



AGENDA
Library Advisory
Board Meeting

6:00 PM - Wednesday, November 7, 2018

City Hall- Council Chambers, 39250
Pioneer Blvd., Sandy, Oregon 97055

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1. ROLL CALL	
1.1. Introductions	
2. APPROVAL OF MINUTES	
2.1. Meeting Minutes	2 - 4
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3. NEW BUSINESS	
3.1. Annual Report to City Council	
3.2. Library Annex Possibility	
3.3. Kids Program Analysis	5 - 10
Kids Program Analysis - 3 years - Sandy	
Kids Program Analysis - 3 years - Hoodland	
4. OLD BUSINESS	
4.1. Review Changes to the Bylaws	11 - 22
ProposedLBbylaws	
CurrentLBbylaws	
Operation of Commissions and Advisory Boards	
5. STAFF UPDATES	
5.1. Next Meeting Date: February 6th 2019	
6. ADJOURN	



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
October 3, 2018
Hoodland Library, 24545 E
Welches Rd

The Library Advisory Board of the City of Sandy was called to order on Wednesday, October 3, 2018, at 6:00 PM, in the Hoodland Library, 24545 E Welches Rd, with the following members present:

PRESENT: Board Member Jeri McMahan, Board Member Heather Michet, Board Member Lynn Freeman, and Board Member Kathleen Draine

EXCUSED:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

We approved the August 2018 meeting minutes.

3. NEW BUSINESS

3.1. Changes to the Intergovernmental Agreement (IGA) with Clackamas County

- 9 of 12 cities must approve
- 4 cities approved to date

3.2. Library District Advisory Committee (LDAC) and Task Force Updates

- Kathleen Draine was approved as LDAC representative by the Board of County Commissioners (BCC) before the September meeting
- Project Manager for Oak Lodge and Gladstone Library projects introduced herself
- Visioning process for these libraries will begin in November 2018, complete building in Summer 2021

- Gladstone building will be on current site of Gladstone City Hall, Oak Lodge currently working with the Concord Park property
- Annual Reporting Forms for libraries is more transparent, the subcommittee will refine them a little bit more for FY 2017-2018 data
- Task force proposed subcommittee to give guidelines for correct process/expenditures
- There was a power point about the Large Task Force being created by The BCC

3.3. Teen Program Analysis

- No teen programs at Hoodland currently
- Sandy programs from 2015-2016, 2016-2017 and 2017-2018
- See spread sheets
- Kathleen Draine expressed appreciation for Rebecca Robinowitz's stamina with teens

4. OLD BUSINESS

4.1. Board Member Updates

- Kathleen suggests advertising on digital signage in the lobby for New Board Members
- Advertise with Aquatic Center, and Hoodland digital signage when they are operational
- Have some new applicants but no one came to meeting
- Group email updates needed; Jeri to update
- Need November meeting to keep with 6-8 meetings per year
- November 7th next meeting at City Hall
- No meeting in December and January
- April meeting in Hoodland to meet 2 meetings per year in Hoodland

4.2. Admin Policy for Boards and Commissions and our By-Laws

- Do we need by-laws or can we simply use the City Admin Policy?
- Sarah to communicate with Kim for guidance re: minutes (when/how to publish)
- Sarah will work on the By-Laws and get them to members 1 week before the next meeting

Kathleen Draine made a motion I motion that we reduce the scope of by-laws; Rename Article II to be purpose, and keep small parts of Articles 3, 4, and 5 Heather Michet seconded the motion. CARRIED. unanimously.

