel	City Manager	Newport
Robb Corbett	City Manager	Pendleton
Ray Towry	City Manager	Sweet Home
Brian Latta	City Manager	Dallas
Justin Hogue	Deputy County Administrator/Business Services Director	Yamhill County
Aaron Palmquist	City Manager	Irrigon

Ethics

Spencer Nebel	City Manager	Newport
David Clyne	Senior Advisor	
Keith Campbell	City Manager	Sherwood
Ray Towry	City Manager	Sweet Home
Bryan Cutchen	Manager-in-Transition	
Brian Latta	City Manager	Dallas
David Milliron	City Administrator	North Bend
Gary Milliman	Senior Advisor	
Marty Wine	City Manager	Monmouth
Martha Bennett	City Manager	Lake Oswego
Jordan Wheeler	City Manager	Sandy

Nominating

Steve Powers	City Manager	Salem
Justin Hogue	Deputy County Administrator/Business Services Director	Yamhill County
Vacant		

Professional Development

Scott Derickson, Chair	City Administrator	Woodburn
Masami Nishishiba	Professor	PSU
Greg Dirks	City Manager	Wood Village
Ray Towry	City Manager	Sweet Home
Dan Weinheimer	Manager-in-Transition	
Nina Vetter	City Manager	Gresham
Phillip Cooper	Professor	PSU
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Aaron Palmquist	City Manager	Irrigon
Stephanie Betteridge	Chief Innovation Officer/Assistant City Manager	Bend

Support for Managers

Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Ray Towry	City Manager	Sweet Home
Aaron Palmquist	City Manager	Irrigon
Jordan Wheeler	City Manager	Sandy
Dan Bartlett	Senior Advisor	
David Clyne	Senior Advisor	
Dave Kanner	Senior Advisor	
Gary Milliman	Senior Advisor	
Sheila Ritz	Senior Advisor	
Dave Waffle	Senior Advisor	
Vacant	Senior Advisor	
Vacant	Senior Advisor	
Greg Bielawski	ICMA Senior Advisor	
Patricia Martel	West Coast Regional Director	

Ad Hoc Committees

Diversity, Equity, and Inclusion

Sarah Medary	City Manager	Eugene
David Clyne	Senior Advisor	
Martha Bennett	City Manager	Lake Oswego
Masami Nishishiba	Professor	PSU
Joe Samaniego	City Manager	Tangent
Bryan Cutchen	Manager-in-Transition	
Megan George	Deputy City Manager	Tualatin
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County
Marty Wine	City Manager	Monmouth
Stephanie Betteridge	Chief Innovation Officer/Assistant City Manager	Bend
Spencer Nebel	City Manager	Newport

Communications

Marty Wine	City Manager	Monmouth
Ray Towry	City Manager	Sweet Home
Nina Vetter	City Manager	Gresham
David Milliron	City Administrator	North Bend

2023 Dues Committee

Vacant		
Vacant		

ICMA Liaison

Ray Towry	City Manager	Sweet Home
Brian Latta	City Manager	Dallas
Justin Hogue	Deputy County Administrator/Business Services Director	Yamhill County
Travis Kennison	ICMA Fellow	Salem
Eileen Stein	Interim Deputy Director, Business and Community Services	Clackamas County

NWWLA Steering Committee

Alissa Angelo	Interim City Manager	Stayton
Martha Bennett	City Manager	Lake Oswego
Melissa Hodnett	Senior Budget Analyst	Bend

Sherilyn Lombos	City Manager	Tualatin
Andi Howell	Transit Director	Sandy
Liz Newton	Councilor	Tigard
Jessica Harper	Livability Manager	Gresham
Aquilla Hurd-Ravich		

NWWLA Leadership Team

Megan Phelan, Chair	Assistant City Manager	Lake Oswego
Rachael Fuller	Interim Assistant County Administrator	Washington County
Megan George	Deputy City Manager	Tualatin
Chris Bailey	Public Works Director	Albany
Kari Duncan		Rockwood Water People's Utility District
Emily Robertson	Policy and Administration Manager	MCDD
Sara Singer Wilson	Consultant	SSW Consulting

NWWLA Administrative & Logistics Subcommittee

Chris Bailey, Chair	Public Works Director	Albany
Monica Morris	Administrative Services Officer/HR Director	Hood River
Sambo Kirkman	Senior Planner	Beaverton
Randi Heuberger	Accountant	Stayton

