



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

July 22, 2022 | 9:45 am – 11:45 am

Eagle Crest Resort | 1522 Cline Falls Rd, Redmond, OR 97756

AGENDA

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10. Support for Managers (Adam Brown)	-
11. Northwest Women's Leadership Academy (Rachael Fuller)	-
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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

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

Date: July 14, 2022

To: OCCMA Board of Directors

From: President Susie Marston

Re: President's Report – July, 2022

Summer finally decided to show up for us! Perfect for us to enjoy the conference next week at Eagle Crest. Under Scott Derickson's leadership, the Professional Development Committee has really done a nice job of putting together a great program for the membership. If you'll recall, Ashleen McGirk, who is a student at PSU has been working with Zoe Mombert of Wilsonville on a project for the Civic Education Committee and will be presenting this at the conference. Looking forward to hearing how that came together! I'm glad we were able to provide Ashleen this opportunity for her capstone project.

I plan to attend this year's ICMA Conference in Columbus, OH. This will be my first time ever attending an ICMA Conference. I'm grateful to OCCMA for the opportunity to attend. I am partnering with Bucoda Warren with the City of Tacoma to coordinate the dinner for Oregon and Washington attendees.

As you're mingling at the conference, consider talking with other OCCMA members about serving on the 2023 OCCMA Board of Directors. Applications are due on or before Friday, July 29, 2022. Eligible applicants will be considered by the OCCMA Nominating Committee in August 2022. The Nominating Committee will then recommend a slate of officers in early September, followed by a special meeting of the OCCMA Board to formally recommend a slate of candidates for consideration by the OCCMA membership at the Annual Meeting held on October 5, 2022. The open positions include two Director positions as well as the President-Elect position.

I want to recognize Angela Speier and Lisa Trevino ahead of time for working so hard with the Professional Development Committee on the summer conference. They both take care of a lot of things to ensure the conference goes off without a hitch and to make it a great experience for all of those attending! Looking forward to seeing you all next week! Travel safe!



OCCMA Board of Directors Special Meeting

May 23, 2022 | 3:30 pm – 4:30 pm

Via Zoom

MINUTES

Board Members:

Susie Marston, President – Present
Scott Derickson, President-Elect – Present
(arrived at 3:34 pm)
Angela Speier, Secretary, LOC – Present
Spencer Nebel, Past President – Present
John Walsh, Director – Present
Dan Huff, Director – Present
Andy Varner, Director – Present (departed at 4:33 pm)

Rachael Fuller, Director – Present (departed at 4:30 pm)
Adam Brown, Director – Present (departed at 4:26 pm)
Aaron Palmquist, Director – Present
Zoe Mombert, Director – Present
Heidi Bell, Director – Present (departed at 3:56 pm)

Others: Sheila Ritz, Senior Advisor; David Clyne, Senior Advisor; Roger Jordan, Senior Advisor Emeritus; Patty Mulvihill, LOC Interim Executive Director

A. Welcome

3:32 pm

President Marston welcomed attendees to the special board meeting.

B. Consent Calendar

3:33 pm

It was moved by Past President Nebel and seconded Director Mombert to approve the consent calendar. The motion passed unanimously (10-0). [10-Yes (Marston, Nebel, Walsh, Huff, Brown, Palmquist, Mombert, Bell, Fuller, and Varner); 0-No; 0-Abstain; 1-Absent (Derickson)].

C. LOC Strategic Plan Update

3:34 pm

LOC Interim Executive Director Patty Mulvihill provided an update on the LOC Strategic Plan process. The board members discussed the planning process and provided feedback on items that the LOC is doing well and areas they would like to see improvement. Past President Nebel felt the LOC has strong educational sessions at their conferences and is good at bringing elected officials together who might not otherwise get together on a regular basis through not only the conferences, but also the small cities network.

President-Elect Derickson felt that the LOC has been lacking in the areas of elected official capacity building and top-notch training opportunities for city managers and other municipal government staff. This includes items like roles and responsibilities, best practices for budget policies, what's the city manager's role with police departments, and the LOC should look to build models on issues that are at the forefront of being in local government. He felt the LOC did a good job communicating on relevant

issues throughout the pandemic. He would like to see the lobbyists be more connected to cities and better about two-way communication on pieces of legislation that impact cities. He would like to see more elected officials walking into the legislature with the lobbying team. Lastly, the LOC needs to keep and recruit talented staff.

President Marston said LOC does a great job of getting information out on their website. She also appreciated the information LOC provided regarding the filing of the first ARPA report.

Director Fuller said there are several councils and commissions that have DEI efforts on their work plans or strategic plans. She would like to see more support for those types of initiatives, especially for the initiatives that are happening with OCCMA such as the Oregon Latinos in Local Government (OLLG) and the Northwest Women's Leadership Academy (NWWLA). The LOC should be linking into these programs, because so many organizations have goals around these efforts.

Senior Advisor David Clyne praised the legislative efforts that are happening. He feels the small cities network has gotten away from its core mission and is now inundated with elected officials. He explained the network was formed for city managers and operating heads of government to network and have difficult conversations. He would like to see the LOC start a companion effort for only city staff which would allow city managers to build their own networks within their regions. Senior Advisor Sheila Ritz agreed and would like to see a separate component for managers during the small cities meetings. Senior Advisor Clyne would like to see the LOC bring back the LGMC program which would require the LOC to increase their staff capacity and hire people with city experience.

President-elect Derickson said it is important for the LOC to engage with communities across the state during the strategic planning process. He would also like OCCMA to contribute to the development of the position profile for the executive director recruitment. Past President Nebel said having a sustainable administrative support structure within the LOC is critical.

President Marston misses the robust training program the LOC used to offer and noted she went through the Local Government Managerial Program and appreciated the practical knowledge that was shared. Director Bell said she likes the white papers and templates the LOC produces. She also likes how the LOC website has been reorganized and its helpful to have resources from other cities posted for a quick resource. Senior Advisor Emeritus Roger Jordan has been hearing that the training program seems to be lacking. He would like to see the LOC resurrect the LGMC and/or the OLLI program because it would be beneficial for new managers. Director Brown agreed with Mr. Jordan and would like to see more educational opportunities for city managers, but noted the OCCMA should also be taking on the challenge of integrating the new managers.

