

RESOLUTION NO. 22-19

A RESOLUTION RESCINDING RESOLUTION NO. 20-17 AND ESTABLISHING THE BYLAWS FOR THE SCAPPOOSE PARKS AND RECREATION COMMITTEE, ,

WHEREAS, the Scappoose City Council intends the Parks and Recreation Committee to: make recommendations to the City Council regarding development of parks and recreation opportunities for the City of Scappoose; act as an advisory body to City Council on parks and recreation matters; support the development and updating of the parks master plan; occasionally coordinate community activities and programs for public benefit; and

WHEREAS, Scappoose City Council suggested certain changes to these bylaws and City Staff have noted the need for minor administrative changes to address inconsistencies and/or inaccuracies in the Committee’s Bylaws, and City Council expressed their wish to clarify rules that define how the Scappoose Parks and Recreation Committee operates;

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-17 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE PARK AND RECREATION COMMITTEE BYLAWS

ARTICLE I – NAME

Scappoose Parks and Recreation Committee or SPRC.

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-15, passed August 3, 2015, then amended by Resolution No. 17-27, passed September 5, 2017, and then Resolution No. 18-11, passed on June 6, 2018, rescinded and replaced Resolution No. 15-15 and Resolution No. 17-27, and then amended by Resolution No. 18-23, passed on October 1, 2018, rescinded and replaced Resolution No. 18-11 and then amended by Resolution No. 19-13, passed July 15, 2019, rescinded and replaced Resolution No. 18-23, and then rescinded and replaced by Resolution No. 20-02, passed on January 21, 2020, and then rescinded and replaced by Resolution No. 20-17, passed on July 20, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on _____, ____ 2022.

ARTICLE III – PURPOSE

- A. Advise and make recommendations to the City Council on park and recreation policies and issues.

- B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

The Committee shall act to support and promote City Council Goals, in accordance with Council guidance, related to the following:

- A. To advise City Council on park and recreation matters.
- B. To support the development and updating of the Parks Master Plan.
- C. To support City Council and City Staff in developing and promoting park and recreation activities.
- D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities.
- E. To encourage building partnerships and coordination with other local, regional, and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County.
- F. To respond to additional matters relating to parks and recreation as requested by City Council.

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

- A. Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SPRC members shall be from the private sector.
- B. Members shall live, work, or have significant interest in parks and recreation opportunities in the City of Scappoose.
- C. Ex-officio representatives of related organizations and the business community may also be invited to participate in SPRC meetings and work sessions as determined by the Mayor with the consent of the City Council.
- D. Members of the SPRC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. Members of the SPRC may serve indefinitely at the discretion of the Mayor and City Council.

E. Two alternate committee members may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) unexcused or consecutive meetings will be considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.110. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings. The Committee may present a written recommendation to Council to remove members for other causes.

Section 2. Officers

A. The SPRC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year.

B. The duties and powers of the officers of the SPRC, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee.
- Maintain order and decorum at all meetings of the Committee.
- Develop a written agenda with the support of City Staff.
- Call special meetings of the Committee in accordance with the bylaws;
- See that all actions of the Committee are properly taken;
- Presents the Committee's views, recommendations or actions to the City Council, or any other appropriate body as designated by the Mayor, and/or City Council.
- Co-Sign official documents of the SPRC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SPRC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the SPRC;
- Give or serve all notices required by law or required in the SPRC bylaws;
- Prepare the agenda for all meetings of the SPRC to be approved by the Chair;
- Be the custodian of SPRC records;
- Inform the SPRC of correspondence relating to business of the SPRC and attend to such correspondence;
- Co-Sign official documents of the SPRC with the Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRC shall hold meetings at least quarterly. The Committee may hold meetings more frequently to conduct their responsibilities and objectives, and/or if a project has been assigned by City Council. If an Agenda only contains general updates or information sharing that is not related to ongoing projects, these may be shared via email in between regularly scheduled meetings.

