



OCCMA Annual Membership Meeting

October 12, 2023 | 11:30 am – 12:30 pm

The Graduate | 66 E 6th Ave, Eugene, OR 97401 | Room: Seeger/Joplin

AGENDA

A. Call to Order & Roll Call (<i>Scott Derickson</i>)	-
B. Appointment of a Parliamentarian (<i>Scott Derickson</i>)	-
C. Approval of the Minutes of the October 5, 2022 Meeting* (<i>Scott Derickson</i>)	02
D. Financial Report* (<i>Angela Speier</i>)	08
E. President's Report (<i>Scott Derickson</i>)	-
F. Announcement of the Board Meeting and Conference Schedule (<i>Dan Huff</i>)	12
G. OCCMA Lifetime Membership – Rodger Craddock* (<i>Scott Derickson</i>)	14
H. Bylaws Amendments* (<i>Aaron Palmquist</i>)	16
I. Report on Changes to the OCCMA Policy Annex (<i>Aaron Palmquist</i>)	26
J. Update on Oregon Latinos in Local Government (OLLG) (<i>Rachael Fuller</i>)	50
K. Committee Reports	
1. Nominating Committee (<i>Susie Marston</i>)	51
2. Ethics Committee (<i>Zoe Mombert</i>)	-
3. Civic Education Committee (<i>Zoe Mombert</i>)	-
4. Support for Managers Committee (<i>Adam Brown</i>)	-
5. Diversity, Equity, and Inclusion (<i>Mark Shepard</i>)	-
6. Audit Committee (<i>Dan Huff</i>)	-
7. Professional Development Committee (<i>Dan Huff</i>)	54
• Summer Conference Survey Overview	
8. Communications Committee (<i>Andy Varner</i>)	-
9. Bylaws Committee (<i>Aaron Palmquist</i>)	-
10. ICMA Liaison Committee (<i>Adam Brown</i>)	-
11. Northwest Women's Leadership Academy (<i>Rachael Fuller</i>)	73
12. Veteran's Committee (<i>Aaron Palmquist</i>)	-
13. Scholarship Committee (<i>Adam Brown</i>)	75
L. Election of Officers and Directors* (<i>Scott Derickson</i>)	79
M. Recognition of Outgoing Board Members (<i>Scott Derickson and Dan Huff</i>)	-
N. Other Business (<i>Scott Derickson</i>)	-
O. Adjournment (<i>Scott Derickson</i>)	-

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



OCCMA Annual Membership Meeting

October 5, 2022 | 11:30 am – 12:30 pm

Riverhouse on the Deschutes

MINUTES

Board Members:

Susie Marston, President – Present
Scott Derickson, President-Elect – Present
Angela Speier, Secretary, LOC – Present
Spencer Nebel, Past President – Present
John Walsh, Director – Present
Dan Huff, Director – Present

Andy Varner, Director – Present
Rachael Fuller, Director – Present
Adam Brown, Director – Present
Aaron Palmquist, Director – Present
Zoe Mombert, Director – Present
Heidi Bell, Director – Excused

Staff: Angela Speier, Project & Affiliates Manager

Other: See membership attendance (Attachment 1)

A. Welcome & Roll Call

President Susie Marston called the meeting to order at 11:51 am.

B. Appointment of a Parliamentarian

President Susie Marston appointed Spencer Nebel to serve as the parliamentarian.

C. Minutes

It was moved by Director Palmquist and seconded by Marty Wine to approve the October 5, 2022 minutes of the Annual Membership Meeting as presented. The motion passed 65-0.

D. Financial Report

It was moved by Director Palmquist and seconded by Martha Bennett to approve the Financial Report as presented. The motion passed 65-0.

E. Presidents Report

President Susie Marston provided an update on the ICMA Conference and announced that Jeff Towery, McMinnville City Manager is now the ICMA president and is the first from Oregon to serve as president. She also recognized Peter Troedsson, Albany City Manager for his service on ICMA Board.

F. Announcement of the Board Meeting Schedule for 2023

President-Elect Scott Derickson presented the 2023 OCCMA Board meeting schedule to the membership.

G. Bylaws Amendments

Bylaws Committee member and Past President Spencer Nebel reviewed the proposed changes to the OCCMA Bylaws as recommended by the OCCMA Board of Directors.

It was moved by Director Palmquist and seconded by Byron Smith to amend Article 4 Membership, Section 2. ACTIVE MEMBERS to include council appointed city recorders provided the city does not have a city manager or city administrator. The motion passed 65-0.

It was moved by Director Palmquist and seconded by Richard Meyers to amend Article 9 Membership Committees, Section 1. COMMITTEE APPOINTMENTS to include the Scholarship Committee. The motion passed 65-0.

H. Report on Changes to the OCCMA Policy Annex

Bylaws Committee member and Past President Spencer Nebel presented the changes to the policy annex.

I. Update on Oregon Latinos in Local Government (OLLG) Chapter

Director Rachael Fuller provided an update on the OLLG.

J. Committee Reports

Nominating Committee

Nominating Committee Chair and Past President Spencer Nebel presented the recommended slate of candidates for 2023.

President-Elect: Dan Huff City Manager, Molalla

Directors:

Mark Shepard	City Manager	Corvallis	12/2025	Region 4
Jerry Gillham	City Manager	Sutherlin	12/2025	Region 7

Ethics Committee

Director Zoe Mombert provided an update on the Ethics Committee.

Civic Education Committee

Director Zoe Mombert provided an update on the Civic Education Toolkit which is available on the website.

Support for Managers

Director Adam Brown provided an update on their monthly meetings and noted the committee is made up of Senior Advisors.

Audit Committee

President-Elect Scott Derickson said the committee met and reviewed the financial documents from last year. He thanked Jamie Johnson-Davis, LOC Finance Director for her outstanding work.

Professional Development Committee

President-Elect Scott Derickson reviewed the survey results from the summer conference.

Diversity, Equity and Inclusion Committee

Director Adam Brown provided an update on the DEI Committee.

Communications

President Susie Marston asked that everyone read the newsletter and encourage members to submit articles.

Bylaws Committee

Past President Spencer Nebel referred to his earlier report.

ICMA Liaison Committee

Director Adam Brown said several communities participated in ICMA's national programs and noted the great connection between Oregon and IMCA.

Northwest Women's Leadership Academy

Director Rachael Fuller said the academy started in 2018 in response to the low number of women in leadership positions. She thanked everyone who has supported the program and noted over 100 women have gone through the program and they are launching their 5th cohort next month. She said the Nominating Committee received 57 nominations for 20 spaces.

Dues Committee

Director Aaron Palmquist said the Dues Committee is recommending the rates structure stay the same for active members, but the formula be increased to provide a stable source of revenue to the OCCMA Scholarship Program. There will also be a minor increase in affiliate and cooperating memberships.

Veteran's Committee

Director Aaron Palmquist thanked military veterans. OCCMA will be releasing a survey to figure out how to advance people who have served in the military.

Scholarship Committee

Director Adam Brown provided an update on the scholarships that were awarded.

K. Election of Officers

It was moved by Byron Smith and seconded by Nathan George to close the nominations from the floor. There was no discussion and the motion passed unanimously 65-0.

It was moved by Martha Bennett and seconded by Marty Wine to approve the 2023 slate of candidates presented below. The motion passed 64-1, with Jerry Gillham voting no.

President-Elect: Dan Huff City Manager, Molalla

Directors:

Mark Shepard	City Manager	Corvallis	12/2025	Region 4
Jerry Gillham	City Manager	Sutherlin	12/2025	Region 7

L. Recognition of Outgoing Board Members

President Susie Marston and President-Elect Scott Derickson recognized outgoing board members.

M. Other Business

None.

N. Adjournment

President Susie Marston adjourned the meeting at 12:31 pm.

APPROVED by the OCCMA Board of Directors and Membership on October 12, 2023.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager

Attachment 1

Full Name	Email
Aprati, Jeff	japrati@ci.sandy.or.us
Bennett, Martha	mbennett@lakeoswego.city
Betz, Jacque	betz@ci.gladstone.or.us
Boone, Jake	asst2cm@cottagegrove.org
Brandom, Peter	Peter.Brandom@corneliusor.gov
Brewer, Nancy	nbrewer@ci.lebanon.or.us
Campbell, Keith	CampbellK@SherwoodOregon.gov
Cannon, Jonathan	citymanager@bakercity.gov
Cleavenger, James	cityadministrator@ci.oakridge.or.us
Cook, Sarah	scook@jeffersonoregon.org
Corbett, Robb	robb.corbett@ci.pendleton.or.us
Craddock, Rodger	rcraddock@coosbay.org
Cubic, Aaron	acubic@grantspassoregon.gov
Cutter, Dann	dann.cutter@waldport.org
Derickson, Scott	scott.derickson@ci.woodburn.or.us
Fournier, Robin	robinfournier.csm@gmail.com
Fuller, Rachael	Rachael_Fuller@co.washington.or.us
Gall, Joseph	GallJ@CleanWaterServices.org
George, Nathan	ngeorge@tillamookor.gov
Gillham, Jerry	j.gillham@ci.sutherlin.or.us
Glover, Erik	e.glover@newportoregon.gov
Harding, Myrna	myrna.harding@cityofsublimity.org
Harding, Ron	rharding@aumsville.us
Huff, Dan	dhuff@cityofmolalla.com
Ketchum, James	ketchumj@grantcounty-or.gov
King, Eric	eking@bendoregon.gov
Kyle, Spencer	skyle@cityofseaside.us
Lambert, Heide	citymanager@yachatsmail.org
Latta, Brian	brian.latta@dallasor.gov
Legarza, Daphnee	dlegarza@lincolncity.org
Marston, Susie	smarston@cityofgervais.com
McClure, Scott	smcclure@cityofturner.org
Messmer, Megan	megan.messmer@ci.florence.or.us
Meyers, Richard	citymanager@cottagegrove.org
Michel, Matt	mmichel@ci.veneta.or.us
Milliron, David	dmilliron@northbendcity.org
Monahan-Mombert, Zoe	mombert@ci.wilsonville.or.us
Nebel, Spencer	s.nebel@newportoregon.gov
Norton, Hilary	admin@halseyor.gov
Pagano, Anthony	apagano@goldbeachoregon.gov
Rahl, Jon	jr@cityofseaside.us
Rainville, Lonnie	lrainville@myrtlecreek.org

Attachment 1

Full Name	Email
Reynolds, Erin	erin.reynolds@ci.florence.or.us
Roaden, Rochelle	rroaden@ci.dayton.or.us
Rutherford, Nichole	nrutherford@coosbay.org
Samaniego, Joe	jsamaniego@cityoftangent.org
Shepard, Mark	mark.shepard@corvallisoregon.gov
Smith, Byron	bsmith@hermiston.or.us
Stahley, Keith	manager@cityofsalem.net
Teichert, Johnathan	jteichert@klamathfalls.city
Thomas, Michael	mthomas@ci.amity.or.us
Troedsson, Peter	peter.troedsson@cityofalbany.net
Tuck, Jason	jasont@happyvalleyor.gov
VanderZanden, Jesse	jvanderzanden@forestgrove-or.gov
Varner, Andrew	andy.varner@northplains.org
Vetter, Nina	nina.vetter@greshamoregon.gov
Wagner, Melanie	wagner@cityofestacada.org
Walsh, John	jwalsh@ci.st-helens.or.us
West, Kenna	kwest@ci.independence.or.us
Wiggins, Doug	dougwiggins@cityofunion.com
Williams, John	jwilliams@westlinnoregon.gov
Wine, Marty	mwine@ci.monmouth.or.us
Workman, Christopher	chris.workman@philomathoregon.gov
Young, Raymond	ray.young@troutdaleoregon.gov
Zimmerman, Gordon	gzimmerman@cascade-locks.or.us



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership Meeting
From: Angela Speier, Project & Affiliates Manager
Date: September 28, 2023
Subject: Financial Report

The OCCMA remains in sound fiscal health.