Past President Nebel noted the organizational structure of the LOC Board is a little odd. He said in Michigan managers were on an equal footing as the elected officials. In Oregon managers do not fully incorporate into the structure as they should. Senior Advisor Clyne has experience with the Arizona and Colorado leagues and said he would like to see a complete separation of elected officials and managers on the board. In Arizona the managers vetted the agenda before board meetings. Discussion ensued on the make-up of the LOC Board of Directors and how the managers bring a different perspective to the LOC Board.

Interim Executive Director Mulvihill provided an update on the recruitment efforts for permanent executive director.

D. Senior Advisor Appointment**4:04 pm**

President Marston provided an overview on the interviews for the vacant senior advisor position. The subcommittee is recommending Ric Ingham be appointed to fill the vacant region 5 position and that the board consider appointing Rob Drake to serve as a back-up senior advisor. This would mean his expenses would be fully covered by the OCCMA.

It was moved by Director Palmquist and seconded by Past President Nebel to nominate Ric Ingham to serve as an OCCMA senior advisor for Region 5, but to hold off until the budget can be analyzed to see if Rob can be supported as a back-up. Senior Advisor Clyne urged the board to consider appointing Rob Drake to serve as a back-up due to interim assignments and vacations. Director Mombert said she is supportive of having Rob Drake serve in this capacity. Director Palmquist amended his motion to nominate Ric Ingham to serve as an OCCMA senior advisor for Region 5. Past President Nebel seconded the amended motion. The motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Brown, Palmquist, Mombert, Fuller, and Varner); 0-No; 0-Abstain; 1-Absent (Bell)].

It was moved by Past President Nebel and seconded by Director Palmquist to discuss the ad/hoc senior advisor position and its potential budget impacts during the July board meeting. The motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Brown, Palmquist, Mombert, Fuller, and Varner); 0-No; 0-Abstain; 1-Absent (Bell)].

The board requested the staff report include the potential budget impacts to adding a back-up advisor as well as assurance from ICMA that this would be allowable under the current program.

E. Discuss Registration Price for OCCMA Fall Workshop**4:17 pm**

It was moved by Director Palmquist and seconded by President-Elect Derickson to increase the registration price of the fall managers workshop by \$10. Director Palmquist asked to be clear with membership the reason for the increase. The motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Brown, Palmquist, Mombert, Fuller, and Varner); 0-No; 0-Abstain; 1-Absent (Bell)].

F. OCCMA Summer Conference Update**4:18 pm**

President-Elect Derickson provided an update on the summer conference. He said Tuesday morning Jerry Gillham, Sutherlin City Manager is organizing a golf tournament. He explained the networking events that will be taking place and asked for board members to volunteer to serve as dinner hosts and facilitators during the conference. He also asked the board to reach out to potential sponsors and provided an update on how many sponsors have committed so far. Members said they are happy pitch in where needed. Lastly, President-Elect Derickson provided an overview of the preliminary program. Secretary/Treasurer Angela Speier provided an update on the scholarships awarded for students and members to attend the conference.

G. Other**4:35 pm**

None.

P. Adjournment**4:37 pm**

President Marston adjourned the meeting at 4:37 pm.

APPROVED by the OCCMA Board of Directors on July 22, 2022.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager

DRAFT

Budget vs. Actuals: OCCMA CY2022

January - June, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
3-4000 Conference Income			
3-4300 Fall Conference			
3-4303 Registration Fall Conference		7,500.00	7,500.00
Total 3-4300 Fall Conference		7,500.00	7,500.00
3-4400 Summer Conference			
3-4404 Registration Summer Conference	32,190.00	40,000.00	7,810.00
3-4407 Sponsorships	26,500.00	25,000.00	-1,500.00
3-4411 Summer Wells/Jordan Scholarship	5,100.00		-5,100.00
Total 3-4400 Summer Conference	63,790.00	65,000.00	1,210.00
3-4600 NW Women's Academy			
3-4606 NW Women's Leader Summit	13,900.00	13,900.00	0.00
3-4607 NW Women's Academy Donation	1,000.00		-1,000.00
Total 3-4600 NW Women's Academy	14,900.00	13,900.00	-1,000.00
Total 3-4000 Conference Income	78,690.00	86,400.00	7,710.00
3-4700 General Operations			
3-4701 Dues	48,736.27	45,000.00	-3,736.27
3-4770 CIS Senior Advisor		2,500.00	2,500.00
3-4780 ICMA Senior Advisor	443.71	7,000.00	6,556.29
3-4785 Charlie Henry Scholarship	1,953.54	5,000.00	3,046.46
Total 3-4700 General Operations	51,133.52	59,500.00	8,366.48
Oregon Latinos in Local Government			
3-4611 OLLG Dues	15,950.00	21,650.00	5,700.00
Total Oregon Latinos in Local Government	15,950.00	21,650.00	5,700.00
Total Income	\$145,773.52	\$167,550.00	\$21,776.48
GROSS PROFIT	\$145,773.52	\$167,550.00	\$21,776.48
Expenses			
3-5100 Conferences			
3-5330 Fall Conference			
3-5334 Food & Beverage Fall		6,000.00	6,000.00
3-5335 Room Rental Fall		600.00	600.00
3-5339 Speakers Fall		5,000.00	5,000.00
Total 3-5330 Fall Conference		11,600.00	11,600.00
3-5440 Summer Conference			
3-5441 Activities Summer		3,000.00	3,000.00
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer		500.00	500.00
3-5444 Food & Beverage Summer		35,000.00	35,000.00
3-5445 Lodging Summer		1,000.00	1,000.00
3-5446 Postage/Printing Summer		500.00	500.00
3-5447 Travel Summer		300.00	300.00

