



CITY OF MILWAUKIE
"Dogwood City of the West"

Ordinance No. 2124

An ordinance of the City of Milwaukie, Clackamas County, ratifying the formation of Clackamas 800 Radio Group and authorizing the City Manager to execute the Intergovernmental Agreement on behalf of the City of Milwaukie.

The City Council of the City of Milwaukie does hereby ordain as follows:

Section 1: By enacting this Ordinance the City hereby creates an intergovernmental authority as provided by ORS 190.003 through 190.085 which shall be known as Clackamas 800 Radio Group. The Intergovernmental Agreement, attached hereto dated November 1, 2000 – Amended May 25, 2016 and incorporated herein by reference, shall become effective on the effective date of the last ordinance enacted by the parties to the Intergovernmental Agreement.

Section 2: The public purpose for the intergovernmental entity is to provide cooperative and coordinated effort among local governmental entities relating to an 800MHz Public Safety communication system, as more particularly set out in the Intergovernmental Agreement.

Section 3: The powers, duties, and functions of the intergovernmental entity are as set out in the Intergovernmental Agreement.

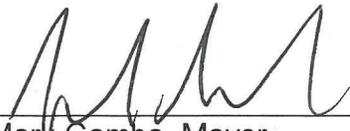
Section 4: The City Manager is hereby authorized to execute the Intergovernmental Agreement on behalf of the City.

Section 5: The City Council hereby finds and declares that an emergency exists inasmuch as the immediate effect of this Ordinance is necessary for the peace, health or safety of the residents of the City. Accordingly, this Ordinance shall be effective upon the date of its first reading and adoption by unanimous vote of the City Council pursuant to ORS 189.550(3).

Read the first time on 7/19/16, and moved to second reading by 5:0 vote of the City Council.

Read the second time and adopted by the City Council on 7/19/16.

Signed by the Mayor on 7/19/16.



Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC



Pat DuVal, City Recorder



City Attorney

INTERGOVERNMENTAL AGREEMENT

Clackamas 800 Radio Group

THIS AGREEMENT is made and entered into, pursuant to ORS 190.010, and by and among the City of Canby, City of Gladstone, City of Lake Oswego, City of Milwaukie, City of Oregon City, City of Sandy, City of West Linn; Boring Fire District, Canby Fire District, Clackamas County Fire District Number 1, Estacada Fire District, Sandy Fire District, Tualatin Valley Fire and Rescue; Molalla Fire District; Colton Fire District; and Clackamas County (herein "Initial Partners").

WHEREAS, the sharing of two-way radio communications system resources results in benefits to the Partners and to the public; and

WHEREAS, the Partners have determined a need to construct, implement, and operate Phase 1 of an 800 MHz trunked radio system (Radio System) to serve the Partners' jurisdictions; and

WHEREAS, the participating jurisdictions desire to establish **Clackamas 800 Radio Group** (herein "Agency") for the purposes described herein; and

WHEREAS, the Agency is to provide cooperative and coordinated effort among the Partners in the development and operation of two-way radio systems; and

NOW THEREFORE, IN CONSIDERATION of the mutual promises and covenants contained herein, it is agreed as follows:

1. CREATION:

The Partners hereby create an intergovernmental entity as provided by ORS 190.003 through 190.085; and it shall be known as **Clackamas 800 Radio Group** (Agency).

2. DEFINITIONS:

The following is a definition of terms used herein:

- A. "Members" shall mean political jurisdictions or entities that are not providing public safety services that utilize the Radio System and have not been accepted as Partners.
- B. "Minor Equipment Replacement" shall mean new or used equipment convenient or necessary to maintain the operation of the Radio System as provided in the Agency annual budget, provided however that the Equipment shall not exceed an acquisition, repair, or replacement cost of \$25,000.
- C. "Partners" shall mean those political jurisdictions or entities providing public safety services and signature to this agreement. Further it shall include those political jurisdictions providing public safety services that are added to this agreement in the manner defined herein.

- D. "Public safety" or "public safety services" shall mean providing Law Enforcement and/or Fire/EMS services by a Partner, regardless of whether provided through a department of the Partner or by the Partner generally.
- E. "Public service" shall mean those services provided by political jurisdictions or entities to the general public such as schools, public works, vector control, water, sewer, etc.
- F. "Radio Units" shall mean radio units whether portable / mobile / control station / data radios enabled or programmed on the Radio System.
- G. "Users" shall mean entities that utilize the radio system and are either Partners or Members as defined above.

