



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: June 21, 2017

Department: Finance Agenda Planning Date: June 19, 2017 Time required: 10 Min.

Audio/Visual aids

Contact: Jeff White, Chief Financial Officer Phone: Ext. 4433

Department Head Signature: Jeff White

TITLE Shall the Board of Commissioners adopt the following proposed amendments to the Marion County Council of Economic Advisors Charter.

Issue, Description & Background The Marion County Board of Commissioners established the Marion County Council of Economic Advisors (COEA) and adopted its charter on December 31, 2003. The COEA is made up of a minimum of nine and a maximum of fifteen members. There are nine volunteer members representing the business, finance and government sectors. The COEA annually reviews significant revenue sources and predicts trends and develops recommendations for improving the county's revenue forecasting methodology and processes. The COEA is proposing the following amendments: Section 13. Revision of or Amendment to Charter Subsection (a) Initiated by board/commission/committee 1. Replace the old administrative policy number (B-17) with the new assigned number (209). 2. A revision that the full committee will review the charter every three years rather than only the chair of the council.

Financial Impacts: None

Impacts to Department & External Agencies: None

Options for Consideration: 1. Adopt the proposed charter amendments. 2. Do not adopt the proposed amendments. 3. Delay the approval until a later date.

Recommendation: It is recommended that the Board of Commissioners approve the proposed amendments to the Marion County Council of Economic Advisors Charter.

List of attachments: Amended COEA Charter

Presenter: Jeff White, Chief Financial Officer



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

Charter for Marion County Council of Economic Advisors

1. Name.

This advisory board will be known as the Marion County Council of Economic Advisors (herein after referred to as the “Council.”)

2. Mission.

To serve the interests of the citizens of Marion County by providing recommendations to the Marion County Board of Commissioners and provide a revenue forecast for use by the Chief Administrative Officer as part of a review of all significant county general fund and non-general fund revenue sources, state assumptions and rationale for future revenue trends.

3. Purpose of the Council of Economic Advisors

The Marion County Council of Economic Advisors is established in accordance with Resolution #03-58R on December 31, 2003. The Council will serve the public interest in an ethical and responsible manner by meeting annually to review Marion County’s major revenue sources, predict trends, and develop a revenue forecast for integration into the county’s annual budget process.

The Council of Economic Advisors is subject to the laws applicable to public bodies.

4. Goals

The Council shall meet a minimum of once a year, to review and forecast county revenue for the pending budget process. General and non-general fund revenue sources that the Council may analyze include, but are not limited to: property tax, gas tax, licenses and permits, recording fees, interest revenue, charges for services, and federal and state funding streams. At the conclusion of the meeting, the Council and the Chief Administrative Officer shall finalize a revenue forecast for the purposes of projecting revenue for use in the upcoming county budget process.

5. Membership.

a. **Appointment:** Council members shall be appointed by the Marion County Board of Commissioners to two-year terms and may be reappointed to consecutive terms. Initial appointment shall consist of one half of the council members appointed to a one-year

term and one half appointed to a two-year term. Thereafter, all members shall be appointed to a two-year term.

b. Representation: Members are appointed to the Council based on their knowledge of a specific industry, job function or personal expertise. The Council shall be made up of a minimum of nine and a maximum of fifteen members, one member from each category, as follows:

1. Real Estate Professional
2. Economic Development Professional
3. Mortgage Banking Professional
4. Regional Economist
5. State of Oregon Economist
6. Economics Professor (from a local college or university)
7. Population Center Representative, Portland State University
8. Debt Service, Bond Finance or Public Finance Expert
9. Marion County Clerk
10. Marion County Assessor
11. Marion County Treasurer
12. Marion County Deputy Chief Administrative Officer
13. Certified Public Accountant (or other business community member)
14. Banking Professional/Financial Planner
15. Marion County Economic Development Advisory Board Member

c. Duties/Expectations. Members shall complete tasks assigned by the chair and will carry out assignments from any sub-committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the Council, including policy guidelines. Members are expected to assist each other in orientation and education related to Council responsibilities.