Budget vs. Actuals: OCCMA CY2022

January - June, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5448 LOC Summer Wells/Jordan Sch		1,000.00	1,000.00
3-5450 Speaker Summer		7,500.00	7,500.00
Total 3-5440 Summer Conference		49,300.00	49,300.00
3-5550 NW Regional			
3-5554 NW Hotel/Food/Reception	30.00		-30.00
3-5557 NW Travel	768.86		-768.86
Total 3-5550 NW Regional	798.86		-798.86
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA	643.75	2,500.00	1,856.25
3-5602 Other Administration	7,568.56	10,566.00	2,997.44
Total 3-5600 NW Women Academy	8,212.31	13,066.00	4,853.69
Total 3-5100 Conferences	9,011.17	73,966.00	64,954.83
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues	13,300.00	18,000.00	4,700.00
3-5702 Meetings & Events		2,500.00	2,500.00
Total 3-5700 Oregon Latino's in Local Government	13,300.00	20,500.00	7,200.00
3-6000 Operations Expense			
3-6001 LOC Services	7,218.74	31,965.00	24,746.26
3-6016 Board Functions		6,000.00	6,000.00
3-6018 ICMA Membership- Executive		2,000.00	2,000.00
3-6020 Coaching Program		1,000.00	1,000.00
3-6021 Conference Calls		100.00	100.00
3-6027 Marketing/Supplies	496.33	1,000.00	503.67
3-6033 Miscellaneous	264.99	1,500.00	1,235.01
3-6034 Miscellaneous Credit Card Exp	1,034.34	3,000.00	1,965.66
3-6036 National/Committee Travel	1,638.20	8,000.00	6,361.80
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage		400.00	400.00
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry		3,000.00	3,000.00
3-6054 Senior Advisor	899.39	14,000.00	13,100.61
3-6057 Web Support	1,188.00	1,500.00	312.00
3-6058 Audit		8,000.00	8,000.00
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00
3-6060 Managers In Transition	600.00	2,500.00	1,900.00
Total 3-6000 Operations Expense	13,339.99	88,765.00	75,425.01
Total Expenses	\$35,651.16	\$183,231.00	\$147,579.84
NET OPERATING INCOME	\$110,122.36	\$ -15,681.00	\$ -125,803.36
NET INCOME	\$110,122.36	\$ -15,681.00	\$ -125,803.36

Oregon City/County Management Association

Transaction List by Vendor

March - June, 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Canopy						
03/01/2022	Bill		Yes		3-2099 Accounts Payable	150.00
04/01/2022	Bill		Yes		3-2099 Accounts Payable	150.00
04/15/2022	Bill Payment (Check)	3313805	Yes	MIT Counseling services	3-1001 Checking	-150.00
04/18/2022	Bill Payment (Check)	3313804	Yes	Administrative Fee for counseling services for MITS	3-1001 Checking	-150.00
05/01/2022	Bill	112812	Yes		3-2099 Accounts Payable	150.00
06/01/2022	Bill Payment (Check)	3730900	Yes	Invoice no. 112812	3-1001 Checking	-150.00
06/01/2022	Bill	113685	Yes		3-2099 Accounts Payable	150.00
06/13/2022	Bill Payment (Check)	3850732	Yes	Invoice no. 113685	3-1001 Checking	-150.00
CIS Trust						
06/23/2022	Bill	PO-OCCMA-I2022-00	Yes	Inv OCCMA-I2020-00 Member # 50276	3-2099 Accounts Payable	250.00
Danny Bartlett						
04/05/2022	Bill		Yes	Q3 Senior Advisor Reimbursement	3-2099 Accounts Payable	441.27
06/13/2022	Bill Payment (Check)	3850606	Yes		3-1001 Checking	-441.27
Dave Kanner						
03/30/2022	Bill		Yes		3-2099 Accounts Payable	65.00
04/15/2022	Bill Payment (Check)	3313822	Yes	ICMA SENIOR ADVISOR REIM	3-1001 Checking	-65.00
Echo						
04/01/2022	Bill		Yes		3-2099 Accounts Payable	390.00
04/15/2022	Bill Payment (Check)	3313807	Yes	OCCMA SUMMER CONFERENCE UNABLE TO ATTEND [REDACTED] [REDACTED] R14353	3-1001 Checking	-390.00
Emily Stumpf						

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Transaction List by Vendor

March - June, 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/02/2022	Bill		Yes		3-2099 Accounts Payable	29.00
06/29/2022	Bill Payment (Check)	4016887	Yes	ORDER #179438	3-1001 Checking	-29.00
Garten						
03/03/2022	Bill Payment (Check)	2899069	Yes	Invoice no. P304638	3-1001 Checking	-496.33
Gary Milliman						
03/30/2022	Bill		Yes		3-2099 Accounts Payable	284.90
04/15/2022	Bill Payment (Check)	3313803	Yes	ICMA REIM	3-1001 Checking	-284.90
Gervais, City						
03/23/2022	Bill		Yes		3-2099 Accounts Payable	853.20
04/15/2022	Bill Payment (Check)	3313806	Yes	Travel expenses OCCMA President	3-1001 Checking	-853.20
06/28/2022	Bill		Yes		3-2099 Accounts Payable	785.00
LOC						
06/09/2022	Bill		Yes		3-2099 Accounts Payable	7,862.49
06/09/2022	Bill		Yes		3-2099 Accounts Payable	3,256.63
06/13/2022	Bill Payment (Check)	3850743	Yes		3-1001 Checking	-
06/29/2022	Bill Payment (Check)	4016909	Yes	10990 Filling	3-1001 Checking	7,862.49
					3-1001 Checking	-
					3-1001 Checking	3,256.63
Local Government Hispanic Network						
06/09/2022	Bill		Yes		3-2099 Accounts Payable	4,225.00
06/29/2022	Bill Payment (Check)	3850671	Yes		3-1001 Checking	-
					3-1001 Checking	4,225.00
Nolan Young						
04/07/2022	Bill		Yes		3-2099 Accounts	31.95

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Transaction List by Vendor

March - June, 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/28/2022	Bill Payment (Check)	3408497	Yes	ICMA Senior Advisor Reim	Payable 3-1001 Checking	-31.95
Oregon Mayor's Association						
04/05/2022	Bill		Yes		3-2099 Accounts Payable	139.00
04/26/2022	Bill Payment (Check)	3381183	Yes		3-1001 Checking	-139.00
Sheila Ritz						
04/01/2022	Bill		Yes		3-2099 Accounts Payable	76.27
04/28/2022	Bill Payment (Check)	3408496	Yes	Expense for Senior Advisor	3-1001 Checking	-76.27
Steve Lee						
06/27/2022	Bill		Yes		3-2099 Accounts Payable	94.78
06/29/2022	Bill Payment (Check)	4016915	Yes	In person retreat Speaker REIM	3-1001 Checking	-94.78



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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
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.

