

COMMUNITY ADVISORY GROUPS

2.005 General Authority.

The City Council may create community advisory groups to aid the Council in the conduct of public affairs. The City Council may also create ad hoc committees to accomplish a specific task or project. All community advisory groups shall be governed by this chapter, except that if application of a provision conflicts with an applicable State statute, the State statute shall prevail. The specific enabling provisions for each community advisory group are contained in Section [2.075](#).

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.010 Types of Community Advisory Groups.

“Community advisory groups” include ad hoc committees, advisory boards, commissions, and other committees.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.015 Compliance with State Law Required.

All community advisory groups, and any subcommittees, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable State laws. Each community advisory group shall be responsible for ensuring that its subcommittee complies with these laws.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.020 Relationship to City Council.

(1) Council Authority. The City Council is the elected legislative and policy-making body of the City. Unless governed by a specific State mandate, community advisory groups are appointed pursuant to the Council’s authority and shall have only those powers and functions expressly delegated by the Council. With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions but instead make recommendations, act in an advisory capacity to the Council, and help the Council implement the Council goals. The City Council is the final decision maker on all City policies and the use of City resources.

(2) Council as Final Decision Maker. No community advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by resolution.

(3) Council members may attend meetings of any community advisory group. Council members may not chair a community advisory group. A councilor may not speak on behalf of the City Council at a community advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any

community advisory group.

(4) Council Liaison. Each year the Mayor may appoint a liaison from the Council to each community advisory group. The purpose of the Council liaison is to provide a direct line of communication between the community advisory group and the City Council. The Council liaison and the chair of the affected community advisory group shall have joint obligation to keep the Council and the community advisory group informed of relevant City or community advisory group information. The Council liaison to each community advisory group may change annually.

(5) Additional Duties and Projects. In addition to the duties and responsibilities established for community advisory groups in Section [2.025](#), the City Council may from time to time assign other duties or projects as the Council deems appropriate.

(6) A member of any community advisory group may testify before the Council only as an individual citizen, not on behalf of the community advisory group, unless the member has been designated as a spokesman for the community advisory group on the applicable issue or topic.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1654, adopted 10-17-2016; amended by Ordinance No. 1673, adopted 03-19-2018; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.025 Community Advisory Group Duties and Responsibilities.

(1) Powers and Duties. Community advisory groups shall have the powers and duties assigned to them by the City Charter, ordinances or resolutions of this City, and general laws of this State.

(2) Responsibilities. Community advisory groups shall have special projects in the subject matter area of the community advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the community advisory group to work on during the year.

(3) Council Goals. Community advisory groups are encouraged to establish annual goals and action items that reflect any specific duties, projects, or goals the Council has assigned or established. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

(4) Annual Report. The City Council shall receive an annual report from each community advisory group. The purpose of such reports will be to:

- (a) Note accomplishments;
- (b) Address concerns;
- (c) Discuss issues related to the duties and activities of the community advisory group; and

(d) Evaluate progress made on any associated Council goals.

(5) Subcommittees. A community advisory group may request that the City Council establish a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the community advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form subcommittees shall be submitted to the City Council in writing and shall contain:

(a) An explanation of the function of and need for the subcommittee;

(b) The number and any qualifications of its members;

(c) The staff analysis of the cost and time involved in staffing the subcommittee; and

(d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.030 Appointment.

(1) Appointments. The Mayor, with consent of the City Council, shall appoint persons to positions for full and partial terms on community advisory groups by motion. Appointees shall meet the qualifications for the community advisory group, if any. The Council may interview or screen applicants for positions, as it deems appropriate.

(2) Appointment for Partial Term. If a position becomes vacant before the expiration of the term, the appointee shall fill the vacancy for the remainder of the term.

(3) When making or approving appointments, the Mayor and Council may consider special expertise of applicants and the geographic diversity of the membership of community advisory groups. To ensure opportunities for equal participation, an individual shall not be appointed to more than two community advisory groups.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.035 Membership.

All community advisory groups shall consist of seven members each, except for the Budget Committee, which shall consist of five members. All members shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in Sections 2.080 to 2.096.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1687, adopted 09-10-2018; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.040 Terms of Office; Vacancies.

- (1) Terms. All community advisory group members shall serve a four-year term. All regular terms shall commence with appointment and shall expire on December 31st of the fourth year.
- (2) Staggering of Terms. Initial terms for a newly created community advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.
- (3) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term pursuant to Section [2.030\(2\)](#).

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.045 Meetings; Rules of Procedure; Attendance.

