



Administration Office  
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**Recreation Advisory Committee Meeting**

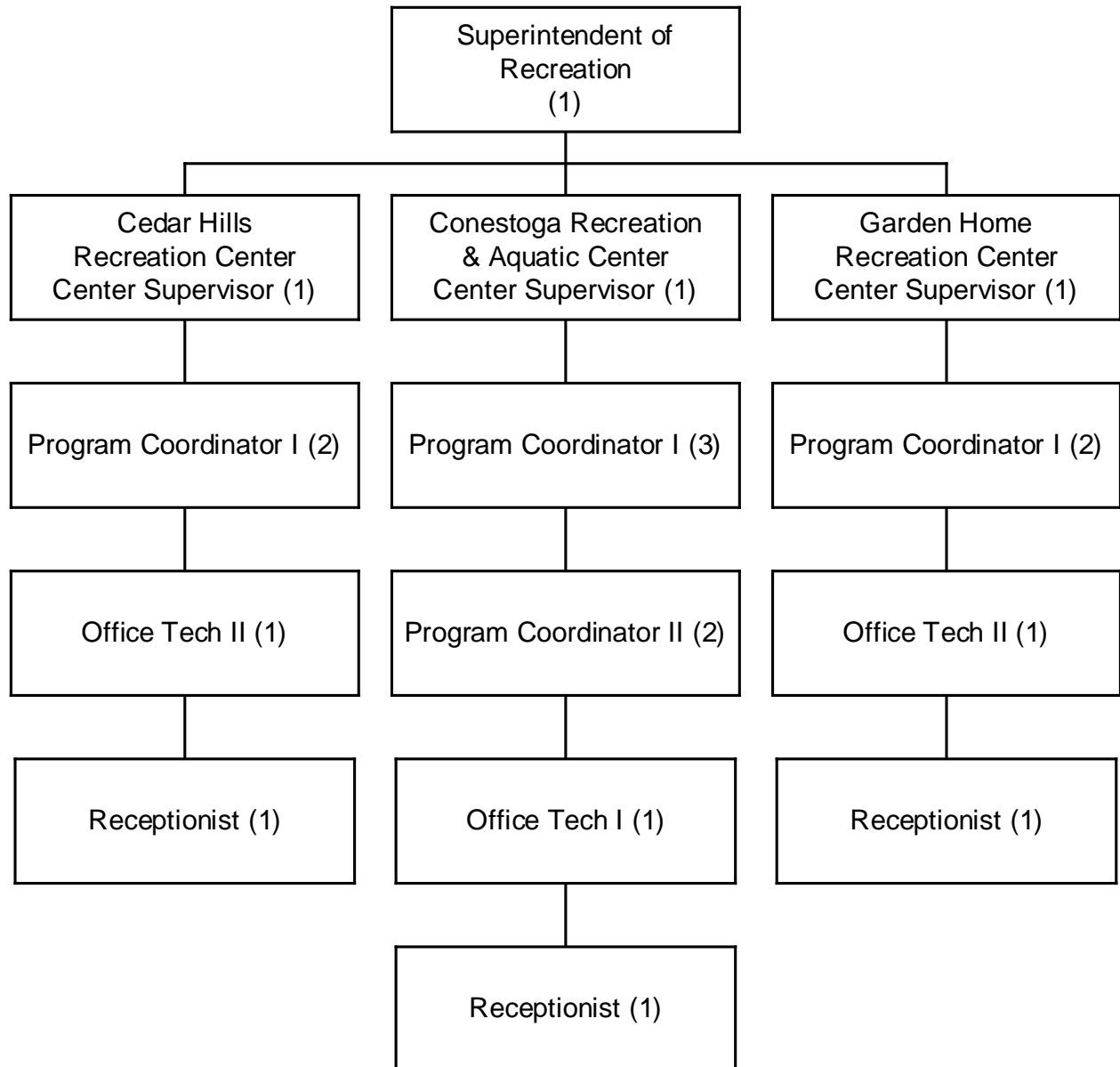
**March 16, 2011**

**7pm**

**Administration Office  
15707 SW Walker Rd. 97006**

**Agenda**

1. Introductions
2. Recreation Division Overview
3. Charge/Guidelines
4. Projects
5. Challenge Grants
6. Officers/Terms
7. Meeting Day/Time
8. Questions