MEMORANDUM

To: OCCMA Board of Directors

From: Patty Mulvihill, LOC Interim Executive Director

Date: June 24, 2022

Re: Potential Assessment of Late Fee

As the LOC works to streamline its administrative and financial policies, one of the areas it has identified for improvement is its collection efforts of outstanding debts and liabilities. As part of its analysis and revision of current collection practices, the LOC is considering assessing late fees to any payments not paid on the required due date. Any late fee assessment would not become effective without the consent of the LOC Board of Directors, nor would it occur prior to January 1, 2023.

Over the next several months, LOC administrative and financial staff will be holistically reviewing its collection practices. As part of its review, the LOC is contacting similarly situated entities, and similarly sized cities (in terms of personnel and budget), to identify if such entities assess late fees, and if late fees are assessed, the level of assessment and the time in which it is imposed. Once the comprehensive review and data gathering efforts have been completed, LOC staff intends to take its findings, along with a recommendation regarding the assessment of a late fee, to its Board of Directors. LOC staff expects to take the issue of a potential late fee assessment to its Board of Directors in October.

As the LOC collects fees, debts and liabilities on behalf of the OCCMA, and because the LOC's preference is to have one consistent collection process for all financial practices followed within the organization, the thoughts, feedback and consent of the OCCMA Board of Directors as it relates to a late fee are being sought.



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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Ad/Hoc Senior Advisor Position

At the May 23, 2022 OCCMA Board of Directors meeting the board approved the appointment of Ric Ingham to serve as the senior advisor for Region 5. At this meeting the interview subcommittee asked the board to consider appointing Rob Drake as a back-up senior advisor. The board requested staff provide additional information about the budget impacts to the OCCMA and confirm that ICMA is okay with this approach.

Staff reached out to ICMA staff and spoke with Greg Bielawski about this arrangement. Previously Greg had voiced his concern regarding this type of arrangement, see comments below.

"In my view having a Senior Advisor "in waiting" is not helpful to either the members, the Senior Advisor or the state sponsor. Senior Advisors should only undertake outside activities with approval of the state sponsor. I would think the state sponsor would only approve such activity if it did not detract from the Senior Advisor from being visible, accessible and responsive to members. If there is a short term need then I would think the current Senior Advisors could work it out among themselves to cover. If is an extended period then a decision would have to be made as to the current Senior Advisor's continuing service."

Mr. Bielawski said if the OCCMA Board of Directors choose to make this appointment Mr. Drake's title should not be a senior advisor, but perhaps an OCCMA ambassador. He also said staff should seek approval from Martha Perego, Director of Member Services and Ethics prior to making this appointment. Staff reached out to Director Perego and Rosalyn Ceasar on June 29, but has not heard back.

The OCCMA board budgeted \$14,000 for the senior advisor program in 2022. Below is a snapshot of the senior advisor expenses since 2017.

2017 - \$10,322	2020 - \$2,451
2018 - \$9,725	2021 - \$4,974
2019 - \$12,722	2022 (to-date) - \$1,030.25

The ICMA reimburses the OCCMA for 50 percent of these expenditures. Since Mr. Drake would be filling in if a senior advisor is on vacation or serving in an interim capacity staff does not think there would be an adverse impact to the budget. However, the board could decide to cap the amount of reimbursable expenses for an individual serving as an OCCMA ambassador.

Recommended Motion:

I move to appoint Rob Drake as an OCCMA Ambassador pending approval from ICMA. Since the ambassador position will not be eligible for reimbursement from ICMA I recommend capping the quarterly expenditure at _____.



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To: OCCMA Board

From: Megan Phelan, Chair, NW Women's Leadership Academy (NWWLA)

Date: July 14, 2022

Subject: NWWLA Committee Appointments

The NWWLA is an ad/hoc committee of OCCMA, and is an academy structured through 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.

The NWWLA is governed by a Steering Committee and Leadership Committee. IN addition, each Leadership Committee member chairs one of four subcommittees: Administrative & Logistics, Curriculum, Recruitment & Selection, and Engagement & Communications.

The individuals that have been selected in these roles and on these committees are founding members of the NWWLA and individuals who have gone through the program. Vacancies on subcommittees are filled by soliciting interest from previous cohort members. 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 NWWLA is requesting consideration from the OCCMA Board to approve the following committee appointments:

2022-23 Steering Committee

Alissa Angelo, City of Stayton
Martha Bennett, City of Lake Oswego
Sherilyn Lombos, City of Tualatin
Andi Howell, City of Sandy
Liz Newton, City of Tigard
Jessica Harper, City of Gresham
Aquilla Hurd-Ravich, City of Oregon City

2022-23 Leadership Team

Megan Phelan, City of Lake Oswego
Rachael Fuller, Washington County
Megan George, City of Tualatin
Chris Bailey, City of Albany
Kari Duncan, Rockwood Water People's Utility District
Emily Robertson, MCDD
Sara Singer Wilson, SSW Consulting

Chair
Past-Chair, OCCMA Board Liaison
Curriculum Chair
Admin and Logistics Chair
Recruitment Chair
Engagement and Comms Chair

2022-23 Subcommittees

Administrative & Logistics

Chris Bailey, City of Albany
Monica Morris, City of Hood River
Sambo Kirkman, City of Beaverton
Randi Heuberger, City of Stayton

Subcommittee Chair

Curriculum

Megan George, City of Tualatin
Erin Wardell, Washington County
Elle Allen, Clean Water Services
Cate Schneider, Multnomah County

Subcommittee Chair

Recruitment & Selection

Kari Duncan, Rockwood Water Utility District
Nicole Hendrix, City of Tigard
Katie Durfee, CIS
Rachael Hyde, City of Lake Oswego

Subcommittee Chair

Engagement & Communications

Emily Robertson, MCDD
Courtney Knox Busch, City of Salem
Marcie Wily, Hood River P&R District
Andi Howell, City of Sandy
Aquilla Hurd-Ravich, City of Oregon City
Heather Pierson, City of Woodburn

Subcommittee Chair

Suggested Motion: Approve the NWWLA committee appointments as proposed



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

[Back to Agenda](#)

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: OCCMA Bylaws Update

The OCCMA Bylaws Committee met on June 29 to review the proposed changes to the bylaws and the policy annex. Attached to this memo is the redline version of the document.