To date, the OCCMA has received \$139,173.55 in income this year. The bulk of this revenue comes from three sources: 1) membership dues; 2) the annual conference; and 3) sponsorship dollars. For membership dues, the OCCMA has received \$51,888.58. New this year, the board approved taking 15% of the dues revenue and placing it in a dedicated scholarship fund to fund the OCCMA's new Professional Development Program. This means \$7,783.28 will be available next year to help members attend professional development training sponsored by the OCCMA and outside entities. Our membership remains strong at 283 members, including 201 active and 15 affiliate members.

The 2023 Summer Conference brought in a total of \$75,620, with \$42,500 from sponsorships. The sponsorships exceeded the budgeted amount of \$30,000. While the Summer Conference was the OCCMA's most significant expense the organization profited \$38,174 from the event. The total expenses reported as of August are \$65,671.16 or 33.13% of the budgeted \$198,274. The expenses include staff credit card charges that are not yet reflected in the attached Budget vs. Actual report.

Suggested Motion:

I move to approve the financial report as presented.



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	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
3-4350 Spring Conference			
3-4351 Spring Conference Registration	2,543.00	2,800.00	257.00
Total 3-4350 Spring Conference	2,543.00	2,800.00	257.00
3-4400 Summer Conference			
3-4404 Registration Summer Conference	32,350.00	35,000.00	2,650.00
3-4407 Sponsorships	42,500.00	30,000.00	-12,500.00
3-4420 Activity Fee	770.00	1,000.00	230.00
Total 3-4400 Summer Conference	75,620.00	66,000.00	-9,620.00
3-4600 NW Women's Academy	325.00		-325.00
3-4606 NW Women's Leader Summit	15,050.00	16,000.00	950.00
Total 3-4600 NW Women's Academy	15,375.00	16,000.00	625.00
Total 3-4000 Conference Income	93,538.00	92,300.00	-1,238.00
3-4700 General Operations			
3-4701 Dues	44,105.30	50,000.00	5,894.70
3-4702 Dues Surcharge Scholarship(s)	7,783.28	5,000.00	-2,783.28
3-4770 CIS Senior Advisor	2,500.00	2,500.00	0.00
3-4780 ICMA Senior Advisor	3,753.24	5,000.00	1,246.76
3-4785 Charlie Henry Scholarship		0.00	0.00
Total 3-4700 General Operations	58,141.82	62,500.00	4,358.18
3-9998 Uncategorized Income	-13,800.00	224,271.00	238,071.00
Oregon Latinos in Local Government			
3-4608 OLLG Dues	675.00	16,000.00	15,325.00
Total Oregon Latinos in Local Government	675.00	16,000.00	15,325.00
Uncategorized Income (FY 1998)	618.73		-618.73
Total Income	\$139,173.55	\$395,071.00	\$255,897.45
GROSS PROFIT	\$139,173.55	\$395,071.00	\$255,897.45
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		2,500.00	2,500.00
Total 3-5330 Fall Conference		9,100.00	9,100.00
3-5360 Spring Workshop	-312.76		312.76



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5361 Food & Beverage -Spring		2,000.00	2,000.00
3-5362 Room Rental - Spring		600.00	600.00
3-5364 Speaker(s) - Spring	1,112.78	1,000.00	-112.78
Total 3-5360 Spring Workshop	800.02	3,600.00	2,799.98
3-5440 Summer Conference			
3-5441 Activities Summer	492.59	3,000.00	2,507.41
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer	4,500.00	3,500.00	-1,000.00
3-5444 Food & Beverage Summer	19,487.74	35,000.00	15,512.26
3-5445 Lodging Summer		2,000.00	2,000.00
3-5446 Postage/Printing Summer	360.00	500.00	140.00
3-5447 Travel Summer		500.00	500.00
3-5449 Summer Wells/Jordan Scholarship		2,500.00	2,500.00
3-5450 Speaker Summer	8,379.47	7,500.00	-879.47
Total 3-5440 Summer Conference	33,219.80	55,000.00	21,780.20
3-5550 NW Regional			
3-5557 NW Travel		4,000.00	4,000.00
Total 3-5550 NW Regional		4,000.00	4,000.00
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA	1,287.50	2,575.00	1,287.50
3-5602 Other Administration	499.76	9,600.00	9,100.24
3-5604 Speaker Fees	2,000.00		-2,000.00
3-5605 NW Women Food & Beverage	88.70	6,000.00	5,911.30
3-5606 Miscellaneous		1,000.00	1,000.00
Total 3-5600 NW Women Academy	3,875.96	19,175.00	15,299.04
Total 3-5100 Conferences	37,895.78	90,875.00	52,979.22
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues		13,300.00	13,300.00
3-5702 Meetings & Events	325.00	2,650.00	2,325.00
3-5703 LOC Admin Services	1,563.00	3,126.00	1,563.00
3-5704 Travel		2,000.00	2,000.00
Total 3-5700 Oregon Latino's in Local Government	1,888.00	21,076.00	19,188.00
3-6000 Operations Expense			
3 6056 Listerv		750.00	750.00
3-6001 LOC Services	12,874.98	26,523.00	13,648.02
3-6016 Board Functions	419.08	6,000.00	5,580.92
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		3,000.00	3,000.00



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-6030 Membership	183.78		-183.78
3-6033 Miscellaneous		1,500.00	1,500.00
3-6034 Miscellaneous Credit Card Exp	-2,150.24	3,000.00	5,150.24
3-6035 Insurance	750.00	750.00	0.00
3-6036 National/Committee Travel	-811.88	8,000.00	8,811.88
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage	-8.37	400.00	408.37
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry	560.68	2,500.00	1,939.32
3-6054 Senior Advisor	2,895.85	14,000.00	11,104.15
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	1,350.00	2,500.00	1,150.00
Total 3-6000 Operations Expense	17,251.88	86,323.00	69,071.12
Melio Credit card fee	60.00		-60.00
Total Expenses	\$57,095.66	\$198,274.00	\$141,178.34
NET OPERATING INCOME	\$82,077.89	\$196,797.00	\$114,719.11
NET INCOME	\$82,077.89	\$196,797.00	\$114,719.11



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership Meeting
From: Angela Speier, Project & Affiliates Manager
Date: September 27, 2023
Subject: 2024 OCCMA Board Meetings and Conference Calendar

Below is a list of dates for OCCMA conferences and board meetings in 2024.

January 26

OCCMA Board of Directors Meeting
Location: Virtual

March 26-29

NW Regional Managers Conference
Location: Seaside Convention Center

March 29

OCCMA Board of Directors Meeting
Location: Seaside Convention Center

April 25

OCCMA Spring Workshop
Location: Running Y Ranch, Klamath Falls

April 25-26

LOC Spring Conference
Location: Running Y Ranch, Klamath Falls

June 24-27

OCCMA Summer Conference
Location: Best Western Plus Hood River Inn

June 24

OCCMA Board of Directors Meeting
Location: Best Western Plus Hood River Inn

August 30

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

October 16

OCCMA Board of Directors Meeting
Location: The Riverhouse on the Deschutes, Bend

October 17

OCCMA Fall Workshop and Annual Membership Meeting
Location: The Riverhouse on the Deschutes, Bend

October 17-19

LOC Annual Conference

Location: The Riverhouse on the Deschutes, Bend

November 21-22

OCCMA Board of Directors Retreat

Location: Independence Event Center



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Angela Speier, Project and Affiliates Manager
Date: September 27, 2023
Subject: OCCMA Lifetime Membership – Rodger Craddock

Under Article 4 Section 8 of the OCCMA Bylaws, “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.” The OCCMA Board of Directors received a nomination for Rodger Craddock to receive lifetime membership to the Oregon City/County Managers Association. Rodger has held administrative roles with the Coos Bay city government for 20 years, including serving as city manager since 2009. He is a longtime ICMA member and serves on the OCCMA Bylaws & Policy and Ethics committees. Locally, he has been active in several economic development organizations. The nomination letter submitted by the following individuals: David Milliron, Brian Latta, Jeff Towery, Jacque Betz, Megan Messmer, Erin Reynolds, Spencer Nebel, and David Clyne is attached to this memo.

On August 31, 2023 the board unanimously agreed to recommend to the membership that Rodger Craddock be granted Lifetime Membership in the association.

Recommended Motion

I move that lifetime membership to the Oregon City/County Management Association be granted to Rodger Craddock for his distinguished service in city management and his lasting and meaningful contribution to the OCCMA during his city management career.



City of North Bend

P.O. Box B • North Bend, OR 97459-0014 • 541.756.8500 (o) • 541.756.8527 (f)

TO: OCCMA President Scott Derickson

FROM: David Milliron, North Bend City Administrator

DATE: July 14, 2023

Re: OCCMA Life Membership for Rodger Craddock

It is with pleasure that the following OCCMA members in good standing recommend retiring Coos Bay City Manager Rodger Craddock for Life Membership.

Craddock has held administrative roles with the Coos Bay City Government for 20 years, including City Manager, since 2009. He holds a master's degree in public administration from Columbia Southern University. He is a graduate of the Oregon Executive Development Institute. Craddock is a longtime ICMA - International City/County Management Association member and serves on the Oregon City/County Management Association's Bylaws & Policy and Ethics standing committees. Locally, he serves as the immediate past chair of the South Coast Development Council, a regional economic development organization serving Oregon's south coast. He is also a board member of the CCD Business Development Corporation and the Coos Bay-North Bend-Charleston Visitor & Convention Bureau.

The undersigned attests that because of Rodger's distinguished service in city management during his management career at Coos Bay, and his lasting and meaningful contributions to the OCCMA and local government management, he deserves consideration for life membership. Rodger will retire from the City of Coos Bay at the month's end and assume his new role as Executive Director of the Coos County Airport District on Monday, August 7, 2023.