NWWLA Curriculum Subcommittee

Megan George, Chair	Deputy City Manager	Tualatin
Jessica Harper	Livability Manager	Gresham
Emily Bower	Director of Urban Renewal	Gresham
Julie Hajduk	Community Development Director	Sherwood

NWWLA Recruitment & Selection Subcommittee

Kari Duncan, Chair		Rockwood Water People's Utility District
Nicole Hendrix	Senior Management Analyst	Tigard
Zoe Mombert	Assistant to the City Manager	Wilsonville

NWWLA Engagement & Communications Subcommittee

Emily Robertson, Chair	Policy and Administration Manager	MCDD
Courtney Knox Busch	Strategic Initiatives Manager	Salem
Marcie Wily	Assistant Director/HR	Hood River P&R District
Andi Howell	Transit Director	Sandy



OCCMA

**Oregon City/County
Management Association**

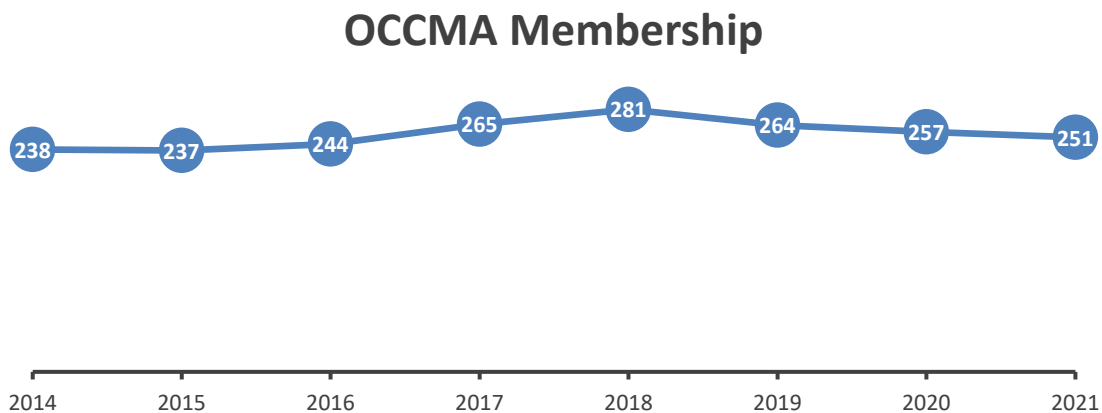
A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: 2022 Membership Drive

As of November 9, 2021, OCCMA had received 289 applications for membership. The specific breakdown between membership classifications is included on the right:

Most are active members in the association. In addition, most come from cities with only eight active members from counties. The figure below shows that membership declined this past year by eight members, with seven being from the category of ICMA Complimentary. This category was not tracked in the LOC database during 2021. The figure below tracks the membership since 2014 and does not include lifetime and honorary members in the association.

Active	179
Affiliate	25
Cooperating	4
Honorary	2
Lifetime	36
Retired	34
Student	6
Managers in Transition	3
TOTAL	289



Staff is beginning to prepare for the 2022 Membership Drive. Below is a timeline for the drive.

December

- Finalize all membership drive materials including the 2022 OCCMA dues form, thank you for joining letter, and thank you for renewing letter from the OCCMA President.
- Update the OCCMA website with the new membership forms.
- Announce the membership information on the listserv and send emails to the chief administrative officer of each city with instructions on how to sign-up.
- Members will have the option to renew through the paper form or electronically. Advertise the membership drive in the LOC Bulletin.

January

- Monthly reminder emails will be sent to those who have not yet renewed or paid their membership.
- Staff will continue to advertise the membership drive in the LOC Bulletin.

February

- All previous year's memberships expire on February 1, 2022 and all members who have not paid will be removed from the OCCMA listserv.
- Monthly reminder emails will be sent to those who have not yet renewed or paid.
- Staff to confirm all board and committee members have renewed.

March

- Monthly reminder emails will be sent to those who have not yet renewed or paid.
- Final invoices will be issued to those who applied but have yet to pay.

This agenda item is for discussion purposes only and there is no action required unless the board would like to make changes to the fee schedule or renewal process. The fee schedule is included in the updated dues form.