5. STAFF UPDATES

6. ADJOURN

Sandy Kids		2015-2016						
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Cost - Grant	Total Cost	Cost/person
Preschool Storytime	418	8.20	1 staff person	\$0.00	\$0.00	\$300.00	\$300.00	\$0.72
Toddler Time	1309	26.71	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Baby Time	68	2.27	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Hora de Cuentos	84	10.50	1 staff	\$160.00	\$0.00		\$160.00	\$1.90
Vista Apartments	704	19.56	2 staff, 2 volunteers	\$50.00	\$0.00		\$50.00	\$0.07
Read to the Dog	7	2.33	desk staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - LEGO Club	182	16.55	11 volunteers	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Art	125	10.42	as volunteers	\$0.00	\$79.93		\$79.93	\$0.64
Kids Club - Board Games	92	7.67	12 volunteers	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Minecraft	108	9.00	12 staff	\$0.00	\$0.00		\$0.00	\$0.00
Summer Reading Programs	207	30	1 staff	\$0.00	\$1,980.00	\$2,180.00	\$4,160.00	\$20.10
Teddy Bear Sleepover	32		1 staff	\$0.00	\$41.38		\$41.38	\$1.29
Trick or Treat Trail	836		4 staff	\$0.00	\$49.41		\$49.41	\$0.06
Pirate Program	100		volunteers	\$0.00	\$300.00		\$300.00	\$3.00
Dr Seuss' B-day	21		1 staff	\$0.00	\$275.00		\$275.00	\$13.10
Beverly Cleary's B-Day	15		1 staff	\$0.00	\$20.00		\$20.00	\$1.33
Dia de los Ninos	150		3 staff, 4 volunteers	\$200.00	\$0.00		\$200.00	\$1.33
Free Comic Book Day	67		3 staff 4 volunteers	\$115.00	\$0.00		\$115.00	\$1.72
Composting with worms	10		1 staff 1 volunteer	\$0.00	\$0.00		\$0.00	\$0.00
Author Talk - Susan Blackaby	19		2 staff	\$0.00	\$200.00		\$200.00	\$10.53
Summer Reading Prize	142		desk staff	\$0.00	\$400.00	\$700.00	\$1,100.00	\$7.75
Summer Reading Supplies	550		1 staff	\$700.00	\$0.00		\$700.00	\$1.27
Finisher Books	142		desk staff	\$0.00	\$408.00		\$408.00	\$2.87
				\$1,225.00	\$3,345.72	\$3,180.00		

Sandy Kids		2016-2017						
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Cost - Grant	Total Cost	Cost per person
Preschool Storytime	751	14.44	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Toddler Time/Wee Ones	1534	31.31	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Baby Time	89	3.30	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Vista Apartments	793	19.34	2 staff, 2 volunteers	\$14.68	\$100.00		\$114.68	\$0.14
Hora de Cuentos	25	8.33	1 staff	\$40.00	\$320.00		\$360.00	\$14.40
Read to the Dog	65	1.55	desk staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - LEGO club	273	22.75	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Art Club	171	14.25	1 staff	\$0.00	\$11.39		\$11.39	\$0.07
Kids Club - Coding Club	57	4.75	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Minecraft	178	16.18	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Wy'East Artisans Art Club	28	14.00	volunteers	\$0.00	\$0.00		\$0.00	\$0.00
Summer Reading Programs	218	36.33	1 staff	\$0.00	\$805.00	\$1,000.00	\$1,805.00	\$8.28
Teddy Bear Sleepover	45		2 staff	\$0.00	\$22.69		\$22.69	\$0.50
Trick or Treat Trail	1115		3 staff	\$0.00	\$153.91		\$153.91	\$0.14
Dia de los Muertos	100		4 staff, 6 volunteers	\$0.00	\$261.64		\$261.64	\$2.62
Dr Suess' B-Day	38		1 staff	\$40.00	\$128.00		\$168.00	\$4.42
Dia de los Ninos	200		4 staff, 6 volunteers	\$0.00	\$665.22		\$665.22	\$3.33
Free Comic Book Day	36		3 staff	\$13.39	\$100.00		\$113.39	\$3.15
Kids Finisher Books	134		desk staff	\$237.00	\$350.00		\$587.00	\$4.38
Summer Reading Supplies	585		1 staff	\$295.00	\$0.00	\$653.35	\$948.35	\$1.62
Summer Reading Prize	134		desk staff	\$208.00	\$200.00	\$480.00	\$888.00	\$6.63
				\$848.07	\$3,117.85	\$2,133.35		

