

INTERIM EXECUTIVE COMMITTEE
MINUTES OF MEETING
December 9, 1975 - Kopper Kitchen

Chairman Ron Cease called the meeting to order and following a short discussion of rules for the Commission, it was agreed that McKay Rich would draft and distribute a proposed set of rules prior to the meeting December 18.

The work plan sparked a lengthy discussion concerning past experience of the Metropolitan Study Commission and the need to coordinate the work of the committees in order to avoid isolation of commission members, maintain overall progress and share communication regarding each area being studied. It was emphasized by the Chairman that a major function of the Executive Committee would be to keep the full Commission aware of the work of each committee. Workshops were suggested as a vehicle to help accomplish this.

Cliff Campbell raised the issue of an overall rationale for the Commission and it was agreed that the Executive Committee would draft a statement of purpose or goals to present to the full Commission.

Dr. Cease was given authority to select subcommittee chairpersons and the Executive Committee will undertake to appoint membership of these committees.

Don Carlson reported on the status of local fundraising to date and estimated firm commitments to be \$18,000. This includes \$5,000 each from Multnomah County and the City of Portland, although the latter has not yet drafted and approved an ordinance despite indicated support from at least three commissioners. The Port of Portland has given \$2,000, Lake Oswego \$1,000, and Forest Grove added \$100. Portland State University will be donating office valued at approximately \$5,000. Dr. Cease and Carl Halvorson indicated they will be working on the private sector component of the local match shortly.

McKay Rich was directed to advertise for a research associate and administrative secretary as soon as possible.

The Executive Committee agreed to continue its early morning meetings and scheduled the next meeting for shortly after the first of the year.

There being no further business, the meeting was adjourned.

PROPOSED RULES OF PROCEDURE
TRI-COUNTY LOCAL GOVERNMENT COMMISSION
PORTLAND, OREGON

1. Name. The commission shall be named the Tri-County Local Government Commission.
2. Membership. Members shall be those individuals appointed to the commission by the Portland Metropolitan Area Local Government Boundary Commission.
3. Officers. Officers of the commission shall be a Chairman and Vice-Chairman. Any vacancy in either office shall be filled at the next meeting of the commission following notification to the members that the vacancy will exist.

The Chairman shall have authority to sign all documents on behalf of the commission and in the event of his unavailability the Vice-Chairman shall have the same authority.

4. Executive Committee. An Executive Committee shall be created consisting of the Chairman, Vice-Chairman and nine members elected by the commission. The Executive Committee shall make recommendations to the commission on the work program and budget, approve all expenditures above \$100, approve the formation of committees recommended by the Chairman and perform other functions assigned to it by the commission.
5. Committees. The Chairman shall appoint the chairmen and members of all committees subject to approval by the Executive Committee. He and the Vice-Chairman shall serve as ex-officio members of all committees.
6. Quorum. A majority of the members of the commission shall constitute a quorum for the transaction of commission business.
7. Notice of Meetings. Notice of a meeting and a proposed agenda of matters to be considered thereat shall be mailed to each member, to such agencies or organizations that request it and to news media in the tri-county area not less than five days prior to the meeting. All meetings shall be open to the public.

8. Staff. The commission shall have a staff consisting of a Director and such other employees as are needed.
9. Travel Expenses. Expenses will be allowed for commission members and staff for those items and at the rates established by the Executive Committee and the National Academy of Public Administration.
10. Vacancies. Membership on the commission will be declared vacant by the Chairman if any member misses three consecutive meetings of the commission or a committee to which the member has been assigned unless excused by the Chairman. Any vacancy shall be filled in the same manner as the original appointments were made.
11. Order of Business at Meetings. The order of business at meetings unless otherwise authorized by the commission (or the committees) shall be as follows:
 1. Call to order
 2. Roll call of members
 3. Approval of minutes
 4. Agenda business
 5. Other business, at the discretion of the Chairman and the commission.
 6. Adjournment
12. Parliamentary Procedure. Roberts' Rules of Order, Revised, shall govern all meetings of the commission except where inconsistent with these rules.

TRI-COUNTY LOCAL GOVERNMENT COMMISSION

Proposed Budget December 1975 to May 1977

PERSONAL SERVICES

Full Time	\$77,100
Part-Time	6,000
Payroll Costs @ 18%	13,878
Sub-Total	<u>\$96,978</u>

MATERIALS AND SERVICES

Consultants	\$24,522
Office rent and	
Equipment	9,000
Duplicating/printing	6,000
Communications	4,000
Travel/subsistence	5,000
Conference costs	2,000
Supplies	2,500
Sub-Total	<u>\$53,022</u>

Total Budget \$150,000

REVENUE SOURCES:

Local contributions:	\$ 50,000
NAPA Grant	100,000
Total Revenue	<u>\$150,000</u>

PERSONAL SERVICES DETAIL

Staff Director	\$37,500
Research Associate	27,000
Adm. Secretary	12,000
Part-time	6,000
Payroll costs	13,878
	<u>\$96,978</u>