3. POWERS:

The Agency is vested with all powers, rights, duties, including expenditure of appropriate funds and retaining of personnel necessary for performing those functions in the coordinated delivery of the following services. Those functions include, but are not limited to:

- A. Adopt goals and objectives by which to own and operate the Radio System as well as long-range plans (five-year time frame) for continued operations.
- B. Implementation of the goals and objectives and long range plans to the extent funds are appropriated for that purpose by the Partners.
- C. Adoption of an annual budget and approval of budget modifications as required.
- D. Review and evaluate efforts for effectiveness and conformance with established objectives short and long term.
- E. Approve new Partners. (New Partners participation rights and liabilities for capital and operating cost sharing shall be as set forth in this Agreement.)
- F. Approve Members who will utilize the radio system and determine a fee schedule for this use.
- G. Approve future phases of the Radio System build out including funding strategies for capital and operating costs, recognizing that this power of the Agency does not obligate the Partners to participate in the funding or management of future phases assets.
- H. Select personnel as deemed appropriate or required for the Agency.
- I. Resolve operating problems of the Radio System as brought before the Agency.

4. GOVERNING BODY:

There is hereby established a governing body and it shall have the duties as provided below.

- A. The Agency shall be governed by a Board of Directors (herein "Board") consisting of one representative from each Partner.
- B. Partners, through the Board of Directors, govern the development, management, and operation of the Radio System. (Members are not responsible for the management of the Radio System and shall not be part of the governance of its

operation.) Each Partner shall appoint, at its pleasure, one primary representative, and one alternate representative who may attend all Board meetings. The primary and alternate representatives may participate in all discussions of the Board; provided however that the vote of the Partner shall be cast only by the primary representative, unless the primary representative is absent, in which event the alternate representative may cast the Partner's vote,

- C. Each Partner, through a power of attorney or similar designation, may allow for another Partner to represent it on the Board, in which event the vote of the Partner may be cast by the representing Partner's representative, as provided in subsection (b) above.
- D. The Board shall be responsible for the adoption of Agency's annual operating budget and revisions thereto.
- E. The Board shall meet at a minimum of once a year or more frequently as determined by the Chair or as requested by any Partner.
- F. All meetings of the Board shall be held in accordance with Oregon Public Meeting Laws, ORS 192.610 et seq.
- G. A quorum of the Board shall be a majority representation of the Partners for the purposes of deliberation and decision of the Board.
- H. All decisions of the Board, unless otherwise provided herein, shall require a majority vote of the Partners in attendance.
- I. The Board shall adopt bylaws governing its procedures and including, at a minimum, 1) time and place of regular meetings; 2) method and manner of calling special meetings; 3) method, term, and manner of election of Board officers; 4) procedures for executing documents on behalf of Agency; and 5) development of personnel and purchasing policies.
- J. The Board shall elect a chair, first vice-chair, and second vice-chair. The chair, or in the chair's absence, the first vice-chair, or in their combined absence, the second vice chair, shall preside over all Board meetings.
- K. The Board shall appoint a clerk of the Board to be responsible for providing notices of meetings and keeping of minutes as required by Oregon Public Meetings Laws.
- L. The Board shall adopt goals and objectives both short term (operations) and long term.
- M. The Board shall consider and adopt policies relating to ownership and maintenance responsibilities for equipment necessary for the operation of the Agency.
- N. The Board shall perform or have performed annually an evaluation of the effectiveness of the organization to establish its ongoing goals and objectives.
- O. The Board, upon unanimous approval of all Partners, shall approve development and expansion of the system including future phases, which may include funding strategies for capital, and operating costs and funding formulas. If unanimous approval cannot be obtained for a future phase, then the governance, funding, and development of the future phases shall be by separate agreement but this

agreement shall continue with respect to Phase 1 of the Radio System. This subsection shall not be amended except upon unanimous approval of all Partners.

- P. The Board shall approve contract employment terms and conditions for employees (if any)
- Q. The Board shall provide oversight and direction to all Agency operations,
- R. The Board shall adopt implementing policies and strategies for Agency service levels,
- S. The Board shall provide for an annual audit of the Agency's finances,
- T. The Board shall approve all contracts in compliance with the Agency's purchasing policies,
- U. The Board shall approve new Partners.
- V. The Board shall approve Members who will utilize the Radio System and determine a fee schedule for Member's use.

5. TECHNICAL OPERATING COMMITTEE:

The Board may establish additional technical operating committees as required. These groups shall include appropriate technical staff from each Partner as may be appointed by the Board.

6. CAPITAL COST DETERMINATION AND INITIAL PARTNER LIABILITY:

This section no longer applicable as of June 30, 2009 and thus deleted

7. AGENCY OPERATION FUNDING:

The Agency is to be self sufficient in its operation and obtain funding from Users of the Radio System.

