

Urban Renewal Commission Resolution No. UR12-03

Resolution of the Oregon City Urban Renewal Commission Approving and Adopting Urban Renewal Commission By-Laws

WHEREAS, the Oregon City Urban Renewal Commission acting by and through the City of Oregon City, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Commission of the City of Oregon City, Oregon:

WHEREAS, the Urban Renewal Commission wishes to adopt a set of by-laws to govern the conduct and business of the Urban Renewal Commission;

NOW, THEREFORE, BE IT RESOLVED by the Oregon City Urban Renewal Commission that:

ARTICLE I -AUTHORITY

Section 1. Name: The name of the Urban Renewal Agency shall be the Oregon City Urban Renewal Commission hereinafter referred to as "Urban Renewal Commission."

Section 2. Office: The office of the Urban Renewal Commission shall be the City Hall of the City of Oregon City, Oregon, or as mutually agreed to by the City Commission of Oregon City and the Oregon City Urban Renewal Commission.

Section 3. Powers and Duties of the Commission: The powers and duties of the Urban Renewal Commission shall be as provided by Chapter 457 of the Oregon Revised Statutes and Oregon City Charter and as authorized by the Oregon City Commission in accordance with Ordinance No. 08-1005, adopted by the City Commission of Oregon City as amended on March 19, 2008, and as further amended by Ordinance No. 12-1005 on July 18, 2012.

ARTICLE II -BOARD MEMBERS

Section 1. Urban Renewal Commission Membership: The Board of the Urban Renewal Commission will be composed of (7) voting Urban Renewal Commission members. Five (5) Urban Renewal Commission members shall be members of the City Commission of Oregon City and two (2) Urban Renewal Commission members shall be citizen representatives appointed by the City Commission from the electors of the City on an at-large basis:

Section 2. Terms of Citizen Members: Citizen members of the Urban Renewal Commission will serve a term of four years, except that the term of the first citizen member appointed to the seven member Urban Renewal Commission shall be for two years to ensure that terms will be staggered. Any board member, with the exception of a City Commission member, may be removed by a majority vote of all members of the Urban Renewal Commission.

Section 3. Lack of Participation: Any Board member, with the exception of a City Commission member, may be removed by a majority vote of all members of the Urban Renewal Commission for non-participation, which shall be defined as absence from three consecutive meetings without notice to the chair or vice-chair.

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.

Section 6. Vacancies in Office: Should the offices of the chair or vice chair become vacant, the Board shall elect a successor from its members at the next regular meeting and such election shall be for the unexpired term of such office.

Section 7. Personnel: The City Manager of Oregon City will be the executive director for the Urban Renewal Commission. The Executive Director or appointed designate shall keep the records of the Agency, record all votes, keep a record of the proceedings of the Commission, and perform all duties incident to the office and other duties and functions as may from time to time be required by the Commission, by-laws or rules and regulations of the Agency.

ARTICLE IV -MEETINGS

Section 1. Regular Meetings: Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held in the City Commission Chambers in Oregon City, or at such other place as the chair shall determine. The Urban Renewal Commission shall meet on the first Wednesday of each month beginning at 5:00 p.m., when necessary. The Executive Director shall determine whether sufficient business exists for a meeting and notify each member through email of the meeting as well as arrange for official public notice of the meeting.

Section 2. Special Meetings: The Executive Director or Executive Committee of the Urban Renewal Commission may call a special meeting of the Commission to be held between regular meetings if a need exists for Commission action. Special Meetings may also be held at any time by the unanimous consent of all members of the Urban Renewal Commission.

Section 3. Quorum: A quorum of the Urban Renewal Commission will consist of four (4) members. Except as otherwise provided by law or in these bylaws, all decisions of the Urban Renewal Commission will require a simple majority of a Commission quorum.

Section 4. Open Meetings: All Meetings shall be open to the public, except that any portion of a meeting may be held in Executive Session if such session is in conformity with ORS Chapter 192.

Section 5. Decorum: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

ARTICLE V -FINANCIAL

Section 1. Separate Fund: A separate fund or funds of the City of Oregon City shall be established for the Commission. All disbursements from these funds shall follow the regular disbursements procedures of the City of Oregon City.

Section 2. Budget: Budget procedures shall be in compliance with state budget laws.

Section 3. Audit: An annual audit of the fund or funds of the Urban Renewal Commission shall be performed by the auditor of the City of Oregon City using the same procedures as are used for all other funds of the City and in accordance with state audit laws.

ARTICLE - AMENDMENTS

Section 1. Amendment to By-Laws: The by-laws of the Urban Renewal Commission shall be amended only with the approval of a majority of all members of the Urban Renewal Commission at a regular or special meeting.

Adopted, signed and approved this 1st day of August 2012.

Chair of the Urban Renewal Commission

Attested to this 1st day of August 2012:

Approved as to legal sufficiency:

Nancy Ide, City Recorder

City Attorney