Attachments:

1. Updated membership letter
2. Updated dues form
3. Updated thank you for joining letter
4. Updated thank you for renewing letter



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: City/County Managers, Administrators, Assistants, Recorders, and COG Directors
From: Susie Marston, 2022 OCCMA President
Date: November 18, 2021
Subject: 2022 OCCMA Membership

Dear Colleagues:

The Oregon City/County Management Association (OCCMA) is an organization of managers, administrators, and assistants from throughout the State of Oregon. Our mission is to support and energize our members, and the profession in order to foster responsible, local government with the objective of improving the sustainability and livability of Oregon communities.

As incoming President of OCCMA, I invite you to either renew your membership or become a member of the association for the 2022 calendar year. OCCMA exists to support professional local government management by increasing the knowledge and ability of administrators and managers, promoting the exchange of information between the members, and sustaining the functions, principles and goals of the International City/County Management Association (ICMA).

Membership in OCCMA provides the following benefits to help meet these obligations:

- Access to the OCCMA list serve (for active and affiliate members)
- Access to the members only portion of the website at www.occma.org
- Support service from the OCCMA Senior Advisor Program
- Networking opportunities
- Professional development opportunities:
 - NW Regional Manager's Conference, March 15-18, Skamania Lodge, Washington
 - OCCMA Summer Conference, July 19-22, Eagle Crest Resort, Redmond, Oregon
 - Fall Manager's Workshop, October 5, Riverhouse, Bend, Oregon

Be sure to review the categories of membership and the ICMA Code of Ethics, which has been adopted by OCCMA before signing the membership form. You may also renew your membership online by visiting www.occma.org and clicking the Join Us tab. If you have any questions about membership, please contact Angela Speier at aspeier@orcities.org or by phone at 503-540-6599. Also consider joining the ICMA to become part of the international network for local government management professionals.

I look forward to working with you to continue bringing excellent, professional development and support services to the local government managers in the State of Oregon in 2022!

Sincerely,

Susie Marston, Gervais City Manager
2022 OCCMA President



2022 Membership Application

Please print legibly

NAME ▲

JOB/TITLE ▲

CITY/AGENCY ▲

EMAIL ADDRESS ▲

MAILING ADDRESS (INCLUDE CITY AND ZIP) ▲

STREET ADDRESS (INCLUDE CITY AND ZIP) ▲

REGISTER HERE FOR 2022 LISTSERV

LISTSERV & MEMBERS-ONLY WEBSITE NOT AVAILABLE TO COOPERATING MEMBERS

☐ I WISH TO BE ON
THE OCCMA LISTSERV

☐ I DO NOT WISH TO BE ON
THE OCCMA LISTSERV

► MY LISTSERV EMAIL ADDRESS IS: _____

► Renewal forms must be received prior to February 1, 2022 or you will lose your listserv membership on February 1, 2022.

DIRECTORY

Which contact number(s) would you like published in the 2022 OCCMA directory?
(If not specified, office phone and fax only.)

☐ OFFICE
PHONE

☐ HOME
PHONE

☐ FAX
NUMBER

☐ CELL
PHONE

OFFICE

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FAX

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HOME

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CELL

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MEMBERSHIP CLASSIFICATION & RENEWAL FEES

Which membership classification is right for you? (descriptions on reverse side)

☐ ACTIVE MEMBER
(see calculation, right)

☐ HONORARY MEMBER
(complimentary)

☐ RETIRED MEMBER
(complimentary)

☐ LIFETIME MEMBER
(complimentary)

☐ AFFILIATE MEMBER
\$90 flat fee

☐ COOPERATING MEMBER
\$90 flat fee

☐ STUDENT MEMBER
\$30 flat fee

☐ MANAGER IN TRANSITION
(complimentary for up to three years in transition)

ACTIVE MEMBERSHIP DUES CALCULATION

Formula: .00191705 times total annual salary in excess of \$5,000 plus base dues.

Line 1. Annual Salary	\$	
Line 2. Add deferred comp.	\$	
Line 3. Total salary, Line 1+2	\$	
Line 4. Less \$5,000	\$	(5,000.00)
Line 5. Effective salary, line 3-4	\$	
Line 6. Line 5 x 0.001667	\$	
Line 7. Add base dues	\$	44.50
Line 8. Total, line 6 + 7	TOTAL TO BE PAID	\$

I have read and I endorse and agree to abide by the International City/County Management Association's Code of Ethics as a condition to my membership in the Oregon City/County Management Association.

MEMBER SIGNATURE

DATE

Return completed form and payment to: OCCMA, 1201 Court St. NE #200, Salem, OR 97301, or fax (503) 399-4863, or email aspeier@orcities.org. Credit card payments accepted, please call (503) 540-6599.