A. Partners

Operating Costs shall be allocated among the Partners as follows:

- a) The Net Operating Cost shall be the budgeted amount required for the operation and minor equipment replacement for the upcoming year, plus any carry forward operating deficit from the prior fiscal year, after deducting the budgeted income to be received from Members and any other sources and any carry forward operating balance from the prior fiscal year.
- b) Each March 1, for the fiscal year beginning July 1 and ending the following June 30, the Agency shall:
 - i. Determine the total number of Partner radio units enabled or programmed on the Radio System, or requested to be enabled or programmed on the Radio System commencing July 1.
 - ii. Divide the Net Operating Cost by the total number of Partner radio units, to produce the Per Radio Unit Operating Cost Amount.

- iii. Multiply the Per Radio Unit Net Operating Cost Amount by the number of radio units for each Partner.

B. Members

Members shall pay a fee for use of the system as follows:

- a) Member annual cost shall be determined by the Member radio unit fee as determined by the Board multiplied by the number of units enabled or programmed on the system.
- b) Members are not subject to the Partner capital cost or operating cost allocation.

8. NEW PARTNERS OR ADDITIONAL RADIOS ADDED BY PARTNERS:

A. Capital Cost Recovery - This section no longer applicable as of June 30, 2009 and thus deleted

B. Operating Cost Recovery

If a Partner wishes to increase the number of radio units activated or authorized for activation on the Radio System after March 1, the Partner shall pay the Per Radio Unit Operating Cost Amount for each fiscal year that the radio unit was not included in the Partner's radio unit number used for determining the Partner's Net Operating Cost Amount liability. (No credit shall be given for partial year.) Example: if a radio unit was enabled effective April 1 and it had not been included in the Partner's number of radio unit's calculation in Section 7, the Partner would pay the current fiscal year's and the next fiscal year's Per Radio Unit Operating Cost Amount.

C. Restricted Use of Monies.

The monies received by this section shall be placed in the General Fund, to reduce future Net Operating Cost payments by the Partners. These monies shall be for the sole and exclusive use of the Agency operation and administration, subject only to review during adoption of Agency's annual budget.

9. OPERATION OF THE AGENCY:

The Agency will provide, through its own employees or by contracted personal services, fiscal operational services, such as finance, legal, personnel, required for the operation of the Agency.

10. STAFFING:

The Board, when authorized by the budget, shall hire such staff as necessary to provide expected service levels. Such staff shall perform in accordance with policies and procedures to be established by the Board

If a Partner provides a loaned employee to the Agency, the loaned employee shall be under the exclusive control and direction of the Board, or such other employees as the Board may designate, while performing assigned duties for the Agency.

11. INCREASING PARTNERSHIP / MEMBERSHIP:

The Board shall develop a process for allowing new Partners or Members of the Radio System.

- A. The Radio System is primarily a public safety related system, Phase I serves a portion of Clackamas County (as determined by the coverage area of the Radio System). Partnership privileges will only be afforded to political jurisdictions within Clackamas County located within the coverage area of the Radio System with public safety departments or functions. Note: Political jurisdictions that have public safety departments or perform public safety services (Law Enforcement and/or Fire/EMS) must join as Partners and may not join as Members)
- B. Other political jurisdictions or entities may utilize the system in a Membership status with priority afforded to those jurisdictions or entities located in Clackamas County and providing services directly within the coverage area of the Radio System.
- C. The initial system design and intent is to encourage Membership from other political jurisdictions or entities in Clackamas County providing ancillary services such as utilities, public works, or schools and their Membership shall not be unreasonably denied.
- D. Membership shall be limited to political jurisdictions or entities responsible for providing public services such as utilities, public works, or schools.
- E. To be eligible for Membership entities shall be required to be bound by the terms and provisions of the Membership Agreement to be developed by the Board.
- F. New Partnership entities shall be required to be bound by the terms and provisions of this Intergovernmental Agreement.

12. EQUIPMENT:

The Board shall develop proposed policies relating to ownership, replacement, and maintenance responsibilities for equipment necessary for the operation of the Agency.

