



# City of Oregon City

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## Staff Report

File Number: 18-014

**Agenda Date:** 1/10/2018

**Status:** Agenda Ready

**To:** Natural Resources Committee

**Agenda #:** 6a.

**From:** Pete Walter

**File Type:** Report

### **SUBJECT:**

Election of Natural Resources Committee officers for 2018

### **RECOMMENDED ACTION (Motion):**

Nominate and elect Chair, Vice-Chair, and Secretary.

### **BACKGROUND:**

Excerpt from NRC Bylaws (Resolution 15-34).

Article V: Officers and Staffing

Officers: The Officers shall consist of a Chair, a Vice-Chair and a Secretary, who shall be selected by the membership and serve at the pleasure of the membership for one-year terms. Nominations and elections of new officers shall be taken from the floor at the Committee's first meeting of each calendar year. Officers may be re-elected. In the event that an Officer is unable to complete the specified term, a special election shall be held for the completion of the term.

1. Chair: The Chair shall have general supervisory and directional powers over the Committee. The Chair shall preside at Committee meetings and develop agendas with the staff liaison. The Chair shall be the designated spokesperson for the Committee unless this responsibility is delegated to another party. The Chair shall be an ex-officio member of all subcommittees.

2. Vice-Chair: In the absence of the Chair, the Vice-Chair shall have general supervisory and directional powers over the Committee, preside at Committee meetings, develop Committee agendas with the staff liaison, and generally conduct all business delegated to the Chair.

3. Secretary: The Secretary shall review transcribed minutes for each of the regular meetings and worksessions. The Secretary shall provide staff with the signed minutes for staff's retention of the public record. Additionally, the Secretary shall provide staff with an electronic version of the minutes for posting on the City's web site.

Staff: The City of Oregon City will provide staff support to the Committee for meeting notification, word processing, copying and information gathering to the extent the City budget permits.

