

BYLAWS OF THE CENTRAL BEAVERTON URBAN RENEWAL ADVISORY COMMITTEE

Article I. Name

The name of this committee shall be the Central Beaverton Urban Renewal Advisory Committee, hereafter referred to as the CBURAC or URAC.

Article II. Purpose

The CBURAC shall act in an advisory capacity to the Beaverton Urban Redevelopment Agency (BURA) Board, and its primary duty shall be to review the program implementation and policy objectives of BURA and advise the BURA Board on these topics. In addition, the CBURAC shall serve as a venue for BURA public outreach, and shall perform such other duties as the BURA Board may request from time to time.

Article III. Membership

Section 1. Number and Qualifications. The CBURAC shall consist of thirteen members. To be eligible to be appointed, members shall reside, work, own a business, or own property within the city limits of Beaverton and cannot be elected officials or employees of the City.

Section 2. Appointment and Confirmation. The BURA Board shall appoint CBURAC members. Members shall be selected after an open and publicized interview process. The BURA Executive Director is responsible for overseeing the interview process for new applicants and for providing the Board a list of suggested appointments.

Section 3. Term. The first appointments to the CBURAC after adoption of these Bylaws shall be staggered. Five members shall be appointed for a three-year term, four members for a two-year term, and four members for a one-year term. After the first appointments, all future appointments shall be for a three-year term. There is no limit on the number of terms a member of the CBURAC may serve.

Section 4. Attendance, Resignation; Vacancies. Regular meeting attendance is expected of all CBURAC members. Any member who accrues more than two unexcused absences in a calendar year or a combination of excused or unexcused absences for 50 percent or more of the CBURAC's regular meetings in a calendar year may be removed by the BURA Board. The Executive Director may recommend the Board remove a particular member.

If a committee member cannot meet the performance expectations of the CBURAC, the member may resign. Any membership vacancy will be filled for the unexpired portion of the member's term as soon as practical through a process substantially similar to the process used for the original appointments.

Section 5. Ethics. Members of the CBURAC are public officials, bound by the Oregon Government Ethics Law. Members should familiarize themselves with limitations imposed by that law on public officials having conflicts of interest or using an appointed governmental position for financial gain.

Article IV. Officers

Section 1. Officers. The officers of the CBURAC shall be a Chair and a Vice-Chair.

Section 2. Chair. The Chair shall preside at all meetings of the CBURAC, maintain order, designate who is to speak at any given time, enforce the rules of the CBURAC, determine the order of business under the rules of the CBURAC and have a vote on all questions before it. The Chair may cancel a scheduled meeting due to lack of quorum, inclement weather or exigent circumstances. The Chair shall timely prepare a meeting agenda before each meeting with the assistance of the staff liaison.

Section 3. Vice-Chair. In the absence of the Chair, the Vice-Chair shall serve as Chair. Upon resignation or other permanent vacancy in the office of the Chair, the Vice-Chair shall assume the duties of the Chair for the remainder of the Chair's term and a new Vice-Chair shall be elected; provided, however, that the Vice-Chair may decline to serve as Chair and remain the Vice-Chair.

Section 4. Election of Officers; Vacancies. At the first meeting of each calendar year, the CBURAC shall elect its officers from its membership to serve a term that ends the last day of that calendar year. Nominations shall come from the CBURAC members. The officers shall be elected in order of chair and then vice-chair. In the event of a tie vote, one revote shall take place among the two top vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The staff liaison shall conduct the nomination and election of officers. The staff liaison may not serve as an officer of the CBURAC. If the Vice-Chair position becomes permanently vacant during the year, the CBURAC shall hold vote at the next regularly scheduled meeting to elect a member to fill the position for the remainder of the calendar year.