- (1) Meetings. Community advisory groups shall meet as needed to accomplish the duties assigned to the group, the Council goals and other business needs of the City.
- (2) Rules of Procedure. A community advisory group shall conduct its meetings in accordance with the Council Rules, West Linn Municipal Code, City Charter, and State law.
- (3) Recommendations. All recommendations to the Council shall be in writing. The staff liaison shall prepare a memorandum to the Council, signed by the community advisory group chair, stating the community advisory group's recommendation.
- (4) Final Decisions. All final decisions by the Historic Review Board and Planning Commission shall be in writing, signed by the chair.
- (5) Attendance. A member should provide at least 48 hours' notice to both the chair of the community advisory group and the staff liaison regarding any planned absence from a scheduled meeting of the community advisory board. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting to prevent an unexcused absence. Unexcused absences are grounds for removal pursuant to Section [2.070](#).

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1654, adopted 10-17-2016; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.050 Public Meeting Law.

- (1) All meetings of community advisory groups are subject to strict compliance with the public meeting laws of the State of Oregon.

(2) Meetings shall be open to the public. If business from a meeting is being continued to a meeting date that is not at a regularly scheduled time, the community advisory group can notice the meeting by announcing the date and time for the continuation of the meeting. The chairperson upon a motion may, or at the request of a quorum shall, by giving notice to members, call a previously unannounced special meeting for a time not earlier than 24 hours after the notice is given.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.055 Quorum; Vote; Lack of Quorum.

(1) Quorum. A meeting quorum shall exist when four or more members of the body are present, except for the Budget Committee. Members do not have to be physically present at the meeting if another means of attendance (e.g., telephone, Internet) has been established by the membership and public meetings law requirements are met.

(2) Vote. Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to pass any motion or decide any question. A member is not eligible to vote if the member has recused themselves, or if the member has declared a conflict of interest or bias.

(3) Lack of Quorum. If the members in attendance do not constitute a quorum, all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. If a quorum is not possible due to conflicts of interest, bias, or recusal, the matter shall be forwarded to the Council without any further action by the community advisory group.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.060 Officers.

(1) Each community advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Council members may not chair a community advisory group. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the community advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.

(2) The chair shall:

(a) Preside at all meetings.

(b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the committee.

(c) Ensure that minutes are produced for each meeting if staff is not in attendance.

(3) The vice chair shall exercise the duties of the chair in the chair's absence.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1654, adopted 10-17-2016; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.065 Staff Liaison.

The City Manager shall provide staff assistance to community advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each community advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and coordinates with the chair to set the agenda, which is approved by the chair prior to the posting of the agenda, and adopted by the community advisory group at the meeting. Staff shall sit with the community advisory group and participate in all community advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1654, adopted 10-17-2016; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.070 Removal.

(1) Removal by Council. Members of all community advisory groups shall serve at the pleasure of the Council. The City Council, with or without cause, may by majority vote of the City Council at a regular meeting, remove any community advisory group member prior to the expiration of the member's term. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with Section [2.030\(2\)](#).

Notwithstanding the above procedure, removal of a Planning Commissioner for misconduct or nonperformance of duty shall be governed by the procedures in ORS 227.030.

(a) "Misconduct" includes failure to declare a potential conflict of interest, conflict of interest, bias, or failure to comply with the West Linn Municipal Code, including Section [2.015](#), or any other West Linn policies or rules.

(b) "Non-performance of duty" occurs if a member has unexcused absences from three meetings within a calendar year.

(2) Removal Upon Recommendation of Community Advisory Group. A community advisory group may recommend removal of one of its members to the City Council for misconduct or nonperformance of duty in accordance with subsection (1) of this section. The City Council shall act on a recommendation for removal of a

member for misconduct or nonperformance at the next convenient opportunity.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1728, adopted 09-13-2021.]

2.075 Community Advisory Groups.

Establishment. The following community advisory groups are established in accordance with the provisions of Sections [2.005](#) to 2.099:

- (1) Budget Committee;
- (2) Economic Development Committee;
- (3) Historic Review Board;
- (4) Library Board;
- (5) Parks and Recreation Board;
- (6) Planning Commission;
- (7) Sustainability Advisory Board;
- (8) Transportation Advisory Board;
- (9) Utility Advisory Board;
- (10) Public Safety Advisory Board; and
- (11) Arts and Culture Commission.

[Added by Ordinance No. 1637, adopted 12-08-2014; amended by Ordinance No. 1654, adopted 10-17-2016; amended by Ordinance No. 1673, adopted 03-19-2018; amended by Ordinance No. 1728, adopted 09-13-2021.]