

DRAFT

METROPOLITAN SERVICE DISTRICT  
CHARTER COMMITTEE

BY-LAWS

SECTION ONE, THE COMMITTEE

SUBSECTION 1. Name of the Committee: The Metropolitan Service District Charter Committee ("Committee"), as created by Chapter 72, 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 72, 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~~ the duties ~~as are imposed on~~ of the chairperson until ~~such time as~~ a new chairperson shall be is 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~~ The secretary/treasurer to formally shall submit the minutes of past meetings to the Committee for approval and shall submit a monthly report of Committee expenditures.

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 <sup>a</sup> ~~the first~~ second regular

meeting of the Committee, and shall hold office for the term of the Committee or until their successors are elected and qualified. Each officer of the Committee shall reside in a different county. [The votes of nine Committee members are required to elect the vice chairperson and secretary/treasurer.] *delete*

SUBSECTION 7. Vacancies: ~~Should~~ If 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 Administrator: The Committee shall appoint an ~~Director~~ Administrator at such a compensation as may be determined by the Committee. The appointment as ~~Director~~ Administrator shall continue at the pleasure of the Committee, or until resignation.

SUBSECTION 9. Other Staff; Use of Consultants and Other Outside Contractors: The Committee may appoint such additional staff, and may contract with consultants and other outside contractors, as it deems necessary to preparation of a charter.

### SECTION THREE, MEETINGS

SUBSECTION 1. Regular Meetings: ~~The Committee shall schedule one regular meeting each month.~~ All regular Committee meetings shall be held at ~~(the Metro Center, 2000 S.W. First Avenue, Portland, Oregon, or at)~~ such ~~(other)~~ places 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 chairperson shall attempt to locate Committee meetings so that an approximately equal number will occur in each county within the Metro boundaries. The ~~Director~~ Administrator 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)~~ <sup>four</sup> 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~~ Administrator 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: Except for election of Committee officers, which the Committee may conduct by written ballot, ~~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, STANDING AND SPECIAL COMMITTEES,  
OTHER PROCEDURAL MATTERS

SUBSECTION 1. Standing or Special Committees: The chairperson, with the approval of the Committee, ~~is authorized to~~ may 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 but only members of the Committee may constitute a quorum and may vote on matters before such committees. One-half plus one of its members shall constitute a quorum of such committees and, if a quorum is present, a majority of those present and voting may decide any matter before such committees.

SUBSECTION 2. Advisory Groups: The chairperson, with the approval of the Committee, may appoint advisory groups to assist the work of the Committee.

SUBSECTION 23. Authorization to Draw Requisitions or to Issue Warrants: Any two members officers of the Committee or one member officer of the Committee and the ~~Director~~ Administrator 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 72, Oregon Laws 1991.

SUBSECTION 4. Roberts' Rules of Order: Except as otherwise provided by these By-Laws, Roberts' Rules of Order apply to all meetings of the Committee and of any standing or special committee.

#### 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~~ was given to all ~~of the~~ members of the Committee at the previous regular Committee meeting.

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