PRINTED NAME	REPRESENTING	PHONE	SIGNATURE
DAVID MILLIRON	CITY OF NORTH BEND	541-756-8536	
Brian Latta	City of Dallas	971-267-6835	
Jeff Towery	City of McMinnville	541-913-2904	
Jacque Betz	City of Gladstone	503-457-6773	
Megan Messmer	City of Florence	503-871-1643	
Erin Reynolds	City of Florence	541-619-0450	
Spencer Nebel	City of Newport	541-270-5857	
David Clynne	Senior Advisor	541-905-3230	

Update: Nichole Rutherford was appointed CM Retraactive to 10-12-23 OCCMA Annual Membership Meeting



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Angela Speier, LOC Project & Affiliates Manager
Date: September 27, 2023
Subject: OCCMA Annual Membership – Bylaws Amendments

Under Article 14 of the Oregon City/County Management Association Bylaws, the bylaws may be amended or repealed by a 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. of the OCCMA Bylaws. The OCCMA Board of Directors is recommending that the membership consider multiple changes to the bylaws at the annual meeting, which will be held on October 12, 2023. Notice has been given in accordance with the bylaws of these amendments.

Article 6 Offices and Terms of Office

The OCCMA Board of Directors is recommending that the membership consider changes to Article 6 Offices and Terms of Office, Section 2. STRUCTURE; Section 4. DIRECTORS; Section 6. PROMULGATION OF POLICIES; and Section 9. TERM LIMITS.

This change would increase the number of directors from eight to nine and changes “list serve” to listserv for consistency purposes.

Suggested Motion:

I move to amend Article 6 Offices and Terms of Office, Sections 2, 4, 6, and 9 as presented.

Article 7 Nomination, Election of Officers and Directors, and Removal from Office

The OCCMA Board of Directors is recommending that the membership consider changes to Article 7 Nomination, Election of Officers Directors, and Removal of Office, Section 2. NOMINATING COMMITTEE and Section 6. VACANCIES.

This change would allow the Nominating Committee to consider additional criteria when recommending appointments to the OCCMA and LOC Board of Directors. Section 6 clarifies the length of time a person can serve in a vacated position.

Suggested Motion:

I move to amend Article 7 Nomination, Election of Officers and Directors, and Removal from Office, Sections 2 and 6 as presented.

Article 8 Board Meetings

The OCCMA Board of Directors is recommending that the membership consider changes to Article 8 Board Meetings, Section 1. REGULAR MEETINGS; Section 4. NOTICE; and Section 5. QUORUM.

This change would increase the quorum requirement to seven voting members due to the additional director position being added and changes “list serve” to listserv for consistency purposes.

Suggested Motion:

I move to amend Article 8 Board Meetings, Sections 1, 4, and 5 as presented.

Article 9 Membership Committees

The OCCMA Board of Directors is recommending that the membership consider changes to Article 9 Membership Committees, Section 1. COMMITTEE APPOINTMENTS and Section 3. LIAISONS TO COMMITTEES.

This change adds the Communications Committee to the list of standing committees and clarifies that board members will also need to serve as liaisons to standing and ad/hoc committees.

Suggested Motion:

I move to amend Article 9 Membership Committees, Sections 1 and 3 as presented.

Attachment:

1. Proposed changes to the OCCMA Bylaws

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 nine-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: Nine Eight directors shall be elected for a term of three years. The rotation of the director terms shall be staggered with three (3) terms expiring each year. 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 ~~listserv~~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 two full terms on the Board~~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. In preparation for the election at the annual membership meeting, the Nominating 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 gives consideration to race, gender, tenure, size of community served, and geographic area, as well as the geographic areas served throughout the candidate's career. 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. Directors appointed by the Board shall serve for the balance of the vacant term. 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 ~~listserv~~ ~~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 ~~listserv~~ ~~list-serve~~ shall be posted at least three (3) days in advance of the meeting.

Section 5. QUORUM: A quorum of ~~seven~~ ~~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, Scholarship, Communication, 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 and ad/hoc 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. [Includes amendments approved on October 12, 2023.](#)



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Angela Speier, LOC Project & Affiliates Manager
Date: September 27, 2023
Subject: Report on Changes to the OCCMA Policy Annex

Article 6 “Office and Terms of Office”, Section 6. PROMULGATION OF POLICIES provides that the OCCMA Board of Directors is empowered to enact the policies from time to time to govern the operations of the Association. Policies are enacted by two-thirds vote of the Board members present at a regular meeting after they have been introduced at a previous Board meeting. Notice is also provided to the OCCMA membership regarding proposed bylaw changes. The OCCMA Board is scheduled to approve the attached policy at the October 11, 2023 Board of Directors Meeting.

The proposed changes to the policy annex include:

- Article 1, Section 1 – Changes “list serve” to listserv for consistency purposes.
- Article 3, Section 2 – Changes “list serve” to listserv for consistency purposes.
- Article 5, Sections 3 and 4 – Clarifies the membership drive and billing procedures. Changes Finance Director to Senior Accountant, because the LOC no longer has a Finance Director.
- Article 8, Sections 2 and 5 – Changes the title of Article 8 to ICMA Senior Advisor Program. Adds the listserv as a recruitment tool and adds at least before 30 days to allow for some flexibility in the review period. Changes the word shall to may for more flexibility when reimbursing expenses.
- New Article 13 – Creates the OCCMA Senior Advisor Program.

The bylaws provide that any modifications of the 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 by the majority of the members at the annual meeting.

Suggested Motion:

None

Alternative Motion:

If the membership wishes to repeal the changes, the following motion would be made.

I move to repeal the changes {or insert a specific section} made to the OCCMA Policy Annex as approved by the OCCMA Board of Directors on October 11, 2023.

Attachment:

1. Proposed changes to the OCCMA Policy Annex

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 ~~listserv~~~~-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 ~~-listserv~~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 3. DUES: The OCCMA membership year runs January 1 through December 31. New active members and members returning after three years or longer may get their first-year dues prorated by 50%. 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. The process is as follows:

- The OCCMA Board of Directors approve the membership drive materials during their Annual Retreat in November.
- Membership drive opens in mid-December.
- Reminder emails are sent directly to eligible members, via the OCCMA listserv, and the LOC Bulletin every two weeks.
- The deadline to renew is January 31.
- Members who have not renewed are removed from the OCCMA listserv on February 1.
- Applications are processed and invoiced as they are received.
- Once payment is received the member will be added to the OCCMA listserv and will receive a welcome email.
- Invoices become past due 30 days after being generated and emailed.
- After 60 days, past due accounts will receive a second invoice with applicable finance charges. The 60-day past-due invoice will be generated and mailed with a letter by the LOC Finance Department.
- After 90 days past due, the Secretary/Treasurer will forward the invoice to the Legal Department. A 90-day past-due notice and accompanying letter will be generated and mailed by the LOC Member Services Department. If the account remains unpaid membership status is removed in the registration system and an invoice will no longer be mailed.

Section 4. FINANCIAL CONTROLS: All disbursements from the OCCMA shall be handled by the LOC Senior Accountant ~~Finance Director~~ and require authorization of the OCCMA President 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 5. 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 10-4-2022.

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

ICMA 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 and/or through the OCCMA listserv.
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. At least 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 ~~may 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 is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.
- C. In accordance with the ICMA Senior Advisors Program Manual, complimentary registrations shall be provided to Senior Advisors as follows:
 - 1. The Association shall provide complementary registrations for the attending Association sponsored events.
 - 2. ICMA shall provide complementary registration for attending the ICMA Annual Conference.
- D. Procedure for Expense Reimbursement:
 - 1. Once a quarter Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee) for the preceding quarter.
 - 2. The OCCMA Secretary-Treasurer (or designee) shall authorize payment for expenses incurred by the Senior Advisor(s) in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

Section 6. OUTSIDE ACTIVITIES:

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

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

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.
- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
 - 1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
 - 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
 - 3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
 - 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
 - 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.
 - 6. Assist the local governing body in developing the interview process.
 - 7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
 - 8. Assist the local governing body at the interview process but not participate in the actual interview.
- C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:
 - 1. Perform background checks on candidates.
 - 2. Be involved in the selection of the candidate by the governing body.

3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
4. Be involved in negotiation of terms of employment for the selected candidate.

Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

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

Adopted 9-28-2017; Amended 9-27-2018; Amended 10-04-2022.

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.

ARTICLE 13
OCCMA Senior Advisor Program

Section 1. PURPOSE:

The purpose of the OCCMA 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 and to the Association and other affiliated groups. This program is to compliment the ICMA Senior Advisor Program and to provide additional types of support from retired managers as defined by the OCCMA Board.

Section 2. ROLES OF OCCMA SENIOR ADVISORS:

- A. The Board may appoint OCCMA Senior Advisors to supplement the ICMA Senior Advisor Program. The OCCMA Senior Advisor shall follow the requirements as outlined in Article 8 of the Policy Annex as it relates to OCCMA. OCCMA Senior Advisors are not compensated by ICMA and do not have to meet the requirements specific to ICMA Senior Advisors.
- B. Alternative OCCMA Advisor roles to benefit OCCMA and its members may be created by the Board. A description of those responsibilities will be approved by the Board prior to providing notice to OCCMA members to fill these OCCMA Advisor Positions.

Section 3. APPOINTMENT OF OCCMA SENIOR ADVISORS:

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. Have an active phone number and email address.
- 6. Substantially retired and/or not engaged in a business that could create a conflict of interest.

B. Appointment Process

- 1. When an OCCMA Senior Advisor position is created by a decision of the OCCMA Board and a vacancy in this position exists, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members and/or through the OCCMA listserv.
- 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. Appointments shall be made by the OCCMA Board of Directors.
- 4. Reappointments do not require a declaration of a vacancy and may be made by the OCCMA Board of Directors provided the retired member continues 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. OCCMA 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. At least 30 days before a review the membership shall be notified and may provide comments to the President.
4. The OCCMA Board or the OCCMA Senior Advisor may terminate an appointment with written notification.

Section 3. OCCMA SENIOR ADVISOR RESPONSIBILITIES:

- A. Participate in meetings with Oregon ICMA Senior Advisors.
- B. Attend meetings of the Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- C. 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.
- D. Provide, at least quarterly, a statement of expenses to the Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the President.
- E. Contribute information for use in the OCCMA Newsletter.
- F. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- G. Provide support for the Council-Manager Plan when requested.
- H. 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 OCCMA Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the OCCMA Senior Advisor Program. The Board shall establish a budget separate from the ICMA Senior Advisor Program.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors may 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 OCCMA Board Meetings.
 5. Attending LOC Conferences.
 6. Attending AOC Conferences.
 7. Attending the Northwest Regional Managers Association Conference.
 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 unless authorized by the Board.
8. Reimbursement for attendance at any event is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.

C. 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 within budgeted allowances.

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 RECOGNITION

- E. The President shall recognize the contributions of the Senior Advisors at the annual meeting of the association.