13. DURATION, WITHDRAWAL AND TERMINATION:

This Agreement is perpetual and the Agency shall continue from year-to-year provided, however,

- A. Any Partner may withdraw from the Agency upon providing written notice to the Chair of the Board not later than June 30 of any year for withdrawal effective July 1 of the following calendar year; and
- B. If an Initial Partner withdraws from the Agency prior to the satisfaction of their portion of the Initial Partner's Allocated Capital Cost Amount they will be responsible for that portion of the capital cost until satisfied; payment shall be made on the same terms and basis.
- C. The Agency may be dissolved upon mutual agreement of all Partners anytime after the conditions of the Memorandum of Understanding between the Agency and Clackamas County are met.
- D. No modification may be made to the capital funding structure without the unanimous approval of all Partners because once the Initial Partner's Allocated Capital Cost Amount has been determined, that figure has been fixed for purposes of repayment of the Capital Cost.
- E. No amendment may be made of this section lengthening the time required for notice of intent to withdraw except upon unanimous approval of the Partners.

14. ASSIGNMENT OF PARTNERSHIP (AND RADIOS):

- A. Upon a change in a partner's jurisdictional public safety function boundaries, a Partner may assign part or all of a partner's rights, obligations and liabilities under this Agreement to the succeeding political jurisdiction providing public safety functions within the area formerly provided by the Assignor Partner. The Assignor Partner shall notify the Agency of the transfer in jurisdictional responsibility for providing public safety functions, and the number of radio units assigned to the Assignee Partner.
- B. An Assignee Partner shall not be deemed to be a New Partner for purposes of Section 8 (New Partners or Additional Number of Radios to be Added to Radio System by Partners) above for both capital cost recovery and operating cost recovery liabilities for the radio units assigned to the Assigned Partner by the Assignor Partner, provided the Assignee Partner agrees to assume a portion of the Assignor Partner's outstanding liabilities and obligations, in proportion to the number of the Assignor's assigned radio units and the Assignor Partner's total number of radio units.
- C. Assignment of Partnership shall not be deemed to be a withdrawal or termination of the Assignor Partner for purposes of Section 13 above, as the Assignee Partner shall be deemed to be the successor in interest of the Assignor Partner's rights, obligations and liabilities, whether in whole or in part, under this Agreement and in the operation of the Agency.

15 ATTORNEY FEES:

In the event any party files litigation to enforce this Agreement, or any portion thereof, the prevailing party shall be entitled to reasonable attorney fees and costs, including any fees and costs incurred in an appeal, and as determined by the appropriate court.

16. DIVISION OF AGENCY PROPERTY:

- A. Partners terminating their participation in this Agreement waive all right to Agency owned personal property if the Agency continues to function as a multi-jurisdictional entity for at least 5 years from the date of their withdrawal.
- B. When termination of the Agency occurs, all withdrawing agencies that withdrew within the prior 5 years or are part of the termination of the Agency shall share in the disposition of all property owned by Agency at the time of its termination.
- C. For agencies that withdrew within the prior 5 years, their distribution amount shall be reduced based on the Portland Metropolitan Area CPI during that 5-year period (the value of time) from the date of their withdrawal until the date of termination of the Agency.
- D. All property acquired by Agency after withdrawal of the party will not be considered for distribution to the withdrawing party even though the funds for purchase (forfeiture, grant, or otherwise) were acquired prior to withdrawal.
- E. Notwithstanding any other provision of this Agreement, upon recommendation of the Board, during its annual budget deliberations, may make a disbursement of funds not needed for continuing operation of the Agency to the Partners.

F. This section may not be amended prior to July 1, 2020 without unanimous approval of all Partners.

17. EFFECT OF PARTNERS ACTIONS:

The Partners agree that no Partner will unilaterally make decisions or take actions that will effect the operating relationships or availability of resources to the other Partners.

18. AMENDMENTS:

Except as a section or subsection may otherwise specifically provide, limit, or prohibit, this Agreement may only be changed, modified, or amended upon three-fourths (3/4) or more vote of all Partners.

19. EFFECTIVE DATE:

This Agreement shall be effective on November 1, 2000, or the earliest date thereafter that the governing bodies of the Partners have properly authorized it.

20. SEVERABILITY:

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, shall not affect the remainder of this Agreement.

21. INTERPRETATION:

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement.

22. DEBT LIMITATION:

This AGREEMENT is expressly subject to the debt limitation upon the County, Cities and Districts as outlined in the Oregon Constitution and /or ORS, and is contingent upon funds being appropriated therefore. Any provisions herein, which would conflict with law, are deemed inoperative to that extent.

If a Partner does not appropriate the funds to meet the obligations as outlined herein that Partner shall be precluded from obtaining like services from other entities without fulfilling the obligations as outlined in Article 13.B above. Further that Partner will not be allowed access and/or use of the Radio System.

