

**OCCMA Host Committee
For the 107th ICMA Conference
Portland, Oregon
October 3 – 6, 2021**

Memorandum of Authorization

WHEREAS, on October 3-6, 2021, Portland, Oregon will be the host city for the 107th ICMA Conference; and,

WHEREAS, as part of the hosting responsibilities, OCCMA has committed to provide financial support, volunteers, assistance with social events, the opening session, inspirational breakfast, field demonstrations, athletic events, partner activities, and the assistance exchange; and,

WHEREAS, OCCMA has established a Host Committee to coordinate the various responsibilities of the Association in hosting the conference; and

WHEREAS, it is advisable for the Association to outline responsibilities and authority relating to planning, raising funds and the Host Committee responsibilities outlined above.

The OCCMA Board of Directors does hereby outline the responsibilities and authority of the Host Committee for meeting the host responsibilities for the 2021 conference:

Purpose

- The Host Committee shall be responsible for all aspects of hosting the conference.
- The Host Committee is authorized to raise funds on behalf of OCCMA to meet sponsorship requirements, and make certain funding commitments as required by ICMA.
- The Host Committee is empowered to plan various events working with ICMA relating to the Association's hosting responsibilities.

Committee Membership

- The president shall appoint members to the Host Committee for terms expiring December 31, 2021. The membership will include members appointed in 2017 and 2018. Additional members may be appointed to the Host Committee in subsequent years leading up to the conference. There is no limit to the number of members serving on this committee.

Co-chairs

- The Board shall appoint up to three co-chairs to lead and coordinate the Host Committee activities, with terms of the co-chairs running through December 31, 2021.
- The co-chairs shall appoint subcommittees and subcommittee chairs and vice-chairs to undertake the necessary activities relating to the responsibilities of this event.
- The co-chairs shall serve as an executive committee, and shall be empowered to act on issues relating to the obligation of the Host Committee, in accordance with this MOA.
- The co-chairs shall designate a contact person to work as a liaison from OCCMA with ICMA at least twelve months prior to the conference.
- The co-chairs shall be responsible for compiling a final report upon the close of the conference. This report will provide an accounting of income and expenses incurred, and will address the strategic, financial and coordination issues and challenges encountered while meeting the Host Committee requirements.

Subcommittees

- Subcommittees shall be appointed by the co-chairs from the members of the Host Committee to meet certain functions as required, and as outlined in Attachment A.
- The subcommittees shall provide reports and receive authorization from co-chairs for activities.

Meetings

- The Host Committee shall meet on or about November 7, 2018, prior to the OCCMA Board Annual Retreat, and thereafter, shall meet at least twice a year (prior to the Retreat and at the Summer Conference), and as needed during the twelve months preceding the conference through 2021.
- A majority present shall constitute a quorum for voting purposes.
- Meetings will be posted in accordance with the requirements for the Board of Directors, as outlined in the Bylaws.
- The co-chairs shall meet as an executive committee, when and where necessary, in order to meet their responsibilities. These meetings will not be required to be posted, however, following any executive committee meeting, a summary of actions taken by the executive committee will be forwarded to the Host Committee and Board of Directors.
- Subcommittees shall meet as necessary, with a summary of actions taken being provided to the co-chairs for distribution to the Host Committee. Subcommittee meetings are not required to be posted.

Fiscal Matters

- The co-chairs shall provide a proposed budget to the Host Committee for review and approval, with that budget being presented to the Board for approval of January of each year, beginning 2019.
- A separate 2021 ICMA Conference financial account shall be established by OCCMA through the League of Oregon Cities (LOC) for the purpose of hosting

the 2021 Conference. The co-chairs will be authorized to make expenditures from this account, as is needed for hosting responsibilities in accordance with budgets approved by the Board for this purpose. Periodic financial reports will be provided to the Board by LOC on income, and expenditures, and balance of this account through the close of the conference.

- The Board shall authorize the transfer of funds from its operation account for the 2021 ICMA Conference in accordance with budgets adopted by the Board through the close of the conference.
- The co-chairs shall be authorized to make financial commitments with ICMA, conduct fundraising in the name of the Association, and contract for auxiliary services within the amounts budgeted by the Board.
- The co-chairs shall work with ICMA to assure that fund-raising efforts are in accordance with ICMA's policy regarding contributors for the conference.
- In the event that commitments are requested beyond current funding availability at that time in the 2021 ICMA Conference account, the co-chairs shall forward the request to the Board for their consideration and possible transfer of additional funding to meet those obligations. A special meeting will be scheduled for the Board to determine how to proceed with the commitment.
- Any funds remaining in the 2021 ICMA Conference account following the ICMA Conference shall be returned to the OCCMA operations account by LOC, once all financial obligations have been paid.

Amendment

The Board may consider amending any portion of the Memorandum of Authorization with 10-day notice to the Co-chairs, through the expiration of the MOA.

Term

- The term of this Memorandum of Authorization will run until December 31, 2021.

Approved by the OCCMA Board of Directors at the 9/27 Meeting, 2018.



Christy Wurster, President
Oregon City/County Management Association