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## **Recreation Advisory Committee**

**Goal: To provide support and advice regarding recreation.**

**Charge:** The Recreation Advisory Committee is recognized as a formal Tualatin Hills Park and Recreation District Citizen Advisory Committee. The Committee is comprised of representatives appointed by the Tualatin Hills Park and Recreation District Board of Directors.

The Recreation Advisory Committee's purpose is to provide citizen input and recommendations on the use of recreation managed and operated by the Tualatin Hills Park and Recreation District.

The members of the Recreation Advisory Committee are considered a primary conduit of information and education between the Tualatin Hills Park and Recreation District and the community with regards to recreation.

**Scope:** The Recreation Advisory Committee's scope of work encompasses looking at the operation and development of classes, programs, and special events for the three recreation centers within the Tualatin Hills Park and Recreation District.

**To attain the goal of effectively utilizing and managing District resources as public assets, the Recreation Advisory Committee will approach each topic/function with a global use view. Actions that are recommended by this Advisory Committee must encompass all recreation users and all aspects of recreation use.**

The Recreation Advisory Committee has no authority to expend District funds, set policy, establish procedure, or manage staffing or operations of facilities on behalf of the Tualatin Hills Park and Recreation District or its staff.

The Committee may fundraise and expend Challenge Grant funds. Any fundraising performed by the Advisory Committee shall be in compliance with all state and local laws, and shall be expended according to District policies. All funds shall be used to better District programs or facilities. Funds may not be used for any type of staff training. Funds shall be secured and managed by the Tualatin Hills Park Foundation.

**Committee Guidelines:**

The Recreation Advisory Committee is comprised of three appointed members who reside within the Park District boundaries selected from a review of applications by the Tualatin Hills Park and Recreation District Board of Directors. Permanent members include a District representative.

Officers will include a Chairperson and a Secretary. These positions shall be elected by committee members and will serve one-year terms.

Terms of committee membership shall be two/three years with membership transfer to occur in February. Members may serve additional terms upon Board of Directors approval.

Advisory Committee meeting agendas will be set by the Committee Chairperson and the District representative.

Only Advisory Committee members shall have voting privileges.

Any member of the Advisory Committee not wishing to complete his/her full term shall notify the Committee in writing allowing adequate time to find a suitable replacement. The Park District Board of Directors will approve replacement members.

Applications for new Advisory Committee members will be reviewed by the Committee members, who will make a recommendation to staff. Final approval of Committee members will be made by the Park District Board of Directors.

All Advisory Committee action shall be in accordance to and consistent with Tualatin Hills Park and Recreation District policies and procedures.

The Committee shall meet a minimum of once per quarter, but may meet more frequently if needed.

Any member missing three or more regularly scheduled meetings in a given year will be asked to present to the Advisory Committee in writing just cause of such absence. Members of the Advisory Committee shall decide if any action is necessary. If removal from the Committee is recommended, the Board of Directors shall make the final decision.



## **TUALATIN HILLS PARK & RECREATION DISTRICT ADVISORY COMMITTEE OPERATING GUIDE**

### **I. DISTRICT AUTHORITY**

The District has all the powers the Oregon Constitution and ORS Chapter 266, Parks and Recreation District, expressly or impliedly grant or allow the District. ORS Chapter 266 vests District authority and power in the Board as the governing body of the District.

The Board normally exercises its formal authority by adopting resolutions. The Board may by resolution delegate specific authority and power to the District general manager employed by the Board.

The Board has by resolution adopted District Compiled Policies (DCP) in chapters relating to District organization, administration and operational policies.