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
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Angela Speier, LOC Project & Affiliates Manager
Date: September 27, 2023
Subject: Oregon Latinos in Local Government (OLLG) Update

The OLLG Board of Directors held a strategic planning session on July 28. During this meeting they recommitted to the OLLG vision and mission statements, solidified the expectations of board members, created a schedule for future Café con Leche events, reimagined the organization's newsletter, and developed an outline for two in-person events to occur during calendar year 2024. In mid-December the OLLG will open their membership drive and be able to offer the following events to renewing members and potential members.

Café con Leche Virtual Events

January 11, 2024

- Topic: Crafting Professional Resumes and Cover Letters

March 14, 2024

- Topic: Transitioning from Staff to Supervisor – Key Skills

May 9, 2024

- Topic: Navigating Requests for Translation and Interpretation

July 11, 2024

- Topic: Oregon Budget Law, What Municipal Officials Need to Know

November 14, 2024

- Topic: How to be a Successful Mentor

In-Person Educational and Networking Events

OLLG expects to offer professional development training on the following topics:

February 23, 2024 – Full Day

- The Art of Networking for Success
- Finding Your Career Path
- Creating Successful Employee Affinity Groups
- Municipal Government Functions: A Primer for Future Supervisors and Managers

September 20, 2024 – Full Day

- Mastering Public Speaking Skills in English and in Spanish
- Conflict Management Skills for the Workplace
- How to Successfully Negotiate Salaries and Employee Contracts
- Project Management Skills for Beginners



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Susie Marston, OCCMA Nominating Committee Chair
Date: September 27, 2023
Subject: Report from the OCCMA Nominating Committee for the 2024 Slate of Officers

Article 7- "Nomination, Election of Officers and Directors, and Removal from Office" outlines the process for electing Board members to the OCCMA Board of Directors. Under the bylaws, the president's position is filled by the previous president-elect, and the immediate past president shall be filled by the previous president. The secretary-treasurer shall be the executive director of the League of Oregon Cities, or designee.

The Nominating Committee has met and presented the recommended slate of officers to the OCCMA Board of Directors at the August 31 Special Board of Directors meeting. The Board approved the Nominating Committee's report and referred this slate of officers to the membership for a vote at the Annual Membership meeting. Nominations from the floor of qualified members for election will be considered in addition to the proposed slate of candidates. The Annual Membership meeting will be held on October 12, 2023 at 11:30 a.m. at The Graduate in Eugene.

At this meeting, President Scott Derickson will ask for the report of the Nominating Committee. After this report, he will ask if there are any nominations from the floor. Motions will be requested from the membership as follows:

I move that nominations to the OCCMA Board of Directors be closed.

If this motion passes, President Derickson will then ask for a vote of the members in support of the slate of candidates.

In the event that a nomination(s) is made from the floor, then there will be a vote for either the president-elect (if the nomination was for president-elect) or for the Board of Directors (if the nomination was to the Board). The candidate receiving the highest vote total would be elected as president-elect, or the three candidates receiving the highest number of votes would then be elected by ballot to the Board.

The nominees to the OCCMA Board of Directors are as follows:

President-elect:	Martha Bennett, City Manager of Lake Oswego
Board of Directors (term expires 2026):	Zoe Mombert, Assistant to the City Manager of Wilsonville Nina Vetter, City Manager of Gresham Abigail Elder, City Manager of Hood River

I would like to express appreciation to Rachael Fuller, Justin Hogue, Sherilyn Lombos and Spencer Nebel for serving with me on the 2023 Nominating Committee.

Attachment:

1. Nominating Committee Report to the OCCMA Board of Directors



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Susie Marston, OCCMA Nominating Chair
Committee members: Rachael Fuller, Sherilyn Lombos, Spencer Nebel, and Justin Hogue
Date: August 17, 2023
Subject: Nominating Committee Report – 2024 Slate of Officers Proposed

OCCMA received seven applications, listed in the table below, to fill three available 3-year board positions and the President-Elect position. Retiring board members include:

- Rachael Fuller, Assistant County Administrator, Washington County (2023)
- Zoe Mombert, Assistant to the City Manager, Wilsonville (2023)
- Adam Brown, City Manager, Keizer (2023)

Name	Title	City/County	Population	Region	Position Sought
John Walsh	City Administrator	St. Helens	14,371	1	President-Elect
Martha Bennett	City Manager	Lake Oswego	41,148	2	President-Elect
Zoe Mombert	Assistant to the City Manager	Wilsonville	27,414	2	Director
Nina Vetter	City Manager	Gresham	114,833	2	Director
Sabrina Cotta	Deputy City Manager	Ashland	21,642	7	Director
Daphnee Legarza	City Manager	Lincoln City	10,134	5	Director
Abigail Elder	City Manager	Hood River	8,378	8	Director

The OCCMA Nominating Committee met on August 15 and 16 to interview the applicants. The committee wished to advance a slate of candidates who would offer greater diversity on the board in terms of race, gender, tenure, size of community served, and the geographic area served at the time of election and areas served throughout the candidate's career.

After careful deliberation, the Nominating Committee is recommending the following slate of officers.

President-Elect:

- Martha Bennett

Directors:

- Zoe Mombert (2026)
- Nina Vetter (2026)
- Abigail Elder (2026)

During the Annual Membership meeting the OCCMA membership will be considering changes to the bylaws that include adding an additional director position. The Nominating Committee is recommending the board appoint Sabrina Cotta to fill that position if the amendments to the bylaws are approved. This term would expire in 2025

to allow for three open director positions each year. The board can make this appointment during their November 16 meeting.

Continuing board members include:

Name	Title	City/County	Population	Region	Board Position
Dan Huff	City Manager	Molalla	10,298	3	President
Scott Derickson	City Administrator	Woodburn	26,468	3	Past President
Andy Varner	City Manager	North Plains	3,455	2	Director (2024)
John Walsh	City Administrator	St. Helens	14,371	1	Director (2024)
Aaron Palmquist	City Manager	Irrigon	2,067	11	Director (2024)
Mark Shepard	City Manager	Corvallis	59,434	4	Director (2025)
Jerry Gillham	City Manager	Sutherlin	8,956	7	Director (2025)

Recommended Motion:

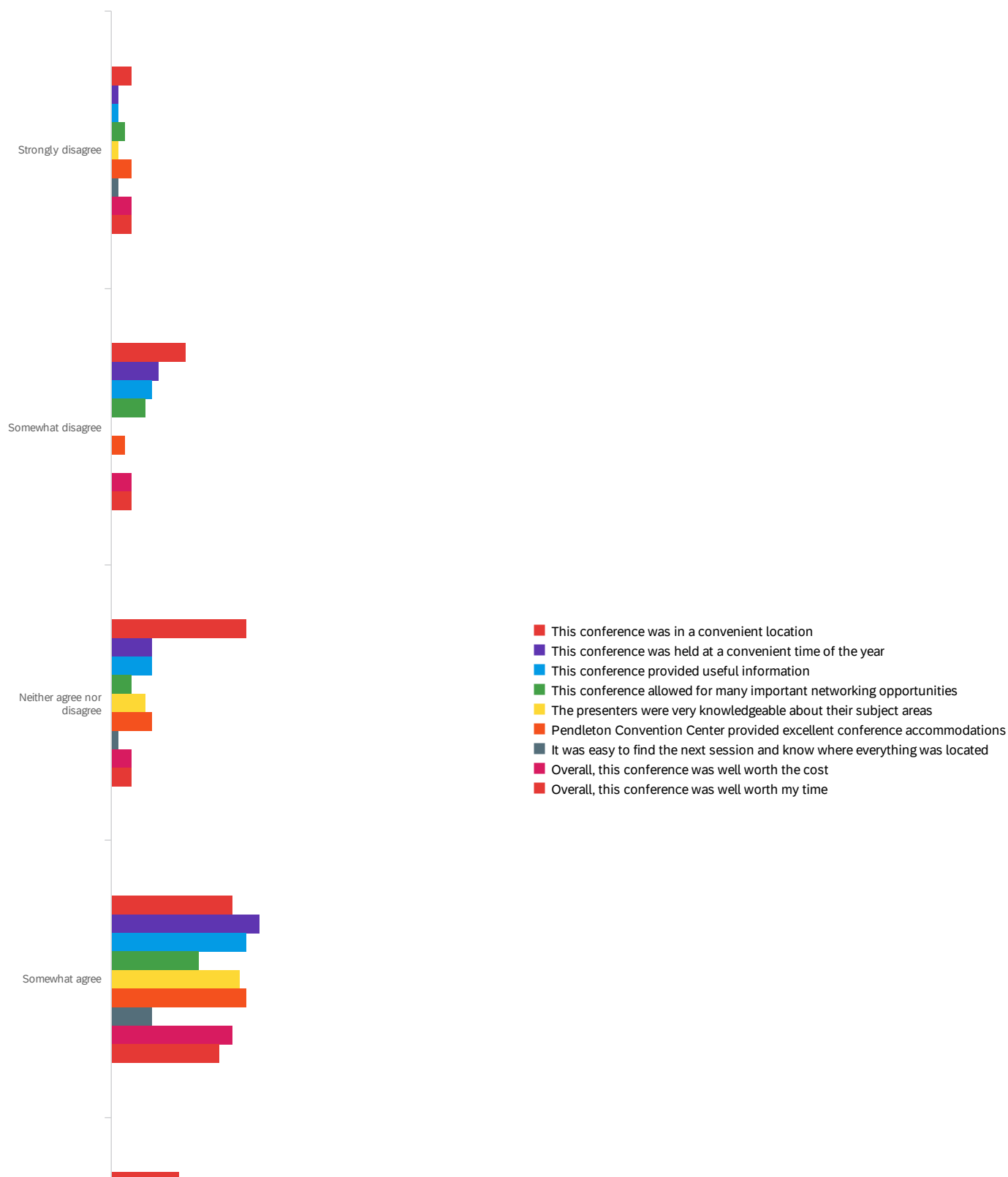
I move to approve the slate of candidates as recommended by the Nominating Committee to the membership.