MEMBERSHIP CLASSIFICATIONS

ACTIVE	<p>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 three years, or for a longer period if authorized by a majority vote of the Board. Annual membership dues will be waived for up to three years while the member remains in transition and actively pursuing other eligible employment in Oregon. 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 may be terminated immediately by the Board. The Board may consider requests for refunding dues. The decision of the Board shall be final.</p>
AFFILIATE	<p>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.</p>
COOPERATING	<p>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.</p>
STUDENT	<p>Any person registered as a student in a college or university public administration program or is currently working in a career in public management.</p>
RETIRED	<p>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.</p> <p>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.</p>
HONORARY	<p>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.</p>
LIFETIME	<p>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.</p> <p>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.</p>

Revised 11/10/2021



OCCMA

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

Date

Dear :

Thank you for joining OCCMA for 2022. We have an exciting year ahead, as OCCMA is sponsoring two major activities to bring managers together to focus on professional topics and training.

- **OCCMA Summer Conference, July 19-22** at Eagle Crest Resort in Redmond. This conference is an opportunity for developing professional and personal skills as well as relationships with colleagues.
- **Fall Workshop, October 5** at the River House on the Deschutes in Bend. OCCMA holds its annual business meeting and one-day training session during the League's Annual Conference in October.
- Although not sponsored by OCCMA in 2022, we are working with the Washington planning group to offer a workshop at the **Northwest Regional Managers Conference, March 15-18** at Skamania Lodge, WA.

In addition to these activities, OCCMA sometimes sponsors or co-sponsors more specialized seminars, coaching opportunities and training programs at a variety of locations in Oregon and the Northwest. We publicize the availability of these programs on our website – www.occma.org – and through our quarterly newsletter sent to all members. Our website also includes an online membership directory that is continuously updated. To access the 'members only' area of our website, your user id is: _____ and your password is: _____.

During the year, managers can stay connected with and ask questions of fellow managers on the OCCMA listserv. Many members have found this service of value when they need to do a quick survey of what other cities are doing with a particular issue. If you did not request to be added to the listserv and decide you would like to be included, please email Angela Speier at aspeier@orcities.org.

OCCMA has eight retired city managers who serve as Oregon's Senior Advisors. These individuals are assigned to different regions throughout the state, please visit occma.org/senior-advisor-program to see who your senior advisor is. Senior Advisors will visit managers throughout the year, keep you abreast of ICMA services and programs, and serve as a "sounding board" for new and seasoned managers alike. I hope you will reach out to your Senior Advisor for any advice or assistance you need.

The Board and I thank you for joining OCCMA, and hope that you will become an active member and participate fully in the organization. If you are in the Gervais area, please stop by my office for a visit. If you have any membership questions, please feel free to contact Angela Speier at aspeier@orcities.org or 503-540-6599.

Sincerely,

Susie Marston, City Manager, Gervais
2022 OCCMA President



OCCMA

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

Date

Dear First Name:

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Sincerely,

Susie Marston, City Manager, Gervais
2022 OCCMA President



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: 2022 Work Plan

During the 2020 OCCMA Board Retreat members discussed the work plan for the upcoming year. On January 29, 2021 the OCCMA Board adopted the attached 2021 Work Plan. During the retreat members will be asked to review and update this plan for 2022.

Work Plan item K is related to the Northwest Women's Leadership Academy (NWWLA) and its governance structure. Staff would like the board's feedback on the draft charter attached to this memo.

Attachments:

1. 2021 Work Plan with status updates
2. Draft NWWLA Charter



2021 WORK PLAN

OUR MISSION

Our mission is to support and energize our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our Members.
- B. Support our Members in the Profession.
- C. Provide outreach to foster diversity and inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS (taken from Envision ICMA Strategic Plan – Adopted February 17, 2017)

1. PUBLIC SERVICE: including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. ETHICS: as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. COUNCIL/MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT: as the preferred local government structure;
4. EQUITY AND INCLUSION: ensuring that local governments are inclusive and mirror the diversity in communities;
5. THE CONTINUOUS PURSUIT OF EXCELLENCE: including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. STEWARDSHIP: balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and,
7. LEADERSHIP: developing leadership capacity and attracting and developing future generations of leaders.

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 29, 2021 the Board of Directors adopted a work plan for 2021. The letters in parentheses reference the goals(s) related to that work item. The 2021 OCCMA Work Plan is as follows:

A. OCCMA Board

A.1 Promote the council/manager form of government by creating a League of Oregon Cities conference workshop or program on the council/manager form of government. (B).