Members will be reminded of meetings by written notice, including electronic means such as email, at least seven (7) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SPRC membership, setting forth and the reason for calling such a meeting. Special Meetings shall be scheduled subject to City Staff availability.

C. SPRC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A Quorum for doing business shall be equal to a majority of the current committee membership that is entitled to vote. If a committee cannot achieve a quorum, they can meet to share information and discuss topics, but cannot vote or take other actions on any items before the Committee.

E. Robert's Rules of Order shall guide the SPRC in all cases not otherwise provided for in these rules. All final determination of procedure under Roberts Rules shall be the responsibility of the Chair and shall be consistent with all applicable rules, Municipal Codes, and laws.

F. Matters referred to the SPRC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SPRC after such reference, providing that an appropriate amount of time is allowed for public notice as required by law.

G. The SPRC may request that the City Council establish a subcommittee. Prior to voting to request Council approve a subcommittee, the SPRC shall first request and consider a report from City Staff regarding the costs and time involved in staffing the subcommittee, if applicable. Requests to form subcommittees shall be voted on and passed by the Committee and submitted to the City Council in writing and shall contain:

- An explanation of the function of and need for the subcommittee;
- An explanation of their work and responsibilities;
- The number and any qualifications of its members;
- The staff analysis of costs and time involved in staffing the subcommittee;
- If the subcommittee is an ad hoc subcommittee, a deadline for completion of their work and responsibilities.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SPRC activities shall be made to City Council at least twice per year and as frequently as quarterly. City Council shall receive a report, in writing or in person, if Council Agenda space allows, that has been prepared by the Chair or their designee and approved by a majority of the committee, that:

- Notes the accomplishments of the SPRC;
- Addresses concerns of the Committee;
- Discusses issues related to the duties and activities of the Committee; and
- Evaluates the progress made on any associated Council Goal, assigned project, or other work the Committee has done.

J. Decorum and Conduct. The City of Scappoose and its employees and committees are committed to fostering a diversity of views, mutual respect, honest and open dialogue and debate, and promoting the highest standards of ethical conduct and performance.

The SPRC shall conduct itself: in a manner that is courteous and respectful to all people, including each other, City Staff, City Council, members of the public, and others, and in a manner that does not harm, damage, or undermine, the City of Scappoose, City Council, or the goals, mission, purpose, function, or actions of the City of Scappoose.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.110.

Ethics:

Committee members shall review and observe the requirements of state ethics law, and shall refrain from:

- 1) Disclosing confidential information.
- 2) Taking action which benefits special interest groups or persons at the expense of the city as a whole.

- 3) If taking a position that has not been agreed to by the Committee, they shall disclose that this is their personal opinion and not the position of the Committee.

Decorum:

- 1) The presiding officer shall preserve decorum during meetings.
- 2) Members of City Staff and all other persons attending meetings shall observe the Committee's rules of proceedings and adhere to the same standards of decorum as committee members.

Statements to the public, media, and other organizations:

- 1) If a member of the Committee appears as a representative of the Committee, the member may only state the official position of the Committee as approved by the majority of the Committee, and must also state that this is the position of the Committee only, not a position of the City or of City Council.
- 2) Members of the Committee do not represent the City, city staff, and/or City Council, or their positions, and shall not give anyone cause to believe otherwise. Members must disclaim themselves when necessary to ensure this is understood.
- 3) If a member of the Committee appears in their personal capacity to give a statement on an issue, they must state that they are expressing their own opinion and not that of the Committee before giving a statement.

K. At the City of Scappoose we believe in treating all people with respect and adhering to the highest standards of ethical and fair practices. We expect the same of our committee members.

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Committee members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.
- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.
- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Committee members should promote and support these principles by leadership and example.

L. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.110 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council and may be recommended by the Parks and Recreation Committee or City Staff.

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this ____ day of _____, 2022.

PASSED AND ADOPTED by the Scappoose City Council on this ____ day of _____, 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan Reeves, MMC, City Recorder