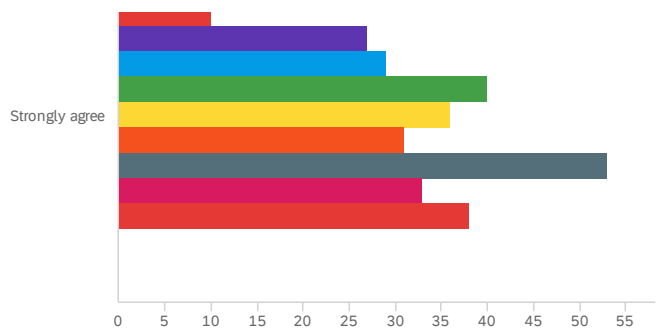
Default Report

2023 OCCMA Summer Conference Evaluation

August 31, 2023 12:08 PM MDT

Q1 - Please evaluate the following statements about the conference:



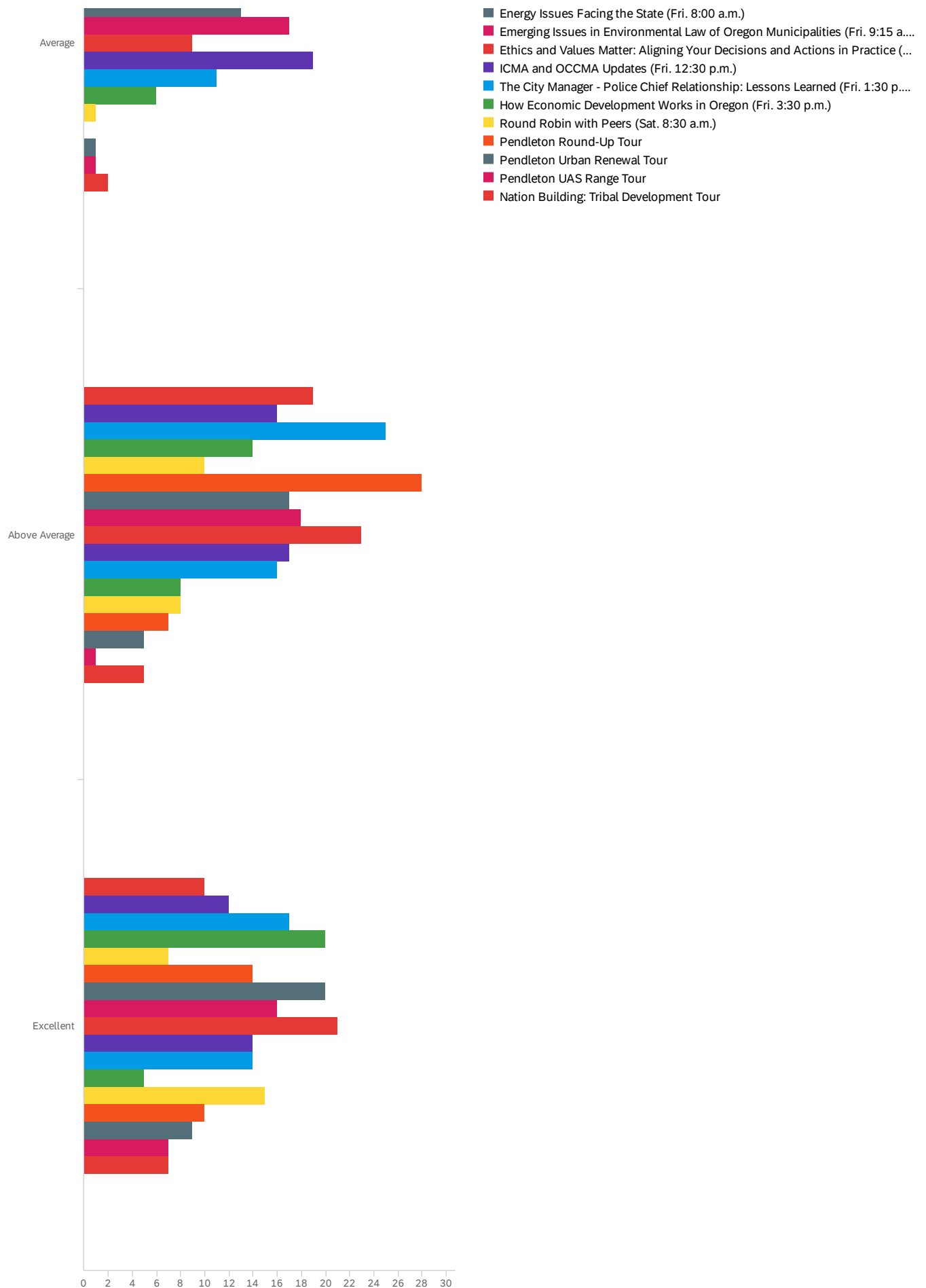


#	Field	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
1	This conference was in a convenient location	4.84%	3	17.74%	11	32.26%	20	29.03%	18	16.13%	10	62
2	This conference was held at a convenient time of the year	1.59%	1	11.11%	7	9.52%	6	34.92%	22	42.86%	27	63
3	This conference provided useful information	1.61%	1	9.68%	6	9.68%	6	32.26%	20	46.77%	29	62
4	This conference allowed for many important networking opportunities	3.17%	2	7.94%	5	4.76%	3	20.63%	13	63.49%	40	63
5	The presenters were very knowledgeable about their subject areas	1.64%	1	0.00%	0	8.20%	5	31.15%	19	59.02%	36	61
6	Pendleton Convention Center provided excellent conference accommodations	4.84%	3	3.23%	2	9.68%	6	32.26%	20	50.00%	31	62
7	It was easy to find the next session and know where everything was located	1.64%	1	0.00%	0	1.64%	1	9.84%	6	86.89%	53	61
8	Overall, this conference was well worth the cost	5.00%	3	5.00%	3	5.00%	3	30.00%	18	55.00%	33	60
9	Overall, this conference was well worth my time	4.76%	3	4.76%	3	4.76%	3	25.40%	16	60.32%	38	63

Showing rows 1 - 9 of 9

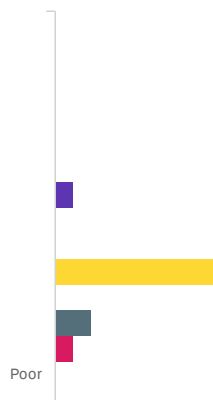
Q2 - Please evaluate the conference sessions:



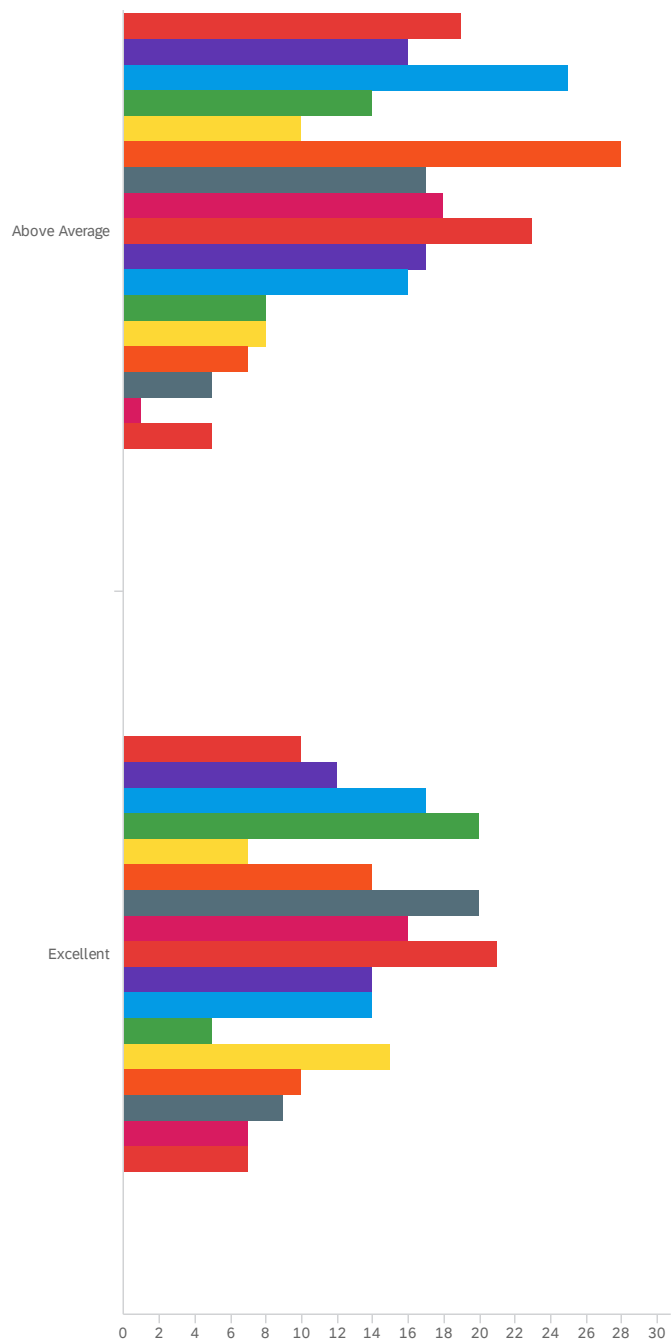


#	Field	Poor		Below Average		Average		Above Average		Excellent		Total
1	Legislative Update (Wed. 2:00 p.m.)	0.00%	0	0.00%	0	23.68%	9	50.00%	19	26.32%	10	38
2	Senior Advisor Panel (Thurs. 7:45 a.m.)	2.13%	1	10.64%	5	27.66%	13	34.04%	16	25.53%	12	47
3	Bridging the Gap to a High-Performing Organization (Thurs. 9:00 a.m.)	0.00%	0	1.82%	1	21.82%	12	45.45%	25	30.91%	17	55
4	CTUIR 101 (Thurs. 10:30 a.m.)	0.00%	0	6.38%	3	21.28%	10	29.79%	14	42.55%	20	47
5	Keynote Speaker: Dr. Gisela Wendling (Thurs. 12:15 p.m.)	15.52%	9	20.69%	12	34.48%	20	17.24%	10	12.07%	7	58
6	Creating a Culture of Curiosity and Innovation (Thurs. 1:30 p.m.)	0.00%	0	1.85%	1	20.37%	11	51.85%	28	25.93%	14	54
7	Energy Issues Facing the State (Fri. 8:00 a.m.)	3.70%	2	3.70%	2	24.07%	13	31.48%	17	37.04%	20	54
8	Emerging Issues in Environmental Law of Oregon Municipalities (Fri. 9:15 a.m.)	1.82%	1	5.45%	3	30.91%	17	32.73%	18	29.09%	16	55
9	Ethics and Values Matter: Aligning Your Decisions and Actions in Practice (Fri. 10:45 a.m.)	0.00%	0	5.36%	3	16.07%	9	41.07%	23	37.50%	21	56
10	ICMA and OCCMA Updates (Fri. 12:30 p.m.)	0.00%	0	3.85%	2	36.54%	19	32.69%	17	26.92%	14	52
11	The City Manager - Police Chief Relationship: Lessons Learned (Fri. 1:30 p.m.)	2.27%	1	4.55%	2	25.00%	11	36.36%	16	31.82%	14	44
12	How Economic Development Works in Oregon (Fri. 3:30 p.m.)	4.76%	1	4.76%	1	28.57%	6	38.10%	8	23.81%	5	21
13	Round Robin with Peers (Sat. 8:30 a.m.)	0.00%	0	4.00%	1	4.00%	1	32.00%	8	60.00%	15	25
14	Pendleton Round-Up Tour	0.00%	0	0.00%	0	0.00%	0	41.18%	7	58.82%	10	17
15	Pendleton Urban Renewal Tour	0.00%	0	0.00%	0	6.67%	1	33.33%	5	60.00%	9	15
16	Pendleton UAS Range Tour	0.00%	0	0.00%	0	11.11%	1	11.11%	1	77.78%	7	9
17	Nation Building: Tribal Development Tour	0.00%	0	6.67%	1	13.33%	2	33.33%	5	46.67%	7	15

Showing rows 1 - 17 of 17







Q3 - Do you have any general comments on the sessions you attended?