### **II. DISTRICT COMMITTEE POLICIES**

DCP Section 3.12, Board Policies, relates to District committees and is attached as Exhibit A.

The state public meeting law is applicable to District committees.

#### **Public Meetings Law**

The meetings law applicable to all Oregon governments is found in ORS 192.610 – 192.690. Under that law minutes serve as a historical record for committees and for the public. Meeting minutes must include the following information:

- Members present
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition
- Results of all votes and the vote of each member by name
- The substance of any discussion on any matter
- A reference to any document introduced or discussed

The minutes are a summary of what took place and need not include a verbatim transcript.



### **III. RULES AND PROCEDURES**

Parliamentary procedure is a set of rules that regulates and standardizes how committees conduct business. The Board has adopted Robert's Rules of Order Revised as a guideline. See attached Exhibit B.

#### **Committee Rules**

Committee meetings are for conducting committee business. For effective and productive meetings, clearly defined expectations and procedures are needed. Rules help committees maintain focus and avoid redundant discussions. Rules can also promote useful citizen input, courtesy and sensitivity. They help the committee chair maintain civility in public discourse. They facilitate conducting business in an orderly, disciplined and productive manner.

#### **Committee member roles and responsibilities**

- i. Internal: Any committee meeting requires a quorum (majority of members) to conduct business. Committees have the authority delegated to them by the Board. Committee members only exercise legal authority when meeting as a committee.
- ii. External: Committee members are cautioned to avoid situations where a majority is present outside of committee meetings. There may be social gatherings where there will be a quorum present. In such situations, District business should not be discussed.
- iii. General Manager: The Manager is the Chief Administrative Officer of the District under DCP Section 4.01 and is the administrative head of the District government. The authority of the Manager on administrative matters is thus paramount as to those topics specifically delegated to him. The Manager is in charge of the day to day affairs of the District and should be looked to for advice on the efficacy of any particular implementation of District policy.

### **IV. PUBLIC RECORDS LAW**

The Public Records Law (ORS 192.410 to 192.505) establishes state policy that the public is entitled to know how governments operate and includes Committee records. The written record of public business is available, with some important exceptions, to any person. The records law has been amended many times. This material includes the major provisions of the law.

## V. OREGON GOVERNMENT ETHICS LAW

### Financial Interest

State law requires that no public official<sup>1</sup> (which include Advisory Committee members) use the office, official position or information to obtain financial gain, other than official salary, honorariums or reimbursement of expenses. It prohibits public officials from soliciting or receiving offers of future employment in return for influence. Legislation passed in 2007 limits the value of gifts which officials, candidates, or members of their families may receive to an aggregate of \$50 annually from any single source that may have an interest in the activities of the government agency of the official.

### Conflict of Interest

All elected and some appointed officials serving on boards, commissions or committees must state the nature of any potential conflict of interest by publicly announcing it before taking any action on the matter giving rise to the conflict. Appointed officials, other than those on boards and commissions, are required to notify the appointive authority of any potential conflict, leaving disposition of the matter to that authority.

The Oregon Government Ethics Commission administers the conflicts of interest law, including investigation of infractions, imposition of penalties and issuance of advisory opinions. In addition to civil sanctions, some conflicts of interest may subject public officials to criminal penalties.

### Personal Liability

Under some circumstances, public officials may be personally liable. Tort actions may be brought against them. Torts are injuries or wrongs done to the person or property of another. The personal liability of public officials is governed primarily by the Oregon Tort Claims Act (ORS 30.260 to 30.300), and Section 1983 of Chapter 42 of the United States Code. Under the Act public officials are defended and held harmless by their public body for actions taken in their official capacity, as long as they are acting within the scope of their authority.

Committee members can best protect themselves from personal liability by soliciting and following the advice of the District.

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<sup>1</sup> "Public official" means any person who \*\*\* is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services.