The proposed changes to the bylaws include:

- Article 4, Section 2 – Modifies the definition of active members
- Article 9, Section 1 – Adds the Scholarship Committee to the list of standing committees

The proposed changes to the policy annex include:

- Article 5, Section 2 – Adds a new section regarding the membership in ICMA for the President-Elect, President, and Past President
- Article 5, Section 4 – Modifies who has authorization to approve payments from the OCCMA
- Article 8, Section 5 – Adds attendance to the LOC and AOC Conferences as an eligible expense for Senior Advisors
- Article 8, Section 5 – Makes it clear that reimbursement for attendance at any event by a senior advisor is subject to adequate funding
- New Article 12 – Creates an OCCMA Scholarship Program

In addition to these changes the Bylaws Committee would also like to hear feedback on adding an additional director to the board. Currently, there are eleven directors which results in electing only two directors every third year. By adding an additional director, every year the nominating committee would seek three directors and a president-elect to serve on the board.

If the proposed changes to the bylaws are approved by the Board at least 30 days in advance of the annual meeting, then the bylaw changes can be presented to the membership for ratification at the annual membership meeting on October 5.

Under the OCCMA bylaws, the board can amend the policy annex by vote of 2/3 of the members present at a regular meeting after introduction at a previous meeting, and after at least 30-days' notice has been provided on the OCCMA listserv, website, and newsletter. For transparency purposes, it would be good for the board to consider formally introducing the changes to the policy annex at the July meeting and place notice for its final approval at the October board meeting. This will allow time for it appear on the listserv, the OCCMA website, and the OCCMA newsletter.

Attachment:

1. Proposed changes to the OCCMA Bylaws and Policy Annex

Recommended Motions:

I move to approve the proposed changes to the OCCMA bylaws and request staff forward them to the membership for ratification at the annual membership meeting on October 5, 2022.

I move the board formally introduce the amendments to the OCCMA policy annex with adoption scheduled for the October 4, 2022 OCCMA Board of Directors meeting.

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 council appointed city recorder provided the city does not have a city manager or city administrator, 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~~, Scholarship, 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. [Includes amendments approved on October 5, 2022.](#)

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 OCCMA 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: ICMA MEMBERSHIP: In the event the individual was not a member of ICMA within 12-months prior to their election as President-Elect the OCCMA will pay for membership dues in the International City/County Management Association (ICMA) for individuals serving in the office of President-Elect, President, and Past President.

Section ~~32~~. 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 ~~43~~. FINANCIAL CONTROLS: All ~~check payments~~ disbursements from the OCCMA shall be handled by the LOC Finance Director and require authorization of two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee) and the OCCMA President-Elect, or other OCCMA Board members as designated by action of the board. If an expenditure is not approved by authorized officials, then the bill shall be presented to the Board for consideration for payment.-

Section ~~54~~. 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; amended on 10-04-22.

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 LOC Conferences.
 - 5. Attending AOC Conferences.
 - 6. Attending the Northwest Regional Managers Association Conference.
 - 7. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.
 - 8. 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 ~~any event 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.
- C. 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; ~~Amended 10-04-22.-~~

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.

ARTICLE 11

OCCMA Rules for Enforcement of the ICMA's Code of Ethics

Section 1. ICMA Code of Ethics

The ICMA Code of Ethics (Code) 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 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 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.

- A. **OCCMA Ethics Committee.** Article 9 of the OCCMA Bylaws creates a standing Ethics Committee to assist the OCCMA Board of Directors in adjudicating ethics complaints.
- B. **Ethics Committee Membership.** The OCCMA President shall make appointments of OCCMA members to serve on the Ethics Committee. All members shall serve a term of one year.
- C. **Ethics Committee Chair.** The OCCMA President shall appoint an Association member to serve as Ethics Committee Chair. The Chair shall not be the OCCMA President or OCCMA Past-president, since both officers have specific responsibilities in reviewing ethics complaints.

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 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 a 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, permanent bar from future membership, or membership suspension, 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 Code, 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. **Bias and 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 bias impacting their ability to act impartially in reviewing the complaint.
- C. **Ethics as a Foundation of Membership.** All active members of the OCCMA are subject to the Code 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, including media articles or email from any source indicating that a violation of the Code may have occurred. The complaint must be accompanied by documentation that supports the allegation of a violation of the Code. The complainant may remain anonymous to the respondent, the public, and OCCMA membership, other than those directly involved in the investigation and adjudication of the complaint.
- B. Complaint Evaluation Process. The guidelines for addressing complaints received of violations of the Code 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 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 Committee on Professional Conduct (CPC). ICMA may request that the OCCMA President appoint a fact-finding committee to interview the member and gather public information relative to the allegations in the complaint as necessary. 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 demonstrates the member's conduct may have violated the Code and contains the appropriate documentation, 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 decide 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;
 - The documentation submitted as the basis for the complaint;
 - A copy of the Code with guidelines;
 - A copy of the OCCMA Rules of Enforcement of the Code.
- 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 as outlined in the complaint 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 investigate the facts surrounding the allegations in the complaint by offering to interview the member, and using the records request process and preparing a summary 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 respondent to offer the opportunity to interview with the fact-finding committee and may contact the complainant to 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 gather 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 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. The President will also prepare a letter to the respondent. If no violation is determined or a private censure is issued, the letter will indicate that the case was considered and resolved, and that no public action was taken. If a public censure or greater is issued, then the letter will specify the action taken by the Board.