Do you have any general comments on the sessions you attended?

Overall good sessions. It was just awfully hot, especially on the bus tour for the tribal development activities

It was a lot of slide-driven presentations with being talked at. It would be nice to switch up the formats to encourage movement, small group discussions, networking with more than your table, more interaction, etc. I noticed many people picked a seat and stayed in the same spot for the day. As the day went on, I saw more and more people looking at their phones/laptops. I think offering different presentation formats and opportunities for increased networking and small group discussion would go a long way.

Maybe this is an unfair assumption on my part, but the information delivered by the keynote speaker seemed to be content most City Manager's would already be somewhat (or completely) aware of based on other leadership training. I did not find it particularly helpful and it ran way over the time allotted to the session.

The CTUIR presentation was excellent! I so loved that they shared their culture with us with this session and also during the dinner with the dancing. I didn't find the keynote speaker very engaging.

Overall very good conference, connections with people

None.

During the ethics presentation, it might be helpful to direct the conversation toward members based on challenges from experience.

Sessions were very well done. QandAs could have been longer and better sound system would have helped.

For the Senior Advisor "panel", rather than doing a formal panel, it might work better to simply have the Senior Advisors move about the room during the breakfast and chat with the different groups. There are often questions that folks may want to ask, but not necessarily to the larger audience. Plus, this would give the Senior Advisors the opportunity to just meet and chat with folks in an informal setting.

As a new manager, I would've liked to learn more about by job and responsibilities. I would've liked more table discussions and for longer. We barely got a chance to get to know each other.

My biggest comment is that is it's just too much to have sessions start at 8 and have no actual break for networking lunch. I'd love to see us start a bit later and have more time at lunch for networking. I know we want to cram a lot of content in, but it's really too much. My second comment is that if we're going to pay a lot to have a keynote, then we need to actually have a workshop-style format where we devote a lot of time to not only listening to the speaker but also having time for roundtable discussions and working issues. Also, if we're going to pay that much for a speaker, let's put her in the morning when people are fresh. . . and not after lunch when we are all tired and zoned out. Finally, can we please figure out a way to set air conditioning so it's not freezing cold?? It's really distracting.

The energy section and the advocacy against the Snake River Dam project was entirely inappropriate, as was the follow up email from Michael Sykes. Important policy perspectives have multiple sides and this should have been presented. The integration of the Confederated Tribes was incredible and informative, well done planning committee and thank you to the tribes. The addition of the tours was really great and would love to see this next year. I would recommend a few more breaks, I enjoyed the lunch speaker on change, but it felt rushed and people didn't get a true break.

Dr. Wendling's presentation was too abstract to understand what we were supposed to be focusing on. I felt sorry for the presenter who had a Friday at 3:30 presentation during all the tours. Having the CTUIR involved in so many aspects of the conference was great and a very important learning in many respects. The energy issues presentation was also really great to get thinking about issues we will be facing in our water systems, energy grid and climate action.

The URA tour on the second day had one attendee who was myself. I did not ask the presenters to provide a private tour. Granted it was 1000 degrees outside.

Do you have any general comments on the sessions you attended?

Overall, a great conference. I enjoyed being in Pendleton...even with the 100-degree heat. The keynote speaker was a bit of a letdown to an otherwise great conference. It would have been nice to have some inside tables at the President's reception and dinner. It was very hot at that outdoor event and my wife and I left after the introductions.

No conference can be perfect. But: This is the Best ever!!! Even the golf event allowed for having fun and getting to know one another afterward during lunch in the clubhouse. I didn't expect this additional treat.

The keynote was a little dry but I appreciate the effort.

I thought the line-up was really good! I was ho-hum going into the energy issues and environmental topics facing the state, but ended up really enjoying both of those sessions. The Tribal Court Director was amazing!

While the conference location was not convenient for us folks in the valley, I do appreciate when conferences move around the state, so others who live in those far away areas are afforded the convenience of less travel every time. That said, Pendleton in the middle of July was not ideal...SO hot, but I had a great time, it was a wonderful experience and opportunity.

It would be great to have more diverse voices on the senior panel.

The Keynote was extremely subpar. I think there wasn't enough interactive session work, and wish there was more time to have that kind of interaction.

The tours were fantastic. I greatly enjoyed that component of the conference. It broke up the monotony of sessions at the perfect time-of-day and provided a neat way to meet people living/working in the host community. I encourage the OCCMA Professional Development Committee to continue this approach, where feasible.

Please have more chairs and tables so we can move around and still have elbow room :) It could be nice to do shorter sessions (or vary the length more) so more topics could get touched and there would be more natural breaking points in the time.

I really enjoyed the session on change and liminality!

I really enjoyed the tours and that there were options that did not conflict with conference sessions. They were great and interesting this year.

Interactive sessions on Thursday were excellent. Not only did they have great information, they told us how to implement and use the information.

Eye opening. I initially felt guilty taking the time off to attend. Being new to city management in a small town makes you feel like you are so incompetent, but after attending this conference I have a renewed outlook on this position and discovered that I wear many more hats than I had ever could imagine. It is really too bad that managers do not last very long. I have made it a year and can see why there would be a turn over.

I got confused with the schedule on the Thursday after lunch, so I did not have much time before the tours. I don't remember the "How Economic Development Works" on Friday. I recalled after "The City Manager - Police Chief Relationship: Lessons Learned," we went straight into the tours.

The venue was great. Convention Center staff were very helpful. Each session I attended was worth my time.

Nice job by the professional development committee for a variety of topics and good presentations. One concern is the over abundance of text that some people use in their slides. They need to be much more simple and easily readable at distance (larger fonts).

Please schedule at least one lunch without a speaker.

Q11 - Do you have suggestions for future topics for OCCMA Conferences?

Do you have suggestions for future topics for OCCMA Conferences?

Repeat the police-CM relationship topic on a regular basis. We also need an electric vehicle presentation including charging station options.

Community engagement, public-private partnerships, partnering with local MPA programs for student internships/post-graduate positions that are meaningful to both the organization and individual

Update on the state's energy issues that were discussed during this year's session Continue with relevant legislative updates and information on grant opportunities Presentation from emergency managers about fires and other natural disasters we might face

I'd like a session to unpack/explore the disparities that result from differences in revenue bases of cities across Oregon, and how that intersects with policy

Loved the idea of moving the conferences around the state.

None.

NA

Energy presentation with more emphasis on green renewables with smaller footprint and less focus on so called transition sources. The urgency of our ongoing climate disaster seems to have been downplayed.

Financial, how to work with difficult employees, how to work with employees who make complaints against us, how to bring a community together, how to get departments on board with policies.

Let's do some real leadership development.

More information about Native American history and modern tribes would be amazing.

On the first day two possible tracks for entry managers and more seasoned. Seems to be alot of new managers that need the basics.

Developing DEI statements and practices, more on recruitment and retention during the job

Keep up the information sharing on current issues, providing insights into future issues and opportunities and allowing for continued networking.

Extending the Round Robin with Peers would be great. I like the facilitated discussion and always learn a lot from the folks in the room.

More time for round table discussion earlier in the conference

It seems like the majority of the attendees really came to this even to network and connect. It would be interesting to shift the flow of the conference in the future to be less sessions of people talking, but more engaging sessions like table topics, or a "speed-dating" concept of moving around the space and connecting with other leaders, vendors and sponsors.

Do you have suggestions for future topics for OCCMA Conferences?

Developing and managing a *working* Capital Improvement Plan. Hermiston struggled through standing-up our first real comprehensive CIP for Water/Sewer/Streets back in 2018/19, after about two years worth of effort. It really did require City Manager-level insight/effort to tie together the engineering, financing, and political will (rates) to keep it from becoming a useless document full of projects that will never get paid for until something breaks. I feel pretty good about where we have it at now in our 5th year (3rd 2-year update cycle) of operationalizing it. I'd (Mark Morgan- Hermiston) be happy to participate in the discussion, and I'm sure our engineering firm (Anderson Perry) would be happy to sponsor the session.

I loved the energy and environmental law information - would be awesome to look at statewide issues to see natural partnerships/alignments for communities in similar regions/environments. I'd love to see more sessions on the built environment and zoning/municipal levers to influence public and private development in positive environmental way. Would be great to speak to presenting these ideas to your community, cost/benefit analysis, infrastructure/project examples, and as always, where it can go wrong. Especially balancing costs with other priorities. More discussion/presentation on opportunities for collaboration with other governments and special districts (ideas for creative/effective partnerships, maybe even unlikely sounding ones). Including tribal nations! Participatory/collaborative budgeting good and bad experiences - how to make an organized/realistic process that meets both professional city needs and goals of community PLEASE offer some structured networking for young professionals.

Incorporating self care/ work - family balance

None

Nothing comes to mind.

Homelessness: Mental Health and Addiction - What's the Plan (speaker - OHA Director)

Energy innovation by local government.

Q12 - Do you have suggestions for topics for the 2024 Northwest Regional Managers Conference?

Do you have suggestions for topics for the 2024 Northwest Regional Managers...

See above. How about a balanced view of energy issues instead of only traditional energy producers? It would be a good regional topic.

Labor negotiations, the benefits of moving to a biennial budget, succession planning/how to develop your staff to take on leadership positions no matter what size your organization is, success stories of cities working with Bloomberg Philanthropies What Works Cities program to increase efficiencies and effectiveness, Denver Peake Academy training, How to get the most out of offering a MPA graduate internship/fellowship opportunity

?

None.

NA

Same

Maybe, dealing with media issues (i.e. media bias, etc.), working with "split" Councils, how to incorporate diversity into Boards/Committees, how to create balance in our careers (particularly with the pressures we get coming "down" from the State and "up" from angry/uninformed community members), perhaps how to educate community members. Just a few thoughts, but perhaps these aren't issues that other cities deal with and it's just mine. I'm sure as we get closer to the event there may be other topics that become relevant or important. I know that makes it hard for planning purposes since you have to plan/book people well in advance of the conference.

Same as above

More on energy generation and future costs

On the first day two possible tracks for entry managers and more seasoned. Seems to be alot of new managers that need the basics.

Same as above

No, but looking forward to it!

