

RESOLUTION NO. 15-34

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**A RESOLUTION ADOPTING REVISED BYLAWS FOR THE NATURAL RESOURCES COMMITTEE**

**WHEREAS**, the Natural Resources Committee (NRC) was established by Ordinance No. 02-1013 and went into effect on September 20, 2002; and

**WHEREAS**, the Natural Resources Committee (NRC) bylaws were approved as Exhibit A to Resolution No. 04-29 on August 18, 2004; and

**WHEREAS**, the City Commission and the Natural Resources Committee desire to revise the bylaws to better reflect the Natural Resources Committee responsibilities in accordance with the City Commission Goals and Priorities; and

**WHEREAS**, the Natural Resources Committee has drafted procedures for a fair, efficient, and agreeable committee process.

**NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:**

1. The City Commission hereby adopts Exhibit "A," the revised bylaws for the Natural Resources Committee.


Approved and adopted at a regular meeting of the City Commission held on the 18<sup>th</sup> day of November 2015.

  
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Dan Holladay, Mayor

Attested to this 18th day of November, 2015:

  
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Kattie Riggs, City Recorder

Approved as to legal sufficiency:

  
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City Attorney

# **Oregon City Natural Resources Committee Proposed Revisions to Bylaws**

EXHIBIT A TO RESOLUTION NO. 15-34

## **Article I: Name**

This committee shall be known as the Natural Resources Committee (NRC).

## **Article II: Authority**

The Natural Resources Committee is established by Ordinance by the City Commission of Oregon City. Oregon City Municipal Code Chapter 2.56 outlines the duties and responsibilities of the NRC.

## **Article III: Mission Statement / Preamble**

In concert with the City, the committee shall advise, evaluate, and advance an agenda that empowers citizen, business and governmental stakeholders to become natural resource stewards who achieve a beneficial balance among people and natural systems now and in the future.

## **Article IV: Responsibilities**

1. Promote community involvement in conservation of natural resources within the City and its Urban Growth Boundary (UGB) in partnership with the City, neighborhood associations, and community organizations.
2. Initiate recommendations and review updates to the City's comprehensive plan, codes and policy as they relate to statewide Planning Goals that are integral to our mission.
3. Receive notice of and comment on land use applications and City activities that have the potential to impact natural resources in the City and its Urban Growth Boundary.
4. Conduct orderly meetings that result in good communication to city staff, policy makers, city departments and community to achieve our mission.
5. Coordinate with the Parks and Recreation Advisory Committee (PRAC) and Planning and City Commissions on at least an annual basis that results in good communication and mutually beneficial results.

## **Article V: Officers and Staffing**

Officers: The Officers shall consist of a Chair, a Vice-Chair and a Secretary, who shall be selected by the membership and serve at the pleasure of the membership for one-year terms. Nominations and elections of new officers shall be taken from the floor at the Committee's first meeting of each calendar year. Officers may be re-elected. In the event that an Officer is unable to complete the specified term, a special election shall be held for the completion of the term.

1. Chair: The Chair shall have general supervisory and directional powers over the Committee. The Chair shall preside at Committee meetings and develop agendas with the staff liaison. The Chair shall be the designated spokesperson for the Committee unless this responsibility is delegated to another party. The Chair shall be an ex-officio member of all subcommittees.
2. Vice-Chair: In the absence of the Chair, the Vice-Chair shall have general supervisory and directional powers over the Committee, preside at Committee meetings, develop Committee agendas with the staff liaison, and generally conduct all business delegated to the Chair.
3. Secretary: The Secretary shall review transcribed minutes for each of the regular meetings and worksessions. The Secretary shall provide staff with the signed minutes for staff's retention of the public record. Additionally, the Secretary shall provide staff with an electronic version of the minutes for posting on the City's web site.

Staff: The City of Oregon City will provide staff support to the Committee for meeting notification, word processing, copying and information gathering to the extent the City budget permits.

## **Article VI: Organizational Procedures**

1. All meetings will be conducted in accordance with the latest revised edition of Robert's Rules of Order.
2. A majority of the Committee members must be present either in person, via telephone, or internet at a meeting in order to form a quorum and act on motions, or otherwise take a position on issues. Meetings can be held without a quorum, but issues can only be discussed, not acted upon, and no motions can be made or acted upon. All members should make every effort to be physically present at the meetings.
3. Committee discussion will occur ahead of any vote following Roberts Rules of Order. The main function of the chair in this process is to serve the group by managing the process of building consensus. During this process, the Chair's job

is to articulate the themes of agreement as well as address differences and conflicts.