23. PAYMENT:

- A. Thirty days prior to the date each payment is due for Capital Cost, or Operating Cost Agency will send Partner an invoice covering the cost for the next payment period.
- B. All other charges or fees incurred by the Agency on behalf of the Partner will be invoiced to the Partner monthly, and the Partner shall pay the amount of each invoice within thirty (30) days of its date to the Agency.
- C. Agency may terminate the Partners accessibility and use of the Radio System by giving Partner ten (10) days written notice by certified mail if Partner defaults in its

payment to Agency. Upon receipt of such notice Partner shall have thirty days within which to make such payment to Agency and if not paid Agency may then terminate the accessibility and use of the Radio System.

City of Canby,

City of Gladstone,

City of Lake Oswego,

City of Milwaukie, 

City of Oregon City,

City of Sandy,

City of West Linn,

City of Molalla,

Boring Fire District,

Canby Fire District,

Clackamas County Fire District # 1,

Estacada Fire District,

Molalla Fire District,

Sandy Fire District,

Tualatin Valley Fire & Rescue,

Colton Fire District,

Clackamas County

CLACKAMAS 800 RADIO GROUP

Bylaws

July 18, 2001

1.1 GENERAL

These Bylaws are established by the Board of Directors (Board) of the CLACKAMAS 800 RADIO GROUP (Agency) as authorized by Section 4 of the "Intergovernmental Agreement for Clackamas Radio System" dated November 1, 2000 (IGA). The Bylaws shall serve as policy for the Board and all groups and committees thereof.

1.2 AGENCY BOARD OF DIRECTORS

1.2.1 Authority of Board

All Agency power and authority is vested in the Board, which shall govern and be the final authority in all matters related to Agency.

1.2.2 Powers of the Board

1.2.2.1 The Board shall exercise all power as is necessary, proper or convenient to carry out the functions of the Agency including, but not limited to the ability to contract with persons and entities for the provision of all services, property or equipment necessary to fulfill the purposes of the Agency, the adoption and implementation of personnel policies and rules, the employment of personnel and the adoption of purchasing policies and rules.

1.2.3 Appointment of Board Members (Primary and Alternate)

1.2.3.1 Appointment of a Board Member by an Agency Partner shall be effective upon written notification of the appointment by the Partner filed with the Agency Clerk.

1.3 AGENCY BOARD OFFICERS

1.3.1 Elections

1.3.1.1 Election of the Second Vice Chair shall be held at the Third Quarterly meeting (i.e., January), with the term beginning immediately. Nominations may be by Committee or from the floor.

1.3.1.2 In the case of a vacancy of a Board Officer position, an election to fill the vacancy shall be held at the next Board meeting with the duly elected member immediately taking office upon election.

1.3.1.3 There shall be no term limits for Board officers.

1.3.2 Term and Removal

- 1.3.2.1 Officers shall serve one-year terms and progress to the next higher Board position as those are identified in Sections 1.3.4 and 1.3.5.
- 1.3.2.2 By a two-thirds vote of those present and voting, the Board may remove any Board Officer for cause as 'cause' may be defined by Board rule.

1.3.3 Board Chair

- 1.3.3.1 The Chair will call and conduct all Board meetings including the establishment of the Agenda for every public meeting of the Board.
- 1.3.3.2 The Chair, or their designee, shall cause the delivery of all necessary materials to Board members at least 14 days prior to any regular public Board meeting.
- 1.3.3.3 The Chair, or their designee, shall be responsible for maintaining all board and Agency records.
- 1.3.3.4 The Chair may establish, charge and appoint Committees as needed. Each Committee shall have a minimum of three (3) members with no restrictions as to the type of partner (city, county, special district) represented.
- 1.3.3.5 The Chair may dissolve Committees, with the concurrence of the Board.
- 1.3.3.6 With Board authorization as that may be expressed in Board rule, motion or resolution, the Chair may sign on behalf of Agency any agreement or other document necessary to implement the Agency's mission.
- 1.3.3.7 The Chair may assume such other responsibilities as are deemed necessary for the proper functioning of the Agency with the prior concurrence of the Board. However, in the event the Chair deems there to be an emergency affecting the integrity of the Agency, its property or personnel, the Chair may act unilaterally but must inform the Board, as soon as practicable after the emergency, the rationale for his/her actions and obtain the Board's concurrence for the action(s) taken.

1.3.4 First Vice-Chair

- 1.3.4.1 The First Vice-Chair shall act as Chair in the absence of the Chair.

1.3.5 Second Vice-Chair

1.3.5.1 The Second Vice-Chair shall act as Chair in the absence of the Chair and First Vice-Chair.

1.3.6 Clerk of the Board

The Clerk shall be responsible for providing notice of all Agency public meetings and maintain the minutes thereof