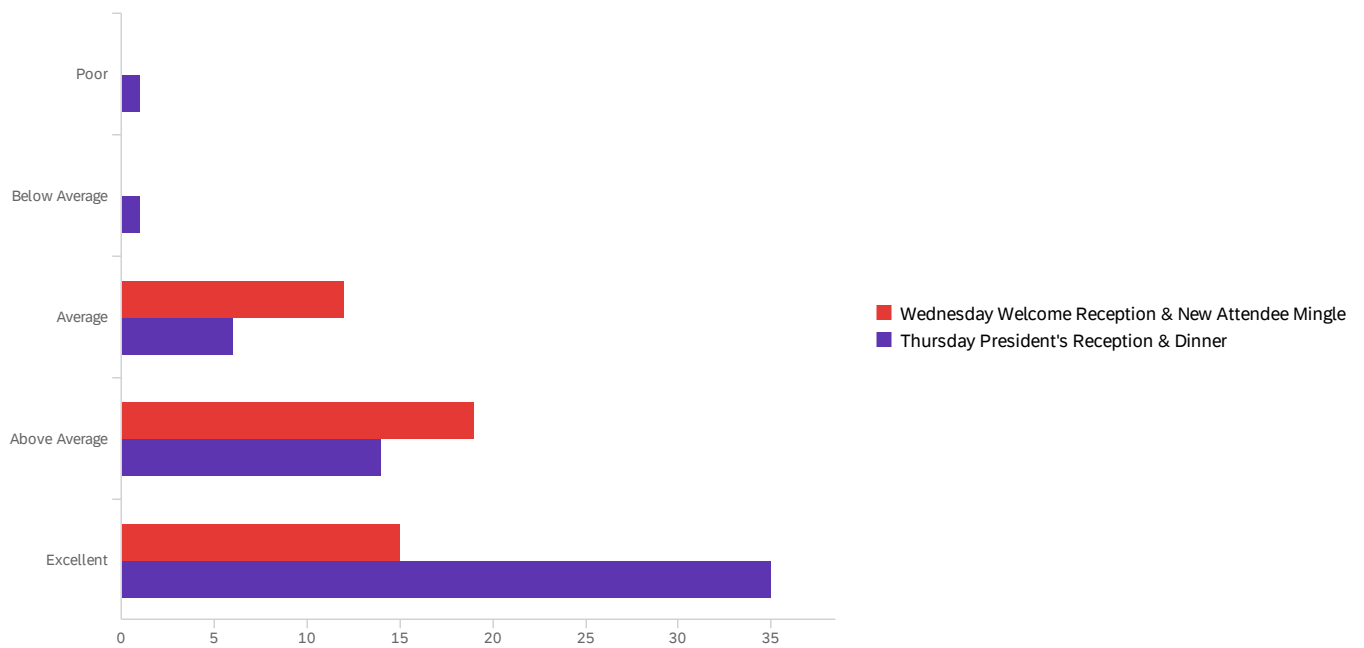
Developing and managing a *working* Capital Improvement Plan. Hermiston struggled through standing-up our first real comprehensive CIP for Water/Sewer/Streets back in 2018/19, after about two years worth of effort. It really did require City Manager-level insight/effort to tie together the engineering, financing, and political will (rates) to keep it from becoming a useless document full of projects that will never get paid for until something breaks. I feel pretty good about where we have it at now in our 5th year (3rd 2-year update cycle) of operationalizing it. I'd (Mark Morgan- Hermiston) be happy to participate in the discussion, and I'm sure our engineering firm (Anderson Perry) would be happy to sponsor the session.

Similar to above!

None

No.

Q4 - Please evaluate the conference events:



#	Field	Poor		Below Average		Average		Above Average		Excellent		Total
1	Wednesday Welcome Reception & New Attendee Mingle	0.00%	0	0.00%	0	26.09%	12	41.30%	19	32.61%	15	46
2	Thursday President's Reception & Dinner	1.75%	1	1.75%	1	10.53%	6	24.56%	14	61.40%	35	57

Showing rows 1 - 2 of 2

Q5 - Do you have any general comments on the events you attended?

Do you have any general comments on the events you attended?

It would be great to find creative ways to mix people up to facilitate new social connections. People tend to gravitate to the people they know and it's difficult/awkward for those of us to break in and introduce ourselves. Would be nice to have some built-in ice breakers or fun and creative mixers. Given the increase in conference registration, I expected the quality of the accommodations and food to be better.

The President's reception dinner should have been held inside due to the extreme heat or at minimum, should have been tented, to provide protection from the sun.

I also really loved the URA tour - so much history and really appreciated going into some of the old buildings.

The Native American ceremonies and dance were splendid.

A great event and presentation at the President's Reception. Happy Canyon and all took it over the top. Way to go Pendleton!

None.

NA

Thoroughly enjoyed

The tours were FANTASTIC! And it's ok to drive really far to get away and learn more about our awesome state.

Very hot outside

I thought the food was really good, and I was so happy to have the tribal dancers, even though it was a bit warm.

I was sure that the sun would not be on us by the time of the president's reception, but not...given the temperature, maybe we could have given people an indoor option. The staffing at the bar was overwhelmed at the beginning.

It was great to introduce the presidents Dinner with the Native American and Pendleton Round Up folks, but it was just too hot to stick around and enjoy the event.

Best food ever!!!

Would love if the new member social hour included introductions of new members and/or maybe a senior staff member being paired up with a new attendee to help them meet folks and learn the ropes.

Only that it was quite warm, so the outside gathering was too uncomfortable to spend much time out there...thank goodness for A/C inside.

I was a vendor and even though the attendees got their meals where we were set up, they had no compelling reason to come to our booths. There was very little encouragement to interact with vendors. I would like to see some kind of bingo, or game, or something to incentivize the attendees to visit the booths and at least say hello. We all bring give-aways and have more interaction with attendees. Thank you for listening.

It would be great to have a hosted bar for the attendees who had such high registration fee to attend.

Do you have any general comments on the events you attended?

The Umatilla were such kind hosts- honored they were willing to share with us! It would be excellent to continue more representation of local tribes and visible collaboration in our organization.

I loved having the tribal presentation. It was very interesting to learn about the history and the connections between the governments/communities.

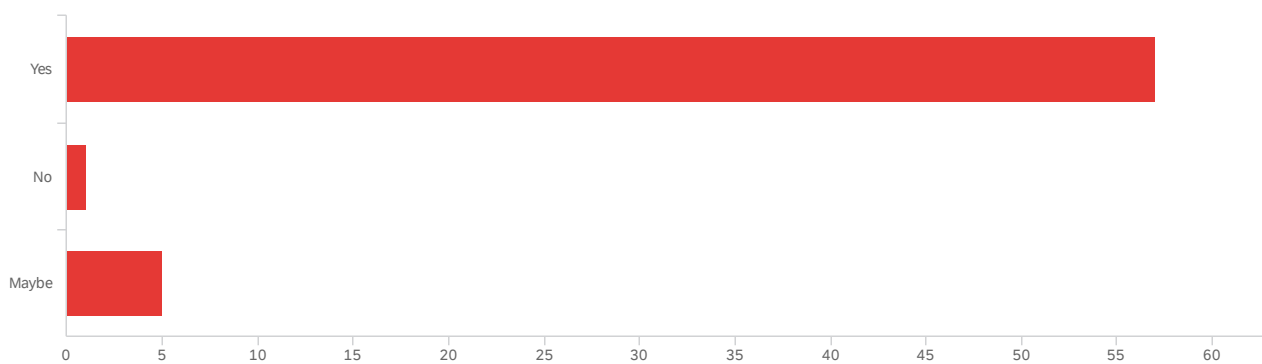
It would be great to learn more about the communities we are attending/ allow the manager to highlight the community that we are hosting.
Excellent tours - appreciated the opportunity to see the community and have the price incorporated into the conference cost.

If you took away the hot weather, perfect evening Thursday! What a fun and memorable experience!

I big thank you to the Pendleton community, especially the Cayuse Tribe for the welcome, music and dance.

Hot!

Q6 - Would you attend the OCCMA Summer conference in future years?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you attend the OCCMA Summer conference in future years?	1.00	3.00	1.17	0.55	0.30	63

#	Field	Choice Count
1	Yes	90.48% 57
2	No	1.59% 1
3	Maybe	7.94% 5
		63

Showing rows 1 - 4 of 4

Q7 - Why would you not (or hesitate to) attend future conferences?

Why would you not (or hesitate to) attend future conferences?

Location Time of year (during summer vacation)

I think the cost for registration for what was offered would be my only hesitation. For a \$400 registration fee it would be great to see attendees receive a welcome swag bag with intentional giveaways, and then more opportunities for networking and having valuable conversations over table topics. Just more opportunities for valuable connection.

Q9 - Do you have any additional comments about the conference?

Do you have any additional comments about the conference?

Consider offering a registration special for buy one registration at full cost and get a discount off the second registration if you bring a promising young professional/member of your team. Find a way to facilitate more connections between city managers and MPA students. They want to attend to network, but it can feel really awkward to make the initial connections. Perhaps it's a MPA panel sharing best capstone projects or how to make the most out of a internship/fellowship and have success stories from a panel of city managers/interns that were offered a job after their internship.

Keep up the great work

LOC Staff and their great support were great.

None.

NA

Housing kind of sucked. Downtown Pendleton was an unexpected pleasure with all the public art and high level public investment.

Grateful for the scholarship program. I would divide out a small city section for issues we commonly face.

Thank you professional development committee and LOC staff, these are great conferences.

More social times or planned guided networking items.

Overall, it was a great experience. I enjoy different venues for this conference.

The LOC staff was amazing and responsive. I appreciate all of the work and effort that goes into coordinating this and other events.

Even though Pendleton was a long drive for me, I really, really enjoyed being in Pendleton!! Great conference; I came away feeling inspired and reinvigorated.

Thank you for all the hard work and efforts put into making this event happen each year. I value the opportunity it provides to network, learn, and grow in my job and profession. I am extremely grateful for the scholarship, which allowed me to attend.

As a vendor, I would like to see more intentional time and activities to drive the attendees to our booths. As a first time vendor at the OCCMA, I didn't have any existing relationships and found it hard to encourage folks to my booth. Thank you

Pendleton was a great location. It was so wonderful to experience the Native American Culture at the President's reception. Another idea to really dive into the community of the conference location: one of the days can be sessions that are all over town in different spaces. Example: 9am - 11am meet at this coffee shop, this bakery, this library, City Hall. With each location hosting their own table topic led by a speaker or Manager. 11:30 - 2pm Lunch at City Hall or the Library catered by a local business with a different speaker or table topics.

For what it's worth, I'm in the camp of going back to having it in the Bend/Redmond area every year rather than moving it around the state.

I really didn't like having the conference fall on a Saturday.

it was a great way to meet other people in my position. Truly grateful for the experience.

Do you have any additional comments about the conference?

Great job! Loved going to a new city and learning about it.

Thank you to the professional development committee for all of their hard work - great conference!

I liked the presence and involvement of the Confederated Tribes of the Umatilla Indian, the opportunity to learn, and the encouragement to work with our tribal neighbors. I would love to see future OCCMA invite neighboring tribal entities to participate, educate, and encourage collaboration!

See you next year.

