

City of Sandy  
**STANDARD PROCEDURES FOR CITY BOARDS**

Updated by Resolution 2021-35

**SECTION 1: DEFINITIONS**

1.1 For the purposes of this policy, the term “Board” is intended to apply to all commissions, committees, advisory boards, subcommittees, task forces, and project advisory committees.

**SECTION 2: BOARD CATEGORIES**

2.1 Each Board will be classified into one of the following categories:

- Statutory Bodies
- Advisory Boards
- Task Forces
- City Council Subcommittees
- Project Advisory Committees

2.2 These categories of Boards will be structured and operate in accordance with the Board Operational Framework, attached herein as Attachment 1.

**SECTION 3: BOARD SEAT TERMS**

3.1 The seat term parameters set forth in this section apply to Statutory Bodies and Advisory Boards.

3.2 Seat terms are four years in length, starting New Year’s Day and ending New Year’s Eve. (Example: 1/1/2021 through 12/31/2024).

3.3 Seat terms shall exist in two staggered cohorts. Approximately half of the seats on a board are assigned the same term beginning and end date, while the other half share a different term beginning and end date.

3.3.1 In the case of the Planning Commission, seat terms shall exist in three staggered cohorts of two, three, and two seats, respectively. The seats within each cohort shall share the same term beginning and end dates, which must not duplicate the term beginning and end dates of any other cohort.

3.4 Members appointed to Boards by the City Council are assigned to a specific seat and serve until the expiration of the seat’s term. Members appointed to fill vacancies serve for the remainder of the unexpired term.

3.5 Incumbent members may apply for reappointment at the expiration of their existing terms (see Section 4 of this policy).

3.6 The City Recorder will maintain the official roster of Board seats, terms, and members.

**SECTION 4: SEAT VACANCIES**

4.1 All applicants seeking appointment to Statutory Bodies and Advisory Boards, whether incumbent members applying for reappointment or new applicants, will undergo the application and interview process outlined in this section.

- 4.1.1 The City Manager or City Council Members, if selected to serve as Board members, are exempt from the requirements of this section.
- 4.1.2 The City Council at its discretion may elect to require this process for specific appointments to Boards other than Statutory Bodies and Advisory Boards.
- 4.2 Prior to the expiration of a seat's term, city staff will proactively publicize the upcoming vacancy and collect applications from interested parties.
- 4.3 Applicants for Board seats will be interviewed by a panel consisting of three Council Members and the Chair of the applicable Board. In the event the Chair is the applicant, the Vice Chair will serve on the interview panel. In the event both the Chair and Vice Chair are applicants, the Board will select one of its members to serve on the interview panel.
- 4.4 Following the interviews, the interview panel, with the assistance of city staff, will provide appointment recommendations to the City Council.
- 4.5 All Board appointments will be made by the City Council at a regular public meeting.

#### **SECTION 5: PUBLIC MEETINGS**

- 5.1 All Statutory Bodies and Advisory Boards shall conduct public meetings in accordance with the provisions of Oregon Revised Statutes Chapter 192, and any other public meetings regulations enacted by the State of Oregon.
  - 5.1.1 The City Council at its discretion may also extend this requirement to specific Boards other than Statutory Bodies and Advisory Boards.

#### **SECTION 6: BYLAWS**

- 6.1 All Statutory Bodies and Advisory Boards shall operate under bylaws, in the interest of ensuring structure and consistency.
  - 6.1.1 The Council at its discretion may also extend this requirement to specific Boards other than Statutory Bodies and Advisory Boards.
- 6.2 Bylaws must be consistent with the Sandy Municipal Code, applicable State laws and regulations, and the provisions set forth in this policy.
- 6.3 Unless otherwise stipulated in the Sandy Municipal Code, bylaws must include at least the following:
  - 6.3.1 Meeting attendance requirements
  - 6.3.2 Meeting quorum requirements
  - 6.3.3 Procedures for electing Board officers
  - 6.3.4 Member qualification and/or residency requirements
- 6.4 Bylaws and amendments thereto must be approved by the City Council before taking effect. Boards may recommend amendments for the Council's consideration.

#### **SECTION 7: MEMBER CONDUCT**

- 7.1 All members of Boards are required to comport themselves in accordance with the City's Boards and Commissions Code of Conduct, originally adopted by the City Council on September 21<sup>st</sup>, 2020. The Council reserves the authority to make appointment and/or removal decisions based in whole or in part on adherence to the Code of Conduct.

## **SECTION 8: STAFF AND COUNCIL LIAISONS**

- 8.1 The Mayor may designate a non-voting City Council Liaison to any Board for the purpose of facilitating communication and coordinating policy development.
- 8.2 The City Manager may designate a non-voting Staff Liaison to any Board for the purpose of providing administrative and logistical support to the body.
- 8.3 Neither City Council nor Staff Liaisons will be counted toward the constitution of a quorum at any meeting.

## **SECTION 9: PREEMPTION**

- 9.1 Nothing in this policy purports to preempt any higher legal authority, including, but not limited to, the Sandy Municipal Code, the Sandy City Charter, Oregon Revised Statutes, or Oregon Administrative Rules.

# ATTACHMENT 1

## SANDY BOARD OPERATIONAL FRAMEWORK

	Intended Duration	Membership	Seat Terms	Interview / Application Process Required?	Members Appointed By:	Public Meetings Required?	Official Recommendations Made To:	Bylaws Required?	Body Established Through:	Examples
<b>Statutory Bodies</b>	Permanent	Area residents (as prescribed in Bylaws)	4 years / staggered cohorts	Yes	Council motion	Yes	City Council	Yes	Council ordinance	Planning Commission; Budget Committee
<b>Advisory Boards</b>	Permanent	Area residents (as prescribed in Bylaws)	4 years / staggered cohorts	Yes	Council motion	Yes	City Council	Yes	Council resolution	Library Advisory Board; Arts Advisory Board
<b>Task Forces</b>	Temporary (until specific purpose is fulfilled)	Flexible, based on purpose. Could include residents, staff, and/or up to 3 Councilors (avoid quorum)	Serve indefinitely until/unless resignation, removal, or Board disbanded	No (unless desired by Council)	Council motion or Mayor appointment	No (can be made public if desired)	Mayor, who then communicates it to the Council (public meetings not necessary)	No (can be established if desired by Council)	Council motion	Social Services Task force; Interview Panel for committee appointments
<b>City Council Subcommittees</b>	Temporary (until specific purpose is fulfilled)	Up to 3 City Councilors (avoid quorum)	n/a	n/a	Council motion or Mayor appointment	No (can be made public if desired)	Mayor, who then communicates it to the Council (public meetings not necessary)	No (can be established if desired by Council)	Council motion	Wastewater Project Oversight Committee; Survey Working Group
<b>Project Advisory Committees</b>	Temporary (until specific purpose is fulfilled)	Flexible, based on purpose. Could include residents, staff, and/or up to 3 Councilors (avoid quorum)	n/a	No (unless desired by Council)	City Manager or Mayor	No (can be made public if desired)	City Manager, who then communicates it to the Council (public meetings not necessary)	No (can be established if desired by Council)	City Manager decision	TSP TAC; Parks Master Plan Stakeholder Committee