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 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 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, or the Court has accepted a guilty plea from the member, (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.
- D. **Oregon Government Ethics Commission (OGE) Violations.** Upon receiving documented evidence that, (1) a member has been found guilty by the OGE to have violated state ethics laws, (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 ask the Ethics Committee to commence an investigation in accordance with the Initiation of Procedures section of this policy.

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. All meetings involving the investigation, and determining sanctions, shall be held in confidential executive sessions. The issuance of a private censure will be acknowledged in the OCCMA Board of Director's minutes with a brief summary describing the action that violated the Code's tenets, provided that no names or local governments identifying other details are disclosed. This summary may be published in the OCCMA newsletter or used for ethics training purposes.
- B. **Private Censure.** Private Censure shall be kept confidential with the complainant and respondent being notified of the results as outlined in the Code's guideline on confidentiality.
- 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. The envelope or file will include the name of the respondent only, and will not indicate whether sanctions were imposed by the Board, public censures, membership bars and expulsion should be kept in a file that is subject to review. And will identify a date thirty years from the closure of the investigation or the Board's decision on an ethics matter. The Secretary/Treasurer will destroy the file after this date.
- 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.

Section 10. ICMA Ethics Decisions

- A. **Retention of Records.** A copy of ethics sanctions imposed on OCCMA members by ICMA will be kept on file by the OCCMA Secretary/Treasurer in accordance with the provisions described in Section 9 Ethics Investigation Records.
- B. **Public Censures, Membership Bars, and Expulsion.** OCCMA members who receive a public censure or expulsion from ICMA, or non-members who receive a membership bar or expulsion from ICMA, are subject to the same sanctions by OCCMA. The OCCMA Ethics Committee will review the decision made by ICMA without conducting an independent investigation and will recommend sanctions to be imposed by the OCCMA Board of Directors. The Board of Directors will impose appropriate sanctions based on the record compiled by ICMA. The decision of the Board of Directors is final.

Adopted 03-25-2022.

ARTICLE 12

OCCMA Scholarship Program

Section 1. Scholarship Committee

- A. **Purpose.** The Scholarship Committee shall be authorized to administer and grant scholarship funds in accordance with Board parameters established in this policy and within authorized funding, advise the Board on various scholarship issues including annual appropriation requests, pursue fundraising, recommend to the Board adding or discontinuing scholarship programs and other related issues pertaining to scholarship programs.
- B. **Funding.** The board will allocate funding to established scholarship programs as part of the annual budget. The committee may ask the board for adjustments in funding during the fiscal year.
- C. **Annual Report.** The committee shall provide an annual report to the board for the annual board retreat of their activities during the course of the previous 12 months.
- D. **Accounting.** Funding appropriated by the Board and any contributed funds raised during the year shall be tracked separately for each established scholarship program. Any unspent funds will be carried over into the next the fiscal year for that program. The Board will authorize the amount that the committee can disperse in any given year in the approved budget.
- E. **Providing Notice.** The committee shall develop a process to ensure members are notified of the scholarship opportunity.
- F. **Establishing Award Criteria.** The committee will establish criteria to use when ranking applications.
- G. **Awarding Scholarships.** The committee shall be responsible for awarding scholarships.

Section 2. Scholarship Programs

- A. The Board will consider any recommendations from the committee regarding future scholarship programs. Any additions or deletions of programs will be addressed by amendment to this policy. Scholarship programs can be supported by annual funding or through endowed funds. Criteria for any endowed scholarship funds shall be approved by the Board.

Section 3. Charlie Henry Scholarship

A. **Purpose.** Established to honor Charlie Henry’s local government career and the 25 years he devoted to city management through volunteering as a “range rider” after his retirement. The Charlie Henry Scholarship provides scholarships to attend the OCCMA summer conference for the following OCCMA members:

1. Active members
2. Members in transition
3. Affiliate members

B. **Eligible Expenses.** Scholarship funds cover conference registration and if requested by the applicant reimbursement of lodging, travel, and meal expenses up to an amount determined by the Scholarship Committee.

Section 4. Roger Jordan Perpetual Training Scholarship

A. **Purpose.** Established to honor Roger Jordan’s distinguished service and outstanding contributions to professional management and mentorship of Oregon’s local government managers. This scholarship fund is available to assist university students who are studying local government and are current members of the OCCMA in attending the OCCMA summer conference.

B. **Eligible Expenses.** Scholarship funds cover conference registration, on-site meal expenses, lodging, and travel.

Adopted 10-04-2022.

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. Contract between the OCCMA and the OLLG:
Effective Date: September 1, 2021
Termination Date: December 31, 2022
5. Contract between the OCCMA and Canopy Wellbeing:
Effective Date: February 1, 2022
Termination Date: February 1, 2023, but automatically renews unless written notice is provided.
6. ICMA Coaching Program:
Effective Date: January 1, 2022
Termination Date: December 31, 2024



OCCMA

**Oregon City/County
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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Co-Sponsorship of Reception at the ICMA Annual Conference

Wally Bobkiewicz, City Administrator of Issaquah, Washington is working with the Maxwell School in Columbus Ohio to host a reception at the ICMA Annual Conference to celebrate Jeff Towery becoming ICMA President. The reception is scheduled for the evening of Monday, September 19 at the Headquarters Hotel. Invitations will be extended to Maxwell School Dean David Van Slyke, Maxwell alumni and students, the ICMA Board, the International Committee, and conference attendees.

City Administrator Bobkiewicz reached out to both the OCCMA and the WCMA to see if the organizations are interested in co-sponsoring the reception.

Recommended Motion:

I move to have the OCCMA co-sponsor the Maxwell School's reception to honor Jeff Towery by donating _____ (insert amount).



OCCMA

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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Manager's Workshop at the LOC Spring Conference

The LOC has held two successful Spring Conferences and plans to continue these on an annual basis. LOC conference planning staff would like to know if the OCCMA would be interested in holding a Managers Workshop during the upcoming conferences. The OMA Board has committed to hosting a Mayor's Workshop during these conferences. The workshops typically occur the first day of the conference and are scheduled for three hours. The following dates and locations have been secured for the next three years:

- Tuesday, April 25 – Wednesday, April 26, 2023 – Seaside
- Friday, April 26 – Saturday, April 27, 2024 – Klamath Falls
- Wednesday, April 23 – Thursday, April 24, 2025 – Hood River

Staff is seeking feedback from the OCCMA Board of Directors on whether you feel like this is something the Professional Development Committee has capacity to do or not. The other commitment the board should consider is the Northwest Regional Management Conference which Oregon is scheduled to host in 2024. Typically, these occur in March or early April.