Update: Due to the pandemic the 2021 LOC Annual Conference was cancelled. It remains a goal for development in 2022.

A.2 Restructure the Diversity, Equity, and Inclusion Committee to include responsibilities of the Veterans in the Profession ad hoc Committee, Academic Affairs Committee and Next Generation Committee with the restructured Committee establishing subcommittees for these functions.

Update: This has been completed and appointments will be made during the retreat for 2022.

A.3 Review membership categories used by OCCMA to develop future local government managers and assistants.

Update: This has not been completed and will potentially remain a goal for 2022.

A.4 Review the OCCMA dues structure to provide opportunities to broaden membership in OCCMA, including consideration of agency dues and use of a progressive dues structure to encourage participation from smaller communities.

Update: An OCCMA Dues Subcommittee should be formed during 2022 to assist LOC Finance staff in this effort.

A.5 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups.

Update: This has not been completed and will potentially remain a goal for 2022.

A.6 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B).

Update: This has not been completed and will potentially remain a goal for 2022.

B. Nominating Committee

B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community (C).

Update: It remains a challenge to recruit board members with geographic diversity.

C. Ethics Committee

C.1 Develop a final policy for addressing ethics complaints for members who are ICMA members and for OCCMA members who are not ICMA members.

Update: This item will be further discussed during the 2021 retreat.

C.2 Review the list-serve policy as it relates to ethics.

Update: This has not been completed and will potentially remain a goal for 2022.

D. Support for Managers Committee

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (B).

Update: Senior Advisors continue to meet monthly and are holding regular meetings with members.

D.2 Work with the Board to review content of membership promotion and support material. (B).

Update: In progress with the development of the Welcome Packet.

D.3 Welcome newly appointed managers to the Association with a welcome package. (B,C)

Update: LOC staff worked with Senior Advisor Dave Waffle to update the OCCMA Welcome Packet. The packet is posted on the OCCMA website and is sent to all new members with a welcome email.

E. Bylaws Committee

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B).

Update: This has not been completed and will potentially remain a goal for 2022.

F. Audit Committee

F.1 Conduct a financial review of OCCMA financial statements. (B).

Update: The Audit Committee has conducted an annual review of the 2020 financials and LOC staff is working on a letter of engagement for an independent review of the OCCMA financials.

G. Professional Development Committee

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2021, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A).

Update: In progress.

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (A).

Update: Ethics training will be incorporated into conference planning efforts in 2022.

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (A).

Update: While there was some initial discussion on this item, this is an issue that need further exploration.

G.4 Focus on utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A, C).

Update: This was accomplished with the summer conference and will continue to be a priority.

G.5 Review the 2020 OCCMA membership survey to develop programming for the 2021 Summer Conference and Fall Workshop.

Update: Completed.

H. Diversity, Equity, and Inclusion Committee

H.1 Creation of an OCCMA Statement of Belonging.

Update: The Statement of Belonging was adopted by the OCCMA Board of Directors at the July 9, 2021 meeting and has been posted to the OCCMA website.

H.2 Encourage strong partnerships with affiliate groups and create a formal path for partnership with OCCMA.

Update: OCCMA continues to provide support for the NWWLA and is working to formalize their partnership with OCCMA. LOC staff began providing support to the Oregon Latinos in Local Government (OLLG) affiliate organization in September 2021 and their first membership drive will begin in December.

H.3 Development of Training & Inclusion Opportunities.

Update: In progress, could work with the LOC DEI Committee who is trying to develop a training program for the LOC Board, LOC staff, and LOC members.

I. Communications (ad hoc)

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. (B).

Update: Quarterly newsletters have been produced electronically through 2021.

J. Host Committee (ad hoc)

J.1 Be prepared to hold an in-person ICMA conference in Portland October 3-6, 2021.

Update: The ICMA Conference was successfully held in Portland. The Host Committee will need to do a final wrap-up report on what went well, what challenges were encountered and recommendations to pass forward to future Host Committees. They will also hold a final meeting before the end of the year.

J.2 Educate Oregon managers about the 2021 ICMA conference, explore discounts for first-time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (A,D)

Update: During a Special OCCMA Board Meeting on August 27, 2021 the OCCMA Board of Directors approved a scholarship program for OCCMA members to attend the ICMA Conference which included covering travel, lodging and meal expenses for eligible members. The Host Committee Co-Chairs also worked with ICMA to provide the ICMA member discount for registration to OCCMA members who were not ICMA members.