4. When a vote is called for and a quorum is present, a majority affirmative vote of those present at the meeting is required, except that a two-thirds majority vote is required for changes or amendments to the Bylaws, as outlined in item 7.
5. Minutes will be approved by majority vote of the members present at a scheduled meeting where a quorum is present.
6. Before the end of each calendar year, the committee will review and assess outcomes and activities during the year. At that time, the committee will prioritize their goals and responsibilities for the following year. These goals and responsibilities will be submitted to the Oregon City Commissioners and the Oregon City Parks and Recreation Committee for their consideration and use during annual planning retreats.
7. The following process shall be followed in order to make changes or amendments to the Committee Bylaws. Changes or amendments will be proposed and discussed at a scheduled NRC meeting. Voting will take place at the next scheduled NRC meeting. A two-thirds vote of an NRC quorum present at the meeting is necessary for approval of the proposed changes or amendments. The proposed changes or amendments will be forwarded to the City Commission for approval.

## **Article VII: Subcommittees**

NRC subcommittees will be established as needed. The purpose of the subcommittees is to delegate work to several members on the NRC, who will be responsible for special projects and concerns as related to natural resources. Subcommittees may also involve non-NRC members, where appropriate. The subcommittees shall report to the NRC for direction. Subcommittees will be Standing Subcommittees or Ad Hoc Subcommittees, as appropriate.

When other Standing Subcommittees are formed, subcommittee names and scope of activities shall be determined by a majority vote of NRC members present at a scheduled meeting where a quorum is present and shall be reported in the appropriate meeting Minutes.

Ad Hoc Subcommittees can be established by consensus of the members present at a scheduled meeting.

## **Article VIII: Code of Conduct**

It is the intent of the NRC to be a committee in good standing with the community. As such, the members of the NRC shall:

1. Work for the common good of the City within the City Commission framework.
2. Give respect and dignity to all committee members, staff, and citizens, regardless of personal opinion or bias.
3. Learn from the past and focus on the present and future in making wise decisions.
4. Take no action on the Committee's behalf without following proper procedures. Appropriate actions shall comply with the City's Comprehensive Plan and implementing ordinances, the City Code, and with the NRC Bylaws.
5. Any NRC member who feels that there is a potential conflict of interest between his/her professional or personal activities and the issue under discussion will recuse herself/himself from any vote that may be taken on the issue.
6. An NRC member in good standing shall attempt to attend all meetings either in person, or via telephone or internet. If unable to attend, the member shall notify the chair, and the city staff liaison. If a member fails to notify the chair or city staff liaison prior to missing a meeting, or if a member misses two consecutive meetings, or three meetings in a calendar year, the chair will contact the committee member. The remainder of the committee will then consider a recommendation concerning continued membership.

## **Appendix A: Tree Subcommittee Scope of Activities**

1. Study, investigate, develop, and submit a written tree plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees in parks, and in public areas, which includes the public right-of-way. The tree plan will be reviewed by the NRC prior to submittal to the City Commission for approval.
2. Review and recommend regulations for tree pruning and maintenance by utility companies operating in Oregon City.
3. Review the City's adopted street tree list on a regular basis and recommend changes as necessary.
4. Promote the planting, proper maintenance, and conservation of trees throughout Oregon City.
5. Develop standards for identifying and designating heritage trees on public and private land within Oregon City.

- a. The Tree Subcommittee shall prepare a list of criteria to be used for determining when a tree qualifies for designation as a heritage tree. Criteria may include age, size, species, notability, or historical association.
  - b. The Tree Subcommittee shall review a heritage tree nomination by a citizen or the subcommittee itself.
  - c. The Tree Subcommittee shall make a recommendation on heritage tree designation.
  - d. The Tree Subcommittee shall plan for appropriately-placed plaques for designated heritage trees, and shall make recommendations for tree maintenance.
  - e. A list of heritage trees shall be available at City Hall for inspection by the public upon request.
6. Develop an Oregon City Tree Ordinance.
  7. The City of Oregon City may accept gifts, which are specifically designated for the purpose of planting or maintaining trees within the city. A separate fund shall be established and maintained for revenues and expenditures created by activities specified here. The Tree Subcommittee, working through the NRC, shall have authority to seek grants and alternative funding for tree projects (e.g., Tree City USA designation).