Recommended Motion:

This item is for discussion only.



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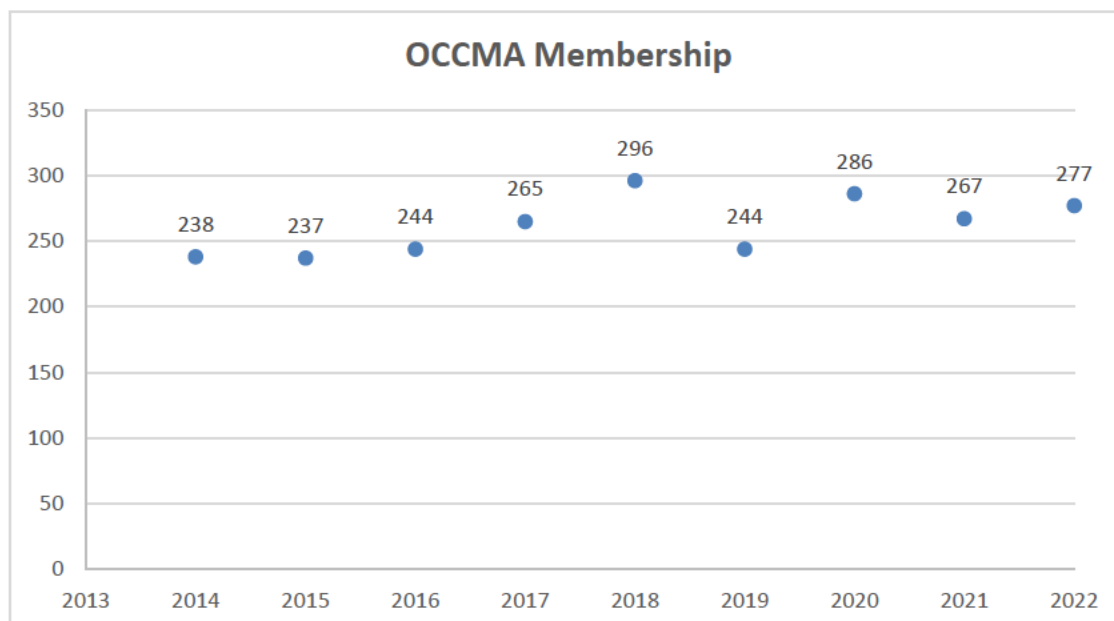
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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Membership Report

As of July 12, 2022, OCCMA has received 239 applications for membership (excluding Lifetime and Honorary members). The specific breakdown between membership classifications and how the numbers are comparing to 2021 membership totals is below. OCCMA has received \$48,660.51 in dues revenue to date with only two outstanding student memberships. Our biggest drop has been in the retired member category which is largely due to staff requesting retired members renew this year, which has not been the practice in years past.

	2021	2022	Difference
Active	179	186	+7
Affiliate	25	21	-4
Cooperating	4	7	+3
Honorary	2	2	-
Lifetime	36	36	-
Retired	34	15	-19
Student	6	9	+3
Managers in Transition	3	1	-2
Total	289	277	-12

The figure below shows the total membership since 2014 including honorary and lifetime members.





OCCMA

**Oregon City/County
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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Approve updated conference refund policy

Staff is asking the board to consider adopting an updated cancellation policy.

The current cancellation policy is:

Cancellations requested within three weeks of the event (after June 28) are not eligible for refunds, however, if the cancellation is due to extenuating circumstances, the Board of Directors may provide additional consideration after the conclusion of the event.

Staff would like to add clarity to the policy on what is classified as an extenuating circumstance and allow refunds to be granted by staff in consultation with the OCCMA President.

The proposed cancellation policy:

Cancellations requested within three weeks of the event (after ____) are not eligible for refunds, however, if the cancellation is due to a bereavement, unforeseen medical issue, transportation failure, or an event of force majeure then staff, in consultation with the OCCMA President, may grant refunds after the deadline. Cancellations are not accepted by phone and must be made in writing to aspeier@orcities.org.

Recommended Motion:

I move to approve the proposed cancellation policy as presented.



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To: OCCMA Board Members
From: Heidi Bell, Sheridan City Manager
Date: June 2022
Subject: Newsletter Subcommittee

The Quarter 2 Newsletter is out and looks great! Please give it a read and share with others. A big thank you is deserved for Angela for all her work to get the produced each quarter.

Link to the Newsletter: [2ndQtr2022OCCMA.pdf](#)

Quarter 3 Newsletter submissions are due: Monday, August 8, 2022

It will be produced September 2022.

I would like to have an OCCMA Committee report from at least one of you. Does anyone have any Committee work or projects that you would like to share? Keep in mind that it will not be produced until September.



OCCMA

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To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: July 15, 2022
Subject: Dues Committee Update

The OCCMA Dues Ad/Hoc Committee met three times since February.

Salary Based Dues

The first meeting LOC Finance Director Jamie Johnson-Davis reviewed the LOC due's structure, and the members discussed the possibility of looking at basing the OCCMA dues on city population and allowing 2-3 memberships per registration. After further analysis staff found that basing dues on population would have resulted in a loss of approximately \$10,000 and would have impacted smaller cities the most. After reviewing the analysis, the Dues Committee is recommending the dues continue to be based on salary.

Definition of Active Member

The Dues Committee recommended modifying the definition of an active member to include a council appointed city recorder provided the city does not have a city manager or city administrator. The Bylaws Committee is recommending this change to the board, and it will be discussed under agenda item E.

Increase in Affiliate and Cooperating Membership Dues

The cost for affiliate and cooperating membership has not been increased since 2016. The committee is recommending an annual increase over the next three years:

- 2023 - \$95
- 2024 - \$100
- 2025 - \$110

The committee would also like to remind the board that additional staff members who do not fall under the active membership category can join the OCCMA as affiliate members. The committee would like to see an increase in affiliate members and is encouraging the board to consider doing a recruitment blitz to their staff and to send reminders to the city managers in their region that the affiliate membership is a great way to help grow future leaders who are interested in furthering their career in local government. Affiliate members have access to the listserv but are not eligible to hold office or vote.