Sandy Kids		2017-2018						
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Cost - Grant	Total Cost	Cost per person
Preschool Storytime	1010	19.80	1 staff	\$57.22	\$0.00		\$57.22	\$0.06
Wee Ones	1390	27.80	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Vista Apartments	793	18.02	2 staff, 2 volunteers	\$0.00	\$190.79		\$190.79	\$0.24
Read to the Dog	138	3.29	desk staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - LEGO club	229	16.36	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Makerspace	69	7.67	1 staff	\$20.00	\$226.61		\$246.61	\$3.57
Kids Club - Coding Club/movies	30	2.73	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Kids Club - Minecraft	48	4.80	1 staff	\$0.00	\$0.00		\$0.00	\$0.00
Wy'East Artisans Art Club	633	17.11	volunteers	\$0.00	\$0.00		\$0.00	\$0.00
Summer Reading Programs	580	82.86	1 staff	\$0.00	\$2,360.00	\$1,095.00	\$3,455.00	\$5.96
Teddy Bear Sleepover	55		2 staff	\$0.00	\$34.80		\$34.80	\$0.63
Trick or Treat Trail	1576		3 staff	\$0.00	\$195.48		\$195.48	\$0.12
Dia de los Muertos	70		4 staff, 6 volunteers	\$0.00	\$327.10		\$327.10	\$4.67
Dr Suess' B-Day	134		1 staff	\$0.00	\$23.49		\$23.49	\$0.18
Dia de los Ninos	350		4 staff, 6 volunteers	\$0.00	\$475.71		\$475.71	\$1.36
Free Comic Book Day	79		2 staff, 2 volunteers	\$0.00	\$92.87		\$92.87	\$1.18
Harry Potter's B-Day	179		4 staff, 6 volunteers	\$322.21	\$0.00		\$322.21	\$1.80
Kids Finisher Books	259		desk staff	\$0.00	\$500.00		\$500.00	\$1.93
Summer Reading Supplies	839		1 staff	\$231.00	\$0.00		\$231.00	\$0.28
Summer Reading Prize	259		desk staff	\$0.00	\$447.00	\$2,105.00	\$2,552.00	\$9.85
				\$630.43	\$4,873.85	\$3,200.00		

Hoodland Kids		2015-2016					
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Total Cost	Cost/person
Storytime	349	6.84	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Kids Club - Board Games	3	1.50	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Kids Club - Art Club	11	3.67	1 staff	\$0.00	\$50.00	\$50.00	\$4.55
Kids Club - LEGO Club	120	5.45	1 staff	\$0.00	\$60.00	\$60.00	\$0.50
Beverly Cleary's B-Day	15		1 staff	\$0.00	\$50.00	\$50.00	\$3.33
Summer Reading Programs	133	19.00	2 staff	\$1,355.00	\$300.00	\$1,655.00	\$12.44
Free Comic Book Day	29		2 staff	\$40.00	\$0.00	\$40.00	\$1.38
Teddy Bear Sleepover	16		2 staff	\$0.00	\$50.00	\$50.00	\$3.13
Halloween	20		desk staff	\$0.00	\$25.00	\$25.00	\$1.25
Kids Finisher Books	9		desk staff	\$0.00	\$100.00	\$100.00	\$11.11
Summer Reading Supplies	51		1 staff	\$61.00	\$0.00	\$61.00	\$1.20
Summer Reading Prize	9		desk staff	\$50.00	\$0.00	\$50.00	\$5.56

Hoodland Kids	2016-2017						
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Total Cost	Cost per person
Summer Reading Programs	132	22.00	2 staff	\$575.00	\$530.00	\$1,105.00	\$8.37
Storytime	476	9.52	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Art Club	96	8.00	1 staff	\$0.00	\$10.44	\$10.44	\$0.11
LEGO Club	111	5.05	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Free Comic Book day	17		2 staff	\$0.00	\$50.00	\$50.00	\$2.94
Dr Seuss' B-Day	17		1 staff	\$0.00	\$60.00	\$60.00	\$3.53
Teddy Bear Sleepover	8		2 staff	\$0.00	\$25.00	\$25.00	\$3.13
Halloween	15		desk staff	\$0.00	\$25.00	\$25.00	\$1.67
Kids Finisher Books	19		desk staff	\$0.00	\$99.00	\$99.00	\$5.21
Summer Reading Supplies	78		1 staff	\$29.00	\$0.00	\$29.00	\$0.37
Summer Reading Prize	19		desk staff	\$0.00	\$50.00	\$50.00	\$2.63