K. Northwest Women's Leadership Academy

K.1 Provide a curriculum in 2021 for academy cohorts through OCCMA through the support agreement with LOC.

Update: The 4th NWWLA Cohort launched on October 7 and will conclude on June 3, 2022. Staff continues to provide support to the Leadership Team.

K.2 Review support needs and governance structure as it relates to OCCMA.

Update: On October 20, 2021 the OCCMA Board of Directors approved making the NWWLA an ad/hoc committee of OCCMA. To formalize NWWLA as a committee staff worked with members of the Steering Committee to draft a charter for OCCMA Board review. At the retreat further discussion will take place on what this will look like moving forward.



Northwest Women's Leadership Academy Charter

Ad/Hoc Committee of the Oregon City/County Management Association

Purpose

The purpose of the Northwest Women's Leadership Academy (NWWLA) is to administer an Academy which is a nine-month professional development cohort for emerging local government women leaders in Oregon that provides opportunities to enhance skills and competencies, builds confidence, networks, and expands professional connections through career mentoring and moral support to women in local government.

OCCMA Support

On October 20, 2021 the OCCMA Board of Directors unanimously approved making the NWWLA an ad/hoc committee of the association. In support this effort OCCMA will pay the League of Oregon Cities (LOC) \$2,500 annually to assist with the financial and administrative support of the program.

Budget

NWWLA is self-supporting through participant fees and a separate fund will be created in the OCCMA budget ensuring these funds are retained after each cohort. These funds will provide a beginning fund balance for the next cohort. This will also allow for easy tracking of sponsorships specific to the NWWLA.

Committee Appointments

NWWLA is governed by a Steering Committee and Leadership Committee. The Leadership Committee members also chair four subcommittees:

1. Administrative & Logistics
2. Curriculum
3. Recruitment & Selection
4. Engagement & Communications

The appointment of these committees shall be made by the OCCMA Board with the recommendation of the board liaison at the July OCCMA Board meeting. The participants on these committees have gone through the program. Vacancies on subcommittees are filled by soliciting interest from previous cohort members. If there is not enough interest from the past

cohort the solicitation can be opened to all women with OCCMA membership. The steering committee is open to women serving in leadership roles in local government, including city managers. A few spots are reserved each year for past cohort members and/or members of the leadership team. Steering committee notifications will be made to the entire OCCMA community.

OCCMA grants any non-OCCMA member, membership for their term of appointment. This provides exposure to OCCMA for these members and creates a pipeline of potential members.

Cohort Selection

The NWWLA runs from September-June annually. In July, the Recruitment & Selection Subcommittee solicits nominations for the upcoming cohort. The nominees are then asked to complete an application expressing why they would like to participate in the NWWLA. The Recruitment & Selection Subcommittee and select members of the Steering Committee and Leadership Team review the applications. Each cohort varies in size but typically they average approximately 25 attendees.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: November 12, 2021
Subject: 2022 OCCMA Proposed Budget

Finance Director Jamie Johnson-Davis and Project & Program Coordinator Angela Speier met with President Powers and President-Elect Marston on November 5, 2021 to discuss the 2022 budget. The following adjustments have been made for 2022:

- Revenue has been projected to maintain the same levels for events and dues. New business revenue from Oregon Latino's in Local Government.
- Food and beverage for the Annual Conference has been increased by \$1,000 to adjust for inflation.
- The Oregon Latino's in Local Government's (OLLG) estimated budget has been included.
- A line item has been added to assist with the executive officers of the OCCMA Board of Director's ICMA membership.
- A line item has been added to fund counseling and reputation management services for Managers in Transition.
- The National/Committee Travel line item has been increased to cover the travel expenses for the president to attend the ICMA Nominating Committee and potentially Small Cities Meetings to promote OCCMA statewide.

The OCCMA Board will be asked to formally adopt the 2022 Annual Budget at the January 28, 2022 meeting.