Thank you for coming to Pendleton

Great recognition of LOC staff. Really appreciate the leadership of our ICMA and OCCMA officers

The LOC staff did a great job coordinating the event. Angela is amazing!

End of Report



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership
From: Rachael Fuller
Date: September 28, 2023
Subject: NW Women's Leadership Academy – Update on Cohort #6

The NW Women's Leadership Academy is proud to kick off its sixth cohort. Interest in the academy continues to outpace available spaces. This year, the academy received 57 nominees for 20 available spaces, see attached for the roster of our 2023/24 cohort.

The NW Women's Leadership Academy (NWWLA), founded in 2018, is a program designed to advance, connect, inspire, and empower women from a variety of backgrounds in local government. The first cohort kicked off in February of 2018 and the sixth cohort will begin in October, 2023. More than 120 women throughout Oregon have graduated from the program.

Attachment:

1. 2023/24 cohort roster



2023 – 2024 COHORT ROSTER

NAME	TITLE	ORGANIZATION	PHONE	EMAIL
Aisha Panas	Deputy General Manager	Tualatin Hills Parks & Recreation District	(503) 816-5804	a.panas@thprd.org
Alissa Kolodzinski	Management Analyst	City of Ashland	(541) 552-2012	alissa.kolodzinski@ashland.or.us
Becky Morinishi	Administrative Assistant	City of Durham	(971) 226-4276	beckymorinishi@gmail.com
Casey Levy	Building Permit Supervisor	Washington County		casey_levy@washingtoncountyor.gov
Cassandra Kehoe	Accessibility and Equity Manager	City of Bend		ckehoe@bendoregon.gov
Cecilia Ward	Finance Director	City of Dallas	(503) 831-3505	cecilia.ward@dallasor.gov
Chelsea Starnier	Assistant City Manager	City of Philomath	(541) 929-9706	chelsea.starnier@philomathoregon.gov
Erika Palmer	Planning Manager	City of Sherwood	(503) 217-9023	palmere@sherwoodoregon.gov
Erin Fifield	Housing Programs Analyst	City of Springfield	(541) 726-2302	efifield@springfield-or.gov
Erin Engman	Senior Planner	City of Tualatin	(503) 691-3024	eengman@tualatin.gov
Grace Wong	Assistant City Attorney	City of Beaverton	(503) 747-9185	gwong@beavertonoregon.gov
Guilian del Rio	Equity Program Manager	City of Lake Oswego		gdelrio@lakeoswego.city
Jamie Hughes	Program Manager 3	Clean Water Services		hughesj@cleanwaterservices.org
Jessica Klarr	Community Coordinator Assistant	City of Cottage Grove	(541) 942-1185	comcenter@cottagegrove.org
Katie LaSala	City Recorder and Mayor/City Council Support Manager	City of Eugene		klasala@eugene-or.gov
Maricela Guerrero	Economic Development Project and Tourism Manager	City of Woodburn	(503) 980-6322	Maricela.guerrero@ci.woodburn.or.us
Meredith Petit	Parks and Recreation Director	City of Corvallis	(541) 766-1703	Meredith.petit@corvallisoregon.gov
Robin Doughty	Library Director	City of North Plains	(503) 840-4093	rdoughty@wccls.org
Staci Belcastro	City Engineer	City of Albany	(541) 917-7645	Staci.belcastro@cityofalbany.net
Tina Escalera	Economic Development Specialist	City of Tigard		tinae@tigard-or.gov

Last Updated: September 15, 2023



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Membership Meeting
From: Angela Speier, Project & Affiliates Manager
Date: September 28, 2023
Subject: Scholarship Committee Update

The OCCMA Scholarship Committee received 14 requests for scholarships to attend the 2023 OCCMA Summer Conference. The requests came from six students and eight professional staff. Four scholarship recipients were unable to attend the conference, including two professional staff and two students.

The scholarships covered the following items:

- Registration fees for ten individuals;
- Lodging costs for seven individuals;
- Travel expenses for five individuals; and
- Food per diems for three individuals.

On July 22 the OCCMA Board of Directors adopted a new OCCMA Professional Development Program to be effective January 1, 2024. This new program will offer financial support to members attending not only OCCMA sponsored events, but other eligible conferences and training programs sponsored by the LOC, the ICMA, and other entities like the GFOA. This program allows members to apply at any time throughout the year, with application review and awards being determined on a quarterly basis by the Scholarship Committee. The Roger Jordan Perpetual Training Scholarship will continue to be a separate program and offer scholarships for university students to attend the OCCMA Summer Conference. Staff will begin rolling out this program at the end of the year. The program guidelines are attached to this staff report.



OCCMA Professional Development Program

In honor of Charlie Henry

Scholarship Application Guidelines

The purpose of the OCCMA Scholarship Program is to assist members with accessing educational/professional development opportunities. Scholarship applications and/or questions should be sent to Angela Speier at aspeier@orcities.org.

Professional Development Training Programs

Eligible Professional Development Training Programs	CAP
Local Government Reimagined Conferences (formerly the ICMA Regional Conferences)	\$2,500
Leadership ICMA (Fall) (2 Year Program) Up to 50% tuition and up to 50% travel/accommodations Note and additional application requirement: Leadership ICMA requires a significant time and travel commitment to complete. Applicants must clearly demonstrate their personal and community's commitment to support and fund full participation in this two-year program.	\$5,000
ICMA High Performance Leadership Academy (12-week online program) Up to 50% tuition for ICMA members	\$1,000
Gettysburg Leadership Institute Up to 50% tuition and up to 50% travel/accommodations	\$2,500
Williamsburg Leadership Institute Up to 50% tuition and up to 50% travel/accommodations	\$1,000
ICMA International Regional Summit or Exchange Up to 50% tuition and up to 50% travel/accommodations	\$2,500
Commonwealth Center for High Performance Organizations Up to 50% tuition and up to 50% travel/accommodations	\$4,000
Additional Application Requirement: applicant must clearly articulate the value of attending this program to themselves, their community and OCCMA.	

Eligibility Requirements:

- Five years of service to the profession, with a preference in Oregon.
- OCCMA active or affiliate member in good standing. Members in Transition are encouraged to apply.

Other Considerations:

- Future potential of the candidate to make an impact in the profession.
- Other service to the profession such as city/county management associations in other states, ICMA, LOC, etc.

- Members of the Scholarship Committee shall be eligible to apply. During an application period when there are more applications than funds, a Scholarship Committee member submitting an application must recuse themselves from the award discussion.
- Size of community currently serving. Preference/weight will be given for individuals serving small cities under 5,000 population.

Application Letter Requirements:

- Eligibility and Considerations: Demonstrate program eligibility and address program considerations.
- Statement of Need: How will the scholarship make the difference to attend the professional development program?
- Program follow up: Propose a follow-up to the program experience that will inform/benefit OCCMA members.
- Attachments:
 - Resume
 - One letter of recommendation from a current OCCMA member
 - Program information and budget (differentiate between registration and travel/accommodations where applicable)

Note: The Scholarship Committee will consider other training programs not listed. Applicants must clearly demonstrate the applicability to the profession and individual's professional development goals. All training scholarships will be done as a reimbursement following successful completion of the program. Leadership ICMA will be distributed in two parts following the completion of year one and upon proof of certification/completion. Applicants are encouraged to seek and leverage scholarship opportunities through other organizations such as ICMA in addition to the opportunities through OCCMA.

Professional Development Conferences

Eligible Conferences	CAP
International City/County Management Association (ICMA) – Annual Conference Up to 50% tuition and up to 50% travel/accommodations	\$1,500
OCCMA Summer Conference Full tuition and travel/accommodations	\$1,500
League of Oregon Cities Fall and Spring Conference Up to 50% tuition and up to 50% travel/accommodations	\$800
NW Regional Manager's Conference	\$500
Government Finance Officers Association (GFOA) – Annual Conference	\$500
NW Economic Development Conference	\$500

Eligibility Requirements:

- Active and affiliate members in good standing. Members in Transition are encouraged to apply.
- Interns serving an OCCMA member community during one year may apply to attend the following years OCCMA Spring Workshop.

Other Considerations:

- Past or current service to OCCMA.
- Future potential of the candidate to make an impact in the profession.
- Other service to the profession such as city/county management associations in other states, ICMA, LOC, etc.
- Members of the Scholarship Committee shall be eligible to apply. During an application period when there are more applications than funds, a Scholarship Committee member submitting an application must recuse themselves from the award discussion.
- Size of community currently serving. Preference/weight will be given for individuals serving small cities under 5,000 population.

Application Letter Requirements:

- Eligibility and Considerations: Demonstrate program eligibility and address program considerations.
- Statement of Need: How will the scholarship make the difference to attend the conference?
- Attachments:
 - Resume
 - Program information and costs
 - Travel budget if submitting for travel

Note: *The Scholarship Committee will consider conferences not listed. Applicants must clearly demonstrate the applicability to the profession and individual's professional development goals. All conference scholarships will be distributed as a reimbursement following proof of payment and event attendance. Applicants are encouraged to seek and leverage scholarship opportunities through other organizations such as ICMA in addition to the opportunities through OCCMA.*

The Scholarship Committee shall manage the application process and select scholarship recipients where possible.

Application Deadlines:

Applications for training programs and conferences will be accepted quarterly by the dates listed below. The applicant should be aware of conference deadlines and submit their application accordingly.

- Round One: February 1
- Round Two: May 1
- Round Three: August 1
- Round Four: November 1

OCCMA members are welcome to submit other programs for consideration for inclusion in the OCCMA Scholarship Program. Such suggestions should be submitted to the OCCMA Scholarship Committee for review and recommendation to the OCCMA Board of Directors. The ICMA International Exchange Program, while eligible, is a lower priority than the other approved professional development programs and conferences. Applications will be considered when a lack of applications exists for other professional development programs.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Nominating Committee Report

Slate of Candidates –

President-Elect	Martha Bennett, City Manager, Lake Oswego
Directors	Zoe Mombert, Assistant to the City Manager, Wilsonville (2026)
	Nina Vetter, City Manager, Gresham (2026)
	Abigail Elder, City Manager, Hood River (2026)

Continuing Board Members –

President	Dan Huff, City Manager, Molalla
Past President	Scott Derickson, City Administrator, Woodburn
Directors	Andy Varner, City Manager, North Plains (2024)
	John Walsh, City Administrator, St. Helens (2024)
	Aaron Palmquist, City Manager, Irrigon (2024)
	Mark Shepard, City Manager, Corvallis (2025)
	Jerry Gillham, City Manager, Sutherlin (2025)
Secretary-Treasurer	Angela Speier, Project & Affiliates Manager, League of Oregon Cities

Retiring Board Members –

Susie Marston, Finance Director, Monmouth
Rachael Fuller, Assistant County Administrator, Washington County
Adam Brown, City Manager, Keizer

Suggested Motion

I move to approve the slate of candidates as recommended by the OCCMA Board of Directors.