5% for Scholarships

The committee would like the board to consider adding a 5 percent surcharge to the dues for active, affiliate and cooperating memberships to fund both the Charlie Henry and Roger Jordan Scholarship Funds. They felt this would give the two scholarships a more stable funding source and serve as a way to promote the association with students and affiliate members.

Recruitment Strategy

The committee would like the board to consider giving someone who hasn't been an OCCMA member in the last 3 years or a person who has never been a member their membership for half the price for the first year.

Recommended Motion:

I move to approve the Dues Committee's recommendation of increasing the dues for affiliate and cooperating memberships over the next three years, as well as adding a 5 percent surcharge to all dues categories except for students to help fund the scholarship programs and direct staff to implement half priced dues for new members and members who are returning after three years or later.



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To: OCCMA Board of Directors
From: Veterans Ad Hoc Committee – Aaron Palmquist, Chair
Date: June 15, 2022
Subject: Committee Update and Potential Oregon Affiliate

The OCCMA Veterans Ad Hoc Committee has met in regards to the Board's charge to consider establishing a Veteran Affiliate Organization. Several other states as well as ICMA have such affiliates and connections as Veterans from all branches bring much needed resources and experience to municipal government.

This is and can be a viable avenue to see growth and increase experience not only for OCCMA but also for municipal governments across Oregon and various vocational disciplines. Discussion took place and was clearly noted in the following areas,

- Veterans provide a great benefit to local government at any level.
- Veterans have gained credible experience and may still have a desire to serve.
- The local government perception may generally have a Hollywood view and could need some clarity for those who continue to serve or desire to serve in local government.
- A major hiring opportunity exists and the OCCMA and local governments are not immune from the need.
- Oregon may not seem to have many Veterans involved but this group could be built upon and strengthened both in or outside of Oregon, to strengthen local governments.
- Veterans are a growing employment opportunity pool that should not be ignored.

However great an opportunity, the committee felt that we need to get the pulse from those within OCCMA and municipalities across the state.

A simplified survey was drafted for the OCCMA Board's consideration to send to our members as well as request the LOC to send out to all city leadership, as there may be Veterans working/serving at various municipal positions.

Attachment:

- Recommended Survey for a potential Veteran Affiliate
- Colorado Veterans Leading Government 2020 Strategic Planning Session

Recommended Motion:

I move to provide a survey to OCCMA membership and request support from the LOC to send the same survey to city leadership across Oregon.

Four questions about the organization of a potential affiliate:

Oregon Veterans Leading Government

OCCMA recognizes the importance of broadening the talent pool from which we recruit new members to our profession. Veterans who desire to continue in public service can provide a significant contribution to this effort. Should OCCMA follow the lead of ICMA and the Colorado City County Managers Association by creating an affiliate: the Oregon Veterans Leading Local Government? The OCCMA Board is looking for your input; please take a minute to answer the following questions.

- To help market the local government profession among veterans and currently serving personnel, and to assist veterans in their transition to local government, should a state veterans affiliate group be formed?
- Would you be willing to serve on such a group?
- If you're a Veteran who transitioned into local government, did you receive transitional assistance of any kind?
- Please provide your thoughts on what can be done to recruit Veterans and support their transition to a career in local government.

Contact Information:

Name:

City:

Address:

Phone/email:

Number of employed Veterans

Colorado Veterans Leading Government



Strategic Planning Session

July 17, 2020

COVLG Vision, Mission and Principles

Vision: Veterans strengthening local government through continued service.

Mission: To advocate, network, train, and provide professional development resources for veterans and CCCMA members seeking to serve and lead in local government.

Guiding Principles:

- To **ADVOCATE** for the service, skills, experience and value that veterans bring to the local government management career field.
- To expand the **NETWORK** of fellow veterans and other professionals within CCCMA membership, enhancing inclusiveness, integration, mentorship and service in local government.
- To **TRAIN** veterans and other leaders on local government best management practices, lessons learned and latest developments within the profession.
- To **PROVIDE PROFESSIONAL DEVELOPMENT RESOURCES** that help translate and enhance the skills and experience of veterans and other leaders and strengthen the diversity of the local government management profession

Who
Why
What



COVLG Initial Objectives and Actions

Initial Objectives and Action Items (next 12 Months):

- ✓ Strategic Planning meeting
 - Vision, Mission, Principles refined and completed
- ✓ Submit documents to CCCMA to codify the COVLG (Prior to Aug 20, John and Darrin)
- ✓ Establish COVLG Leadership Team and participation on CCCMA Board (Prior to Aug 20, Group, Darrin)
- ✓ Create COVLG by-laws and integration with CCCMA by-laws (Post Aug 20, Ed Cannon)
- ✓ Conduct outreach to key stakeholders to enable COVLG initial planned activities and actions (TBD)
- ✓ Announcement of COVLG to CCCMA membership and recruiting of new COVLG members (TBD)
- ✓ Plan, coordinate and host two COVLG events in the next 12 months (Submit form to hold a conference slot for CCCMA Conference, TBD)

*Priorities
Timeline
Responsibility*



COVLG Organizational Structure

Leadership Position	Responsibilities	Term of Service	Notes
COVLG Senior Representative	Serve as a strategic member of the CCCMA Board and represent the interests of COVLG Senior Representative and spokesperson	Elected to a 2 year term	Appointed thru Feb 2021, elections in Oct 2020 for 2021/22
Advocacy and Networking Program Director/Chair	Lead, coordinate and facilitate activities focused on Advocate and Network Guiding Principles	1 year term	CCCMA staff handles logistics and management, Program Chair(s) drive content
Training and Professional Development Program Director/Chair	Lead, coordinate and facilitate activities focused on Training and Professional Development Guiding Principles		CCCMA staff handles logistics and management, Program Chair(s) drive content

*Leadership
Responsibility
Term
Notes*



Colorado Veterans Leading Government

Final Comments