Hoodland Kids		2017-2018					
PROGRAM	Total #	Average	Note	Cost - Library	Cost - Friends	Total Cost	Cost per person
Summer Reading Programs	131	21.83	2 staff	\$720.00	\$1,215.00	\$1,935.00	\$14.77
Storytime	552	10.82	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Art Club	39	3.55	1 staff	\$0.00	\$10.77	\$10.77	\$0.28
LEGO Club	94	4.27	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Dia de los Muertos	16		2 staff	\$0.00	\$91.61	\$91.61	\$5.73
Dia de los Ninos	12		2 staff	\$0.00	\$88.70	\$88.70	\$7.39
Free Comic Book day	40		2 staff	\$12.65	\$50.00	\$62.65	\$1.57
Dr Seuss' B-Day	23		1 staff	\$0.00	\$38.87	\$38.87	\$1.69
Teddy Bear Sleepover	11		2 staff	\$0.00	\$9.39	\$9.39	\$0.85
Halloween	20		desk staff	\$0.00	\$25.00	\$25.00	\$1.25
Kids Finisher Books	31		desk staff	\$0.00	\$199.00	\$199.00	\$6.42
Summer Reading Supplies	114		1 staff	\$23.00	\$0.00	\$23.00	\$0.20
Summer Reading Prize	31		desk staff	\$0.00	\$0.00	\$0.00	\$0.00

Sandy / Hoodland Public Library Advisory Board By-Laws

Article I: Name

The organization shall be known as the Sandy / Hoodland Public Library Advisory Board. It is established in accordance with Resolution 2018-14 of the Sandy City Council (May 22, 2018).

Article II: Purpose

Advise the Library Director on the development of library services, programs, and facilities to meet needs of the Sandy and Hoodland Library Service Areas. Participate actively in the goals, aims, and purposes of the Libraries.

Article III: Membership

The library advisory board shall consist of up to seven members. Library advisory board members and applicants must be residents of the Sandy/Hoodland Library service area.

To ensure representation from the entire library service district, one third of advisory board members shall be from the Hoodland/mountain area and two thirds from the Sandy area. In addition advisory board membership shall seek to reflect the diversity of the library district service area. A majority of the voting membership shall constitute a quorum.

A City Council liaison, Presidents of the Friends of Sandy Library and Friends of Hoodland Library (or a designee), as well as, the Library Director shall be nonvoting ex officio members of the advisory board and shall take part in its discussions or deliberations. Ex Officio members shall not be counted toward the constitution of a quorum at any meeting.

Article IV: Officers

The officers of the advisory board shall be Chair, Vice Chair, and Secretary. They shall be elected at the last meeting of each fiscal year and shall serve for a one-year term. The Chair shall call and preside over meetings, and name committees. The Vice Chair shall preside in the absence of the chair. The Secretary shall take meeting minutes.

Article V: Meetings

The advisory board shall meet as often as necessary, not less than six times a year. April and October meetings will be held at the Hoodland Library, all other meetings will be held in Council Chambers at Sandy City Hall. A meeting date may be changed or canceled by the Chair, in consultation with the Library Director, with prior notice to the membership.

If a member should have two (2) consecutive unexcused absences from regular meetings, he/she shall be replaced with a new member appointed by the Sandy City Council. The new appointee shall fill the former member's unexpired term.

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Sandy / Hoodland Library Advisory Board in all matters to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Sandy / Hoodland Library Board may adopt.

Article VI: Committees

The Chair, with the approval of the advisory board, shall establish all standing and special or ad hoc committees. The Chair shall appoint chairs of the committees with the approval of the advisory Board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Ad hoc committee terms shall coincide with the term of the appointing officer, but may be reappointed by a future Chair.

Article VII: Amendments

These bylaws may be amended at any regular meeting of the Sandy / Hoodland Library Advisory Board by a quorum provided notice of such amendment has been given to all Board members at least seven (7) days prior to the meeting.

Adopted by the Sandy/Hoodland Library Advisory Board on November 7, 2018

Sandy / Hoodland Public Library Advisory Board By-Laws

Article I: Name

The organization shall be known as the Sandy / Hoodland Public Library Advisory Board. It is established in accordance with ~~the provisions of Chapter 2.23, Ordinance No. 27-75 of the Sandy Municipal code~~ Resolution 2018-14 of the Sandy City Council.