## APPENDIX A

### 3.12 Committees

#### (A) General.

- (1) The Board will appoint members to District committees by resolution.
- (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
- (3) A member of the public may not serve on more than two District committees simultaneously. Any member of the public serving on two District committees may not be chairperson of both simultaneously. This limitation does not apply to service on the District Budget Committee (Budget Committee).
- (4) Board members may suggest persons for committee membership that have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
- (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
- (6) The Board may remove a member of the public from a District committee prior to the expiration of the term of office for sufficient cause by resolution.
- (7) Committees must elect a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and they must be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are public meetings under state law.

#### (B) Standing Advisory Committees.

- (1) Membership on standing advisory committees will be determined by the Board. Terms for standing advisory committee members will generally be for two years.
- (2) The Board will determine the number of standing advisory committees. The Board expects to create a committee for each major service area, as defined by the Board, that will make reports and recommendations to the Board.



- (3) At the discretion of the Manager, a staff liaison and resource person may be present at all committee meetings.
- (4) Standing advisory committees must make reports and respond to questions from the Board generally once a year. The Board may require more frequent reports.

(C) Ad Hoc Advisory Committees.

- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities.
- (2) The Board may ask ad hoc advisory committees to evaluate an existing program area or facility. The Board will provide each ad hoc advisory committee with a written statement or charge regarding its assigned responsibilities.
- (3) Ad hoc advisory committees may be appointed to serve in such areas as deemed necessary by the Board and for such time as is needed to accomplish their assigned purposes.
- (4) Ad hoc advisory committees will be discharged after presentation of their recommendations to the Board or at any time at the discretion of the Board.

## APPENDIX B

### ROBERT'S RULES OF ORDER NEWLY REVISED PARLIMENTARY PROCEDURE OUTLINE:

#### *Motions*

Steps to effectively introduce, consider, and dispose of an agenda matter.

- (1) Introduction with a motion by a member and seconded by another member.
- (2) Consideration by group discussion, vote and results announced.

*Floor* recognition by the chair is necessary to *obtain the floor* to make a motion or address the committee.

#### *Seconds*

- (1) Requiring a second serves useful purpose to prevent:
  - (a) Matter from being forced on the committee by only one member; and
  - (b) Wasting time on debate and vote when not necessary.
- (2) Committee rules should generally require a second to consider a motion.
- (3) Chair should ask for second if a motion not immediately seconded.

*Routine non-controversial matters*, even those requiring a majority vote, may be adopted by unanimous or general consent (e.g., the chair may state: "Unless there is an objection, the matter passes by general/unanimous consent.")

#### *Agenda*

A sample agenda for the order of business matters before committees:

- (1) Call to order;
- (2) Roll call;
- (3) Approval of agenda;
- (4) Approval of previous minutes;
- (5) Reports;
- (6) Consent agenda;
- (7) Old business (uncompleted from previous meeting);
- (8) New Business (matters introduced for the first time);
- (9) Announcements; and
- (10) Adjournment.

#### *Agenda Approval*

The committee should make any necessary changes and adopt the meeting agenda. The agenda should follow the order of business. The agenda may be amended by majority vote before being adopted or by two-thirds vote after it is adopted.

#### *Minutes*

- (1) Minutes must be taken at all public meetings and made available within a "reasonable time after the meeting."
- (2) After minutes are prepared, they are public records and may not be withheld from the public merely because they have not yet been approved by the committee.

- (3) If minutes have not been approved, they may be so identified.

#### *Consent agenda*

- (1) The committee may have a "consent agenda" that includes routine and non-controversial items.
- (2) Items on the consent agenda are considered all together without discussion or amendment, and adopted by a single motion or unanimous consent.
- (3) Any member may make a motion to remove an item from the consent agenda, and then make a motion to dispose of that item separately.

