

OATH OF OFFICE

STATE OF OREGON)
) ss.
County of Multnomah)

I, _____, do solemnly swear,
or affirm, that I will support the Constitution of the United
States, the Constitution of the State of Oregon, and the laws
thereof, and that I will faithfully discharge the duties of a
member of the Charter Committee for the Metropolitan Service
District according to the best of my ability, so help me God.

Subscribed and sworn to before
me this _____ day of April 1991.

Notary Public for Oregon
My Commission Expires: / /

METROPOLITAN SERVICE DISTRICT
CHARTER COMMITTEE

BY-LAWS

Over
DRAFT

SECTION ONE, THE COMMITTEE

SUBSECTION 1. Name of the Committee: The Metropolitan Service District Charter Committee, as created by Chapter _____, Oregon Laws 1991 (SB 298), shall be composed of 16 members who shall be appointed as provided by law.

SUBSECTION 2. Powers and Authority of the Committee: The powers and authority to prepare a charter for the Metropolitan Service District and place the charter on the ballot for approval by the electors all as provided Chapter _____, Oregon Laws 1991, shall be vested in the Committee.

SECTION TWO, OFFICERS

SUBSECTION 1. Officers: The officers of the Committee shall be a chairperson, vice chairperson, and secretary-treasurer.

SUBSECTION 2. Chairperson: The chairperson shall preside at all meetings of the Committee. At such meetings the chairperson shall submit such recommendations and information as the chairperson may consider proper concerning the business, affairs, and policies of the Committee. Except as otherwise authorized by

Committee resolution, the chairperson and secretary-treasurer shall sign all instruments made by the Committee.

SUBSECTION 3. Vice Chairperson: The vice chairperson shall perform the duties of the chairperson in the absence or incapacity of the chairperson and in case of the resignation or death of the chairperson, the vice chairperson shall perform such duties as are imposed on the chairperson until such time as a new chairperson shall be selected.

SUBSECTION 4. Secretary/Treasurer: The secretary/treasurer shall perform the duties of the chairperson in the absence or incapacity of the chairperson and the vice chairperson. It shall be the duty of the secretary/treasurer to formally submit the minutes of past meetings to the Committee for approval.

SUBSECTION 5. Additional Duties: The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee.

SUBSECTION 6. Selection of Officers: Pursuant to law, the chairperson shall be selected by the Metro Executive Officer. The vice chairperson and secretary/treasurer shall be elected by the Committee from among its members at the first regular meeting

of the Committee, and shall hold office for the term of the Committee or until their successors are elected and qualified.

SUBSECTION 7. Vacancies: Should the offices of vice chairperson or secretary/treasurer become vacant, the Committee shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of such office.

SUBSECTION 8. Director: The Committee shall appoint a Director at such compensation as may be determined by the Committee. The appointment as Director shall continue at the pleasure of the Committee, or until resignation.

SECTION THREE, MEETINGS

SUBSECTION 1. Regular Meetings: The Committee shall schedule one regular meeting each month. All meetings shall be held at the Metro Center, 2000 S.W. First Avenue, Portland, Oregon, or at such other place within the Metro boundaries as the chairperson shall determine. If a regular meeting date shall fall on a legal holiday, that meeting shall be held on the preceding day. The Director shall cause written notice of each regular meeting to be mailed to each Committee member, each news medium requesting notice, and to interested persons requesting notice, not less than five days prior to each meeting, all in accordance with the Oregon Public Meeting Law.

SUBSECTION 2. Special Meetings: The chairperson may, and, on the request of two members of the Committee, shall, call a special meeting of the Committee to be held at such time and place as the chairperson shall appoint, for the purpose of transacting any business designated. The Director shall cause written notice of each special meeting to be mailed to each Committee members, each news medium requesting notice, and to interested persons requesting notice, not less than 24 hours prior to such meeting, all in accordance with the Oregon Public Meeting Law.

SUBSECTION 3. Quorum: At any regular or special meeting a quorum shall consist of nine or more members of the Committee, however, no action shall be taken except upon the positive vote of nine members. The chairperson shall call members to order at the hour designated for the meeting. In the absence of a quorum, absent members shall be informed, if possible, that their presence is required to enable the Committee to proceed to the business at hand. Should a quorum fail to appear within a reasonable time, the members present shall adjourn to some fixed time.

SUBSECTION 4. Manner of Voting: The vote on all questions coming before the Committee shall be by voice vote, and the ayes

and nays shall be entered into the minutes of such meetings. The presiding officer may vote in all cases.

SUBSECTION 5. Order of Business: The following shall be the order of business except by vote, without debate, by the Committee:

1. Roll call and determination of quorum;
2. Correction and approval of minutes of the preceding meeting;
3. Old business;
4. Committee reports; and
5. New business.

SECTION FOUR, PROCEDURE

SUBSECTION 1. Standing or Special Committees: The chairperson is authorized to refer items to standing or special committees for recommendation and report. All committees shall be appointed by the chairperson unless otherwise ordered by the Committee. The Committee member first named shall act as chairperson thereof. Appointments to such committees need not be restricted to members of the Committee.

SUBSECTION 2. Authorization to Draw Requisitions or to Issue Warrants: Any two members of the Committee or one member of the

Committee and the Director or such other employees as the Committee may direct are authorized to draw requisitions upon the appropriate fund in payment of expenditures authorized by the Committee consistent with Chapter ____, Oregon Laws 1991.

SECTION FIVE, AMENDMENT

SUBSECTION 1. Amendment to By-Laws: The By-Laws of the Committee shall be amended only with the approval of at least nine of the members of the Committee at a regular or special meeting, by duly adopted resolution but no such amendment shall be adopted unless written notice thereof has been previously given to all of the members of the Committee at the previous regular Committee meeting.

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