Article II: ~~Purpose~~ Powers and Duties

~~The Advisory Board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance or resolutions of the City of Sandy and general laws of this state.~~ The Advisory Board shall:

- Advise the Library Director regarding policies for the development of library services and facilities to best meet the current and long-standing needs of the community ies of the Sandy and Hoodland Library Service Areas.
- ~~Recruit and recommend to the Library Director prospective Advisory Board members.~~
- ~~Represent the needs, interests, and desires of the entire service area of the library.~~
- Participate actively in the goals, aims, and purposes of the Sandy/Hoodland Public Libraries.
- Perform other such related duties as requested by the Library Director and/or City Council.

Article III: Membership

The library advisory board shall consist of up to seven members.

Library advisory board members and applicants must be residents of the Sandy/Hoodland Library service area.

In order to ensure representation from the entire library service district, ~~every attempt will be made to ensure that~~ one third of advisory board members ~~are shall be~~ from the Hoodland/mountain area and two thirds from the Sandy area. In addition, ~~every attempt will be made to ensure that that the~~ advisory board membership shall seek to reflects the diversity of the library district service area.

~~The members shall be appointed by the City Council to serve overlapping four-year terms from the first day of July in the year of their appointment.~~ In addition to the voting membership of the advisory, a ~~member of the~~ City Council liaison, ~~may be a nonvoting, ex-officio member of the advisory board.~~ Presidents of the Friends of Sandy Library and Friends of Hoodland Library (or a designee), as well as, the Library Director shall be nonvoting ex officio members of the advisory board and shall take part in its discussions or deliberations. ~~Ex Officio The City Council members shall not be counted toward the constitution of a quorum at any meeting. The Library Director shall be a nonvoting ex officio member of the advisory board and take part in its discussions or deliberations.~~

~~The members can be re-appointed for a second 4-year term. Terms of office shall commence on the first day of July in the year of their appointment.~~

Each advisory board member ~~shall have~~ has one vote.

~~Appointments to fill an advisory board vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.~~

Article IV: Officers

The officers of the advisory board shall be Chair, Vice Chair, and Secretary. They shall be elected at the last meeting of each fiscal year and shall serve for a one-year term.

The Chair shall call and preside over meetings, name committees, and call special meetings when it is deemed necessary.

The Vice Chair shall preside in the absence of the chair.

The Secretary shall take ~~and distribute~~ meeting minutes.

Article V: Meetings

~~The advisory board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business.~~ The advisory board shall meet ~~monthly as often as necessary, at least ten-~~ but not less than six times a year. April and October meetings will be held at the Hoodland Library, all other meetings will be held in Council Chambers at Sandy City Hall. ~~Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting.~~ A meeting date may be changed or canceled by the Chair, in consultation with the Library Director, with prior notice to the membership.

If a member should have two (2) consecutive unexcused absences ~~without notification~~ from regular meetings, he/she shall be replaced with a new member appointed by the Sandy City Council. The new appointee shall fill the former member's unexpired term.

A majority of the voting membership shall constitute a quorum.

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Sandy / Hoodland Library Advisory Board in all matters to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Sandy / Hoodland Library Board may adopt.

Article VI: Committees

The Chair, with the approval of the advisory board, shall establish all standing and special or ad hoc committees.

The Chair shall appoint chairs of the committees with the approval of the advisory Board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Ad hoc committee terms shall coincide with the term of the appointing officer, but may be reappointed by a future Chair.

Article VII: Authority

~~The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Sandy / Hoodland Library Advisory Board in all matters to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Sandy / Hoodland Library Board may adopt.~~

Article VIII: Amendments

These bylaws may be amended at any regular meeting of the Sandy / Hoodland Library Advisory Board by a ~~two-thirds~~ (2/3) vote quorum of the entire advisory board, provided notice of such amendment has been given in writing to all Board members at least seven (7) days prior to the meeting.