Article V. Staff Liaison

The Executive Director or his/her delegate shall serve as secretary to the CBURAC and shall:

- A. Maintain an accurate record of all proceedings conducted by the CBURAC;
- B. Prepare and distribute minutes for all CBURAC meetings;
- C. Give all notices required by law;
- D. Inform the CBURAC of correspondence relating to CBURAC business;
- E. Conduct correspondence of the CBURAC as directed by the CBURAC;
- F. Attend all the meetings or hearings of the CBURAC;
- G. Compile all records and maintain the necessary files;
- H. Schedule meetings for the CBURAC; and
- I. Prepare reports including all relevant information for use by the CBURAC in formulating recommendations.

The staff liaison shall perform such other duties for the CBURAC as are customary in that role or as may be requested or required by the BURA Board or the CBURAC.

Article VI. Meetings

Section 1. General. All meetings of the CBURAC shall be held in accordance with the Oregon Public Meetings Law and within the geographic boundaries of the City.

Section 2. Regular Meetings. During or before the first CBURAC meeting of the calendar year, the Executive Director shall establish and publish an annual schedule of the regular meetings of the CBURAC including date, time, and place. Additional meetings may be duly scheduled upon request from the BURA Board, the Executive Director, or a majority of the members of the CBURAC.

Section 3. Meeting Notice. In addition to notice required to be given to the BURA Board and the CBURAC members, public notice of the time and place of all CBURAC meetings shall be given in a manner reasonably calculated to provide general notice to the public at large and give actual notice to specifically interested persons. Notice shall be given not less than forty-eight (48) hours in advance of a meeting; provided, however, that in case of an emergency, a meeting may be held upon such public notice as is appropriate in the circumstances.

Section 4. Agenda. A list of the principal subjects anticipated to be considered at a CBURAC meeting must be included with the notice of the meeting. The list of principal subjects must be specific enough to inform members of the public and interested persons of the nature of the issues coming before the CBURAC. Any agenda item may be taken out of order at the discretion of the Chair. Actions of the CBURAC are not limited to the prepared agenda. The CBURAC may take up additional items arising too late to be mentioned in the meeting notice.

CBURAC meetings shall end no later than at 11:00 p.m., unless a motion to postpone adjournment to another specified time is adopted. In the absence of the adoption of such a motion, the agenda item under consideration will be continued to the next meeting of the CBURAC or as otherwise provided by motion adopted by the CBURAC.

The Chair may establish time limits on public testimony. The time limit for each person testifying regarding an agenda item shall be the same for each person testifying about the same agenda item.

Section 5. Accessibility. No meeting of the CBURAC shall be held in a place inaccessible to persons with disabilities. The following notice shall be included with any public notice of a meeting of CBURAC:

This information is available in large print or audio tape upon request. In addition, assistive listening devices, sign language interpreters, or qualified bilingual interpreters will be made available at any public meeting or program with 72 hour advance notice. To request these services, please call 503-526-2222; voice/TDD is available at this number.

Section 6. Quorum; Voting. Seven members of the CBURAC must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the members of the CBURAC present and voting is necessary to determine any question before the CBURAC. Voting by proxy is not allowed.

Section 7. Minutes. The staff liaison shall prepare a record of every meeting of the CBURAC. The record may be a sound or video recording, or written minutes of the meeting. A full transcript is not required, but the minutes must give a true reflection of the matters discussed and the views of the participants. Minutes need not state what was said by members, but must record what was done at the meeting, including the results of all votes including the vote of each member by name if not unanimous. Minutes shall be available to the public, upon request, within a reasonable time after a meeting. Members of the CBURAC normally will vote on whether to amend or approve minutes from the previous meeting at the next regular meeting. Approval may be postponed for good cause to a later regular meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the actions memorialized in the minutes. Any member of the CBURAC not present at a meeting must abstain from voting on approval of the minutes relating to the meeting the member was absent from.

Article VII. Amendment of Bylaws

Section 1. Procedure. These bylaws may be amended by a majority vote of the CBURAC at any duly noticed meeting of the CBURAC, provided the meeting agenda specifically includes mention of the proposed amendment of the CBURAC bylaws.

Section 2. Effective Date. Any amendment of these bylaws shall not be effective until approved by the City Attorney for conformance to applicable law and approved by a vote of the BURA Board.