6. Termination.

a. Removal by Board of Commissioners. All Council members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a board member on its own motion or upon the recommendation of Council.

b. Removal by board/commission/council. If the Council determines by a majority vote that a member should be removed, the Council chair shall report that recommendation to the Board of Commissioners for its consideration.

c. Resignation. Resignations by members shall be submitted in writing to the Council chair and announced at the next regularly scheduled meeting. The chair shall forward a copy of the resignation to the Board of Commissioners.

d. Reasons for dismissal. The Board of Commissioners may remove a member when it

determines that it is in the interest Council or the county to do so.

7. Attendance.

All Council members are expected to attend regularly scheduled meetings.

8. Meetings.

a. **Public meeting laws.** The Council is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.

b. **Regular meetings.** The time and location for Council meetings shall be set as part of the county's annual budget calendar planning process. A date will be selected that will balance the need for the most current economic information available, yet provide recommendations that will be of timely use in the budget development process.

c. **Public Notice.** The Council will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

d. **Special meetings.** Special board meetings may be called by the Council chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. When possible, notice should be provided as soon as possible to encourage public participation.

e. **Place of meetings.** Council meetings are generally held at the Marion County offices at 555 Court St. NE, Salem, Courthouse Square, 5th Floor, Commissioners' Board Room.

f. **Quorum.** The majority of the appointed membership of the Council will constitute a quorum for the transaction of all business at meetings. For approval of minutes, routine business or reports, two less than a quorum may approve decisions. Once a quorum is established, it is in effect for the duration of the meeting.

g. **Decision making procedure.** Each Council member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute fiduciary obligations. Majority is defined as a majority of the appointed and filled membership. Every effort will be made to reach consensus when the Council is deliberating toward a decision. If consensus cannot be reached, the chairperson may call for a motion and take a recorded

vote needing a majority for passage on policy recommendations to the Board of Commissioners.

h. **Minutes.** The staff member assigned to the Council will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the Board of Commissioners and posted on the county website.

i. **Agendas.** Items may be placed on a meeting agenda by any Council member or by county staff. The agenda will be distributed to members at least five (5) days prior to a regular meeting.

9. Officers.

a. **Selection of Officers.** Annually, at the first meeting of the fiscal year, the Council shall select a chair and vice-chair to facilitate meetings during that fiscal year. The Council may appoint other officers as needed.

b. **Chair responsibilities.** The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce Council directives, guidelines and membership rules and will guide the conduct of public meetings.

c. **Vice-Chair responsibilities.** In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the chair nor vice-chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

d. **Vacancies or removal of officers.** The Board of Commissioners may remove a chair or vice-chair on its own motion or upon the recommendation of the Council when it determines that it is in the interest of the Council or the county to do so. If the chair is removed, the vice-chair will assume the chair's position. If the vice-chair is removed, the Council will appoint or recommend a person for appointment to the position.

10. Standing Committees.

The Council may authorize the chair to appoint members to standing committees. All appointed standing committees are required to report their information and/or recommendations to the Council.

11. Special Committees.

The Council may authorize the chair to appoint members to special committees as

necessary to deal with specific issues. All appointed special committees are required to report their information and/or recommendations to the Council.

12. Conflicts of Interest.

a. **Declaration.** The Council is subject to ORS 244.020, 244.040(1), and 244.120 to 244.030, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Council members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

b. **Potential conflict defined.** A potential conflict of interest exists when a Council member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Council member may participate in an action after declaring the potential conflict and announcing its nature.

c. **Actual conflict defined.** An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Council member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

13. Revision of or Amendment to Charter.

a. **Initiated by board/commission/committee.** In accordance with Administrative Policy 209, the Council may propose amendments to the charter. Any recommendations and/or revisions agreed upon by the majority of the Council shall be forwarded to the Board of Commissioners for its approval. This charter shall also be reviewed by the Council every three years.

b. **Initiated by Board of Commissioners.** Under certain circumstances, the Board of Commissioners may initiate changes to the charter. These changes will be submitted to the Council for review and consultation prior to the Board of Commissioners' adoption.

c. **Distribution.** Upon the Board of Commissioners' approval of charter amendments, the Marion County staff will make any required revisions to the charter and distribute them to all members of the Council.

14. Community Relations/Public Input.

Any member of the public will be welcome to attend and provide input at Council

meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Council may attend meetings or contact either the chair, the vice-chair, or staff to the Council. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

ADOPTED BY Marion County Council of Economic Advisors,

this _____ day of _____ 20____.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____