Adopted by the Sandy/Hoodland Library Advisory Board on November 7, 2018

Adopted by the Sandy/Hoodland Library Advisory Board on Oct. 15, 2014;

~~Accepted by the Sandy City Council on November 17, 2014.~~



CITY OF SANDY

39250 PIONEER BOULEVARD • SANDY, OR 97055 • (503) 668-5533

Advisory Boards, Commissions and Committee Policy

Number: ADMIN 100

Effective Date: May 22, 2018

Approval: City Manager

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Purpose

To be used as a guide for the operations and management of Advisory Boards, Commissions and Committees as developed and appointed by the Sandy City Council.

Scope

This policy applies city wide to all Advisory Boards, Commissions and Committees, in addition to any other regulatory authority such as Oregon Revised Statutes, Sandy Municipal Code and the City Charter.

Policy

The City Council and staff welcome citizen involvement and support Advisory Boards, Commissions and Committees as they provide a much needed perspective on specific topics. All meetings are open to the public and the City of Sandy encourages you, whether a member or not to attend any meeting of interest.

It is the policy that all Advisory Boards, Commissions and Committees shall be established by a majority vote of the City Council, and by Resolution unless they are established by other governance such as State Law. No other entities will be established without following this process.

Definitions:

Advisory Boards - Citizens appointed by Council in an advisory role. Will advise council on a variety of issues and recommend policy.

Commissions - Planning Commission, Art's Commission and other assigned by ordinance or ORS that have decision making and/or quasi judicial responsibility.

Committee - Budget Committee as required and defined by ORS.

Council Liaison - See "Liaison Councilors Assigned" below.

Entity - Advisory Boards, Commissions and Committees

Member - Anyone appointed to serve on an Advisory Board, Commission or Committee.

Staff Member In Charge- The Department Head or his/her staff member designee is responsible for setting up agendas, meeting minutes, meeting space and other items needed for the holding of and assistance to the Advisory Boards, Commissions and Committees.

Filling Vacancies on Advisory Boards, Committees and Commissions

When a vacancy occurs on any Advisory Boards, Commissions and Committees, the City Manager shall cause applications to be filed by all interested candidates. All applications will be collected by the City Recorder.

- A. Applications for Budget Committee, Planning Commission and the Arts Commission will be forwarded to the City Council, and a date set for interviews and appointment of the positions by a majority vote of the council. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute.
- B. Applications for Advisory Boards, including the Youth Advisory Council, will go to the Staff Member In Charge. Time will be set aside on a meeting agenda for discussion and recommendation of applicants by the other members of the applicable Advisory Board. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute. The Staff Member In Charge will bring the recommendations to the City Council for approval.
- C. All Advisory Boards, Committees or Commissions, shall have between five and seven members, unless otherwise directed by ORS, SMC or other governance.

Advisory Boards

Advisory Boards, are established by the City Council via resolution. These Advisory Boards may also be governed by certain Oregon Revised Statutes (ORS), the City Charter, City Ordinance (SMC) or Resolution.

Qualifications for Appointment to Advisory Boards

In order to apply for an Advisory Boards you must either live inside the City Limits, or service district (Library District or Transit Service Area as examples). This include residents residing in the Urban Growth Boundary or Urban Reserve areas. Applications are also accepted from those that own a business in Sandy, yet live elsewhere. Employees of local businesses may also serve on Advisory Boards.

In the event of more applicants than open positions, priority will be given to residents of the City of Sandy unless the opening is in a District or Service area as stated above.

You must be 18 years old or older (except for the Youth Advisory Council).

Advisory Board Terms of Service

All members are appointed to a four year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment.

Appointments to fill an unexpected vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

Advisory Board Powers and Duties

Unless otherwise directed by ORS, SMC or other governance, all Advisory Boards shall practice the following:

- Advise the Staff Member In Charge regarding policies for the development of services and facilities to best meet the current and long-standing needs of the community.
- Recruit and encourage other qualified citizens to be involved and apply for openings.
- Represent the needs, interests and desires of the entire service area for that entity.
- Assist the entity in achieving Council Goals.
- Each member shall have one vote for each topic requiring a vote.
- Help prepare and provide a presentation to City Council annually. The annual meetings regarding the advisory boards will be scheduled prior to Council goal setting. This will

assist council with their vision and goal setting for the following year and beyond.

Liaison Councilors Assigned

To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees (except to Planning Commission to avoid ex parte issues).