#### *Conducting business*

- (1) Chair announces matter.
- (2) Staff report.
- (3) Chair asks members if there are questions for staff.
- (4) Member makes a motion or chair asks for motion.
- (5) Another member seconds the motion or chair asks for motion.
- (6) Chair states the motion as made (or as amended).
- (7) Chair asks if there is discussion on the motion:
  - (a) Matter discussed by members after recognition by chair
  - (b) Chair allows moving councilor to discuss motion first.
- (8) Chair puts the motion to vote:
  - (a) At any time a member may move to call the question. If this motion is seconded and approved by a two-thirds vote, discussion must end and vote occur; or
  - (b) If no one calls the question and no one is addressing the matter, the chair must:
    - (i) Ask if there is any further discussion on the motion, and
    - (ii) Call the question by stating the motion.
- (9) When the question is called, the chair either:
  - (a) Puts the matter to vote by:
    - (i) Stating the motion as made (or amended);
    - (ii) Having the members vote on the motion; and
    - (iii) Announcing the results of the question; or
  - (b) If consensus on the matter, then it is approved (or denied) without objection.
- (10) Chair then calls the next matter on the agenda.

#### *Voting methods*

Voting prohibited by proxy, secret ballot, absentee, electronic, recorded or mail. Telephone meetings and votes in compliance with the Oregon Public Meetings Law are permitted. Matters should not be adopted by "general" consent, unlike "unanimous" consent, especially important or significant items of business.

#### *Abstentions*

Members should not abstain unless there are compelling circumstances such as a pecuniary conflict of interest governed by ORS chapter 244 (Government Standards and Practices).



### *Adjournment*

- (1) An item of business not yet considered or pending when the meeting adjourns should be rescheduled for the next meeting. The unfinished business is treated the same as if there had been no adjournment.
- (2) A business item pending at adjournment is automatically taken up as the first item of business under unfinished (old) business resuming where previously interrupted.
- (3) Any business item not reached is taken up under unfinished or old business.

### *Main motions*

- (1) A main motion must be made for the committee to consider a matter (bring the business to the floor).
- (2) A main motion is a statement requesting that an action be taken. It may be presented orally or formally in written form as an ordinance, resolution or order.
- (3) A main motion should be stated in the affirmative; it should be uncomplicated, clear and concise.
- (4) Only one main motion may be considered at a time.
- (5) Members have a right to know the pending motion and to have it restated by the chair before a vote is taken.
- (6) The main motion is the lowest ranking motion; all other pending motions must be disposed with first before the main motion may be considered.
- (7) Various secondary procedures facilitate a decision on the main motion.

### *Seven ordinary motions*

- (1) To Adjourn – used to end a meeting; the date, time, and location of the next regular meeting must be announced by the chair.
- (2) To Recess – used to interrupt the meeting and to reconvene at a time certain. The chair may temporarily permit a brief pause without a declaration of recess. This is technically not an interruption of the meeting.
- (3) To Close Debate – used to force a vote on the most recent prior motion that, if seconded and approved, brings that motion to immediate vote.
- (4) To Limit (or Extend) Debate – used to set or extend a debate.
- (5) To Postpone to a Certain Time – used to set off consideration of main motion to another time certain.
- (6) To Refer – used to send a matter to a committee.
- (7) To Amend – used to change a motion stated or already adopted.

### *Three challenge motions*

- (1) Point of Order – used to correct errors or mistakes of procedure; no vote is required; the chair decides the point.
- (2) To Appeal – used to put a ruling of the chair to a council vote; it requires reasons stated by mover, opportunity for discussion, and vote.
- (3) To Object – used to object to considering a matter before a main motion, or to object to action being taken by the chair or committee, such as approving a matter by unanimous consent or recess.



*Four special motions*

- (1) To Withdraw – used to remove a motion from consideration; no vote is required; the chair may rule on the motion if there are no objections.
- (2) To Suspend the Rules to [provide the reason] – used to circumvent a rule that disallows consideration of a matter.
- (3) To Reconsider – used to reconsider a decision made earlier in that meeting.  
Reconsidering a vote has the effect of treating the matter as if no vote had been taken at that meeting.
- (4) To Rescind – used to negate and dispose of a previous action that cannot be nullified by the motion to reconsider.