

GENERAL PROVISIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES**20.010 APPLICABILITY.**

This section shall apply to all advisory boards, commissions, and committees that are appointed solely by the Polk County Board of Commissioners or for which Polk County is legally responsible, unless to do so would cause County to be in violation of state or federal law. In the event that the County has adopted, by ordinance, a rule of conduct for a specific County advisory board, commission or committee that conflicts with a provision of Polk County Code Sections 20.010 - 20.050, the rule relating to specific committee shall prevail over the general provisions of Polk County Code Sections 20.010 - 20.050.

20.015 APPOINTMENTS.

(1) The Board of Commissioners shall select and appoint members of County advisory boards, commissions, and committees. The Board may establish procedures for member selection and appointment to supplement the provisions of this code section.

(2) Applications for appointment to County boards, commissions, and committees shall be filed with the Board of Commissioners. The Board of Commissioners may limit the times when it will accept applications. The Board shall review applications submitted and may refer applications to advisory boards, commissions, and committees for screening and recommendations.

(3) All persons appointed to serve on County advisory boards, commissions and committees shall serve on such advisory boards, commissions, and committees at the pleasure of the Board of Commissioners. Appointments shall be made for such terms as designated by the Board of Commissioners, subject to removal by the Board of Commissioners, without cause, at any time. Whenever practicable, the Board of Commissioners shall provide the member being removed from an advisory board, commission or committee position with an opportunity to address the Board of Commissioners concerning their removal prior to removal from the advisory board, commission or committee.

20.020 CHAIRPERSONS.

(1) Except as otherwise provided by federal or state law, the Board of Commissioners shall designate as chairperson one member of each County advisory board, commission and committee, the members of which are appointed by the Board of Commissioners. Advisory boards, commissions and committees may make recommendations to the Board of Commissioners concerning the selection of a chairperson and said recommendation shall be considered by the Board of Commissioners prior to selection of a chairperson.

(2) Chairpersons are eligible for redesignation at the expiration of their terms. If a chair becomes vacant, the Board of Commissioners shall appoint another person to fill the unexpired term.

(3) Nothing in this section prevents an advisory board, commission, or committee from selecting other officers as necessary to expedite its proceedings.

20.025 SCHEDULE FOR DESIGNATION OF CHAIRPERSONS.

The Board of Commissioners shall designate a chair for each County advisory board, commission or committee to serve for a term beginning when the Board of Commissioners makes its designation at a regular meeting and ending when the successor is appointed and qualified.

20.030 BYLAWS.

(1) Bylaws may be drafted, reviewed, and recommended to the Board of Commissioners by any advisory board, commission, or committee. Bylaws may also be prepared by the Board of Commissioners.

(2) The Board of Commissioners shall have the sole authority to adopt, amend, or repeal bylaws for County advisory boards, commissions, and committees. Bylaws shall be adopted by an order of the Board of Commissioners.

(3) Bylaws shall govern the conduct of the County advisory board, commission, or committee but shall not, in any way, bind the Board of County Commissioners. Bylaws may contain more stringent requirements or procedures than those specified in Polk County Code Section 20.010 - 20.050.

20.035 FUNCTIONS.

The functions and activities of a County advisory board, commission, or committee shall be strictly limited to those functions delegated to the advisory board, commission, or committee by the Board of County Commissioners. An advisory board, commission, or committee that disregards this limitation may be dissolved or dissolved and reorganized by the Board of Commissioners. A person appointed to serve on a County advisory board, commission or committee who fails to obey this restriction may be removed from membership on the County advisory board, commission or committee by the Board of Commissioners.

20.040 PUBLIC MEETINGS AND RECORDS LAW.

All County advisory boards, commissions, committees and subcommittees shall conduct their business in public, in full compliance with the Oregon Public Meetings Law, currently codified as ORS 192.610 through 192.710. All minutes and records of said advisory boards, commissions and committees are public records which must be made available to the public as required by the Oregon Public Records Law, currently codified as ORS 192.410 through 192.595. All members shall also comply with all State laws relating to conflicts of interest, financial interest, and ethics laws.

20.045 QUORUMS.

A quorum is required before a County advisory board, commission, or committee or any of its members may discuss or decide any matter relating to the advisory board, commission, or committee's business. A quorum shall be a majority of the persons then appointed by the County to serve on the advisory board, commission, or committee, excluding vacant positions. All actions or recommendations of an advisory board, commission or committee must be approved by a majority of the members of the entire advisory board, commission or committee appointed

to the body at the time of the vote. Members must be physically present at the meeting in order to be entitled to vote.

20.050 ABSENCES.

(1) Except as otherwise provided by federal or state law, any member of a County advisory board, commission or committee appointed by the Board of Commissioners who fails to attend two consecutive meetings or three meetings during any period of one year or less, whether regular, adjourned or special, shall forfeit membership unless the member is prevented from attending by the serious illness of the member or the family of the member, or for any other cause that, in the judgment of the Board of Commissioners, constitutes a valid reason for failing to attend.

(2) The chairperson of each County advisory board, commission, or committee shall promptly report to the Board of Commissioners the name of any member failing to attend two consecutive meetings or three meetings during any period of one year or less. This information may also be reported to the Board of Commissioners by County staff members or committee members. Nothing contained in this subsection prevents the County from acting to remove a member if no report of absences has been made to the Board.

(3) Before the Board of Commissioners decides that a position has been vacated by a member for failing to attend meetings, the Board of Commissioners shall give reasonable opportunity to the member to justify the absences.

(4) Upon declaring a position vacant as provided in this section, the Board of Commissioners shall appoint a successor to serve the unexpired portion of the term for that position as soon as practicable.

MUSEUM COMMISSION

20.110 [Ord. 120, Sec. 1; repealed by Ord. 90-2, Sec. 1]

20.120 [Ord. 120, Sec. 2; repealed by Ord. 90-2, Sec. 1]

20.130 [Ord. 120, Sec. 3; amended by Ord. 87-25, Sec. 2; repealed by Ord. 90-2, Sec. 1]

20-140 [Ord. 120, Sec. 4; repealed by Ord. 90-2, Sec. 1]

20.150 [Ord. 120, Sec. 5; repealed by Ord. 90-2, Sec. 1]

20.160 [Ord. 120, Sec. 6; repealed by Ord. 90-2, Sec. 1]

Note: The Polk County Museum Commission was reconstituted as the Polk County Museum Association, a private, non-profit corporation, in 1989.