In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall adhere to the following guidelines:

- A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory boards to make objective recommendations to the Council on items before them.
- B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.
- C. Not voting at the body's meeting on any item.

The agenda for the board, commission or committee will have an item for the Councilor to share information from the City Council and vice versa with the advisory body.

Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.

Advisory Board Officers

Unless otherwise governed by ORS, SMC or other statutory requirements all Advisory Boards, shall have a Chair and Vice Chair.

Planning Commision

The Planning Commission was established by the City Council in 1973 with the passing of Ordinance 1473. More information on the Planning Commission can be found in Chapter 2.16 of the Sandy Municipal Code.

The Sandy Planning Commission is a seven-member volunteer body of Sandy residents and/or business owners, there are also other opportunities for those living outside the city limits if they meet certain criteria referenced in Chapter 2.16 of the Sandy Municipal Code. that advises the City Council on long-range, comprehensive planning and land use issues within city limits and urban growth boundary. The Planning Commission also approves all amendments and updates to the Comprehensive Plan, recommends policy direction with regard to land use rules and regulations, and helps city staff ensure that Sandy is working within the framework of the State of Oregon's stated land use goals.

Budget Committee

ORS 294.414 requires that the governing body of each municipal corporation establish a budget committee in accordance with the provisions of that section.

The City of Sandy adopts a budget to gude its decision making and execution of the operating and capital plans. The budget is prepared at the direction of the City Manager to address the goals and objectives of the City Council and fulfill the service level expectations of its citizens and customers.

The budget is presented to the Budget Committee for consideration, deliberation and approval. The committee consists of seven (7) citizens members appointed by the City Council. The full committee also consists of the Mayor and City Council for a total of 14 members.

The City of Sandy operates on a biennial budget, so this committee meets every two years. The process usually takes about three days and includes opportunities for training.

At the first meeting of the Budget Committee, the body shall elect a presiding officer from amongst its members.

Arts Commission

Arts Commission was established to help enhance the quality of life in Sandy through art. By promoting the educational, cultural, economic and general welfare of Sandy by actively pursuing the placement of public art in public spaces within the Sandy City Limits, supporting literary arts, promoting musical and visual art performances and serving generally to develop, facilitate, and preserve access to the arts.

The Sandy Arts Commission was established by Ordinance 2017-07. Additional information on the Arts Commission can be found in Sandy Municipal Code, Chapter 18.01.

Meetings

All Advisory Boards, Committees, and Commission shall establish a regular time and place for meetings. Meetings need not occur if there are insufficient agenda items. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting in accordance with ORS 192. A meeting date may be changed or canceled by the Staff Member Facilitator, with prior notice to the membership.

If a need for an Ad Hoc or sub-committee should arise, the Staff Member Facilitator or Council Liaison will bring a request to City Council for consideration.

All meetings will have an agenda established and posted in accordance with ORS Chapter 192. The agenda shall contain an item label "Council Liaison Report".

Meeting Minutes will be taken at all Advisory Boards, Commissions and Committees meetings and a copy forwarded to the City Recorder within 30 days of the meeting.

Meeting Minute format will be prescribed by the City Recorder.

Government Standards and Practices Commission Requirements and Reporting

All Members of Advisory Boards, Commissions and Committees shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

A. Members shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Planning Commission or Council. This general obligation includes the duty to refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
2. Making decisions involving business associates, customers, clients, and competitors.
3. Repeated violations of Council Rules.
4. Promoting relatives, clients or employees for boards and commissions.
5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
6. Seeking employment of relatives with the City.
7. Actions benefiting special interest groups at the expense of the City as a whole.
8. Expressing an opinion which is contrary to the official position of the Council without so stating.

B. In general, Members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before them and abiding by all decisions of the Council.

C. **PLANNING COMMISSION ONLY** - In accordance with ORS 244.050, it is the Commissioner's responsibility to file annual statements of economic interest with the Government Standards and Practices Commission. Each year, on or around the 1st of April, Commissioner's will be sent a Statement of Economic Interest form from the Government Standards and Practices Commission. Commissioners should complete the form and return it directly to the Commission. It is important to complete the form in a timely manner; failure to

do so may result in the imposition of a civil penalty and/or removal from office. Commissioners are also responsible for filing a Supplemental Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.