



# City of Oregon City

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## Staff Report

File Number: 17-128

**Agenda Date:** 2/15/2017

**Status:** Agenda Ready

**To:** Urban Renewal Commission

**Agenda #:** 3a.

**From:** City Recorder Kattie Riggs

**File Type:** Ceremony

### **SUBJECT:**

Election of Chair and Vice Chair for 2017

### **BACKGROUND:**

Resolution No. UR12-03 sets guidelines for the Urban Renewal Commission related to the election of its chair and vice chair. Below are excerpts from the bylaws to provide guidance related to the election.

#### ARTICLE III -OFFICERS AND PERSONNEL

**Section 1. Officers:** The officers of the Urban Renewal Commission shall be a chair and vice chair. Officers, who may be members of the City Commission except that the Mayor may not be an officer. At least one of these officers during any given term should not be a City Commissioner.

**Section 2. Chair:** The chair shall be elected by the Board members of the Urban Renewal Commission and shall preside at all meetings of the Agency Board. Except as otherwise authorized by Board Members, the chair shall sign all contracts, deeds, and other instruments made by the Agency.

**Section 3. Vice Chair:** The vice chair shall be elected by the Board members of the Urban Renewal Commission and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the Board shall elect a new chair.

**Section 4. Executive Committee:** The Mayor, the Chair and Vice Chair shall comprise the Executive Committee of the Urban Renewal Commission. They shall assist and advise the City Manager where requested in Urban Renewal Commission business matters, Urban Renewal Commission briefings, project review and agenda preparation. The Executive Committee shall perform such other duties and functions as may from time to time be required by the Urban Renewal Commission or by the by-laws or rules and regulations of the Agency.

**Section 5: Election or Appointment:** The chair and vice chair shall be elected annually by the Board members at the first regular meeting of the Urban Renewal Commission each year, and shall hold office for one year or until their successors are elected and qualified.