Attachments:

1. 2022 Proposed Budget

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Estimate Year End	2022 PROPOSED BUDGET	ADJ 2022 PROPOSED BUDGET	2022 Approved BUDGET
Conference Income								
<i>Fall Conference Registrations</i>								
3-4303 · Registration	7,905	3,671	1,475	7,500	0	7,500		
Total Fall Conference	7,905	3,671	1,475	7,500	0	7,500	0	0
<i>Summer Conference</i>								
3-4404 · Registration	34,865	45,235	4,875	40,000	31,915	40,000		
3-4407 · Sponsorships	19,500	31,000	8,400	25,000	23,900	25,000		
3-4411 · Roger Jordan Scholarship	1,000	1,000	0	0		0		
3-4413 · Food Charges	0	275	0	0	0	0		
3-4420 · Activity Fee	0	0	0	0	0	0		
Total Summer Conference	55,365	77,510	13,275	65,000	55,815	65,000	0	0
<i>NW Regional Conference</i>								
3-4501 · Registration	0	35,045	0	0	0	0		
3-4505 · Sponsorships	0	11,250	0	0	0	0		
Total NW Regional Conference	0	46,295	0	0	0	0	0	0
<i>NW Women's Leadership Academy</i>								
3-4600 · Registration	18,000	15,900	0	15,000	6,850	13,900		
3-4607 · Sponsorship	0	0	0	0	600			
Total NW Women's Leadership Academy	18,000	15,900	0	15,000	7,450	13,900	0	0
Total · Conferences	63,270	127,476	14,750	72,500	55,815	86,400	0	0
<i>Oregon Latino's in Local Government</i>								
3-4701 · Dues	0	0	0	0	0	21,650		
Total Oregon Latino's in Local Govt	0	0	0	0	0	21,650	0	0
General Operations Income								
3-4701 · Dues	46,915	44,879	40,978	46,615	46,615	45,000		
3-4703 · Dues Surcharge 2021	6,678	6,773	6,094	0	0	0		
3-4760 · Board Retreat Meetings	6,754	2,015	928	5,000	0	0		
3-4770 · CIS Senior Advisor	2,500	2,500	0	2,500	2,500	2,500		
3-4780 · ICMA Senior Advisor	3,219	7,485	629	7,000	1,529	7,000		
Total General Operations Income	66,066	63,652	48,630	61,115	50,644	54,500	0	0
Total Income	129,336	191,128	63,380	133,615	106,459	162,550	0	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Estimate Year End	2022 PROPOSED BUDGET	ADJ 2022 PROPOSED BUDGET	2022 Approved BUDGET
EXPENSE									
Conference Expense									
<i>Fall Workshop</i>									
3-5334	· Food & Beverage Fall	4,752	4,194	0	5,000	0	6,000		
3-5335	· Room Rental Fall	378	0	500	500	0	600		
3-5338	· Administration Fall	0	122	0	0	0	0		
3-5339	· Speakers Fall	4,500	527	0	5,000	0	5,000		
Total · Fall Conference		9,629	4,843	500	10,500	0	11,600	0	0
<i>Summer Conference</i>									
3-5441	· Activities Summer	0	2,990	0	3,000	0	3,000		
3-5442	· Administration Summer	518	460	8,272	500	8,272	500		
3-5443	· A/V & Trade Show Summer	290	448	0	1,000	0	500		
3-5444	· Food & Beverage Summer	19,021	30,061	0	30,000	0	35,000		
3-5445	· Lodging Summer	4,334	0	0	1,000	0	1,000		
3-5446	· Postage/Printing Summer	611	802	324	500	324	500		
3-5447	· Travel Summer	92	100	0	300	0	300		
3-5448	· Roger Jordan Scholarship	0	1,250	0	1,000	906	1,000		
3-5449	· Speaker Summer	9,654	6,710	0	7,500	0	7,500		
Total · Summer Conference		34,521	42,820	8,596	44,800	9,502	49,300	0	0
<i>NW Regional</i>									
3-5552	· Administration	0	7,451	0	0	0	0		
3-5554	· Food & Beverage	0	22,909	0	0	0	0		
3-5556	· Postage/Printing	0	126	0	0	0	0		
3-5557	· Travel	0	5,550	0	0	0	0		
3-5559	· Speaker	0	4,792	0	0	0	0		
Total · NW Regional		0	40,828	0	0	0	0	0	0
<i>NW Women's Leadership Academy</i>									
3-5601	· LOC Administration- OCCMA contribution	0	0	0	2,500	0	2,500		
3-5602	· Other Administration	13,000	665	0	12,500	8,892	10,566		
3-5603	· A/V & Room	0	0	0	0	0	0		
3-5604	· Speaker	0	0	0	0	0	0		
3-5605	· Food & Beverage	1,009	0	0	0	0	0		
3-5606	· Miscellaneous	1,015	12,938	0	0	0	0		
Total · NW Women's Leadership Academy		15,024	13,603	0	15,000	8,892	13,066	0	0
<i>Oregon Latino's in Local Government</i>									
3-5701	LGHN Dues						18,000		
3-5702	Meetings & Events	0	0	0	0	0	2,500		
Total Oregon Latino's in Local Government		0	0	0	0	0	20,500	0	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Estimate Year End	2022 PROPOSED BUDGET	ADJ 2022 PROPOSED BUDGET	2022 Approved BUDGET
General Operations Expenses								
3-6001 · LOC Services	10,422	25,807	25,750	28,000	28,000	28,840		
3-6016 · Board Functions	13,576	4,299	0	5,000	0	6,000		
3-6020 · ICMA Coaching Program	1,000	0	0	1,000	2,850	1,000		
3-6*** · ICMA Executive Officers Membership	1,000	0	0	1,000	2,850	2,000		
3-6021 · Conference Calls	182	451	0	100	0	100		
3-6027 · Marketing/Supplies	1,452	743	0	5,000	0	1,000		
3-6033 · Miscellaneous	1,346	348	250	1,500	1,082	1,500		
3-6034 · Miscellaneous - Credit Card Exp	989	1,900	825	2,000	3,000	3,000		
3-6036 · National/Committee Travel	2,583	2,422	0	1,500	0	4,500		
3-6039 · Newsletter	5,124	4,405	1,401	2,500	0	2,500		
3-6042 · Postage	488	557	152	400	0	400		
3-6045 · Printing, Fax	350	478	0	300	0	300		
3-6051 · Scholarships Charlie Henry	3,240	4,381	0	3,000	0	3,000		
3-6054 · Senior Advisor	9,725	12,722	2,451	14,000	5,500	14,000		
3-6057 · Web Support	3,000	1,092	0	1,500	1,500	1,500		
3-6058 · Audit	0	0	0	7,500	0	8,000		
3-6059 · Sponsorship of Other Organizations	0	0	0	2,000	0	2,000		
3-6*** · Managers In Transition	0	0	0	0	0	2,500		
* · Host Committee Account Transfer	0	0	0	81,901	81,901	0		
* · Contingency	0	0	0	0	0	0		
Total General Operations Expenses	54,478	59,604	30,829	158,201	126,683	82,140	0	0
Total Expenses	113,652	161,698	39,925	228,501	145,076	176,606	0	0
Net Income (Loss)	15,685	29,431	26,644	(94,886)	(38,617)	(35,706)	0	0
Fund Balance, beginning year	125,169	159,853	205,185	205,185	205,185	166,567		
Net Income (Loss)	34,685	29,431	26,644	(94,886)	(38,617)	(35,706)		
Fund Balance, end of year	159,853	205,185	231,829	110,299	166,567	130,861	0	0
Beginning Cash								
Beginning Cash - Operations	47,441	74,447	110,256	90,767	90,767	114,260		
Beginning Cash - NWWLA				4,968	4,968	3,526		
Beginning Cash - 2021 ICMA Conference	72,856	79,534	89,307	81,901	0	0		
Beginning Cash - 2021 ICMA Conference					0	0		
Beginning Cash - RJ Scholarship	4,872	5,872	5,622	5,622	5,622	4,716		
Total Beginning Cash	125,169	159,853	205,185	183,258	101,357	122,502	0	0
Transfers								
· Operating to RJ Scholarship	1,000	0	0	0	0	0		
· Operating to ICMA 2021	6,678	9,773	7,406	0	0	0		
· Operating to NWWLA	0	0	0	0	0	0		
· ICMA 2021 Host Committee Account	1,000	60,000	0	0	0	0		
Total Transfers	8,678	69,773	7,406	0	0	0	0	0
Ending Cash								
· Ending Cash Balance - Operations /Unrestricted	74,447	110,256	180,728	66,412	158,325	119,135		
· Ending Cash Balance - NWWLA				4,968	3,526	6,860		
· Ending Cash Balance - ICMA 2021	79,534	89,307	81,901	81,901	0	0		
· Ending Cash Balance - OLLG						1,150		
· Ending Cash Balance - RJ Scholarship	5,872	5,622	4,968	5,622	4,716	3,716		
Total Ending Cash OCCMA	159,853	205,185	185,696	78,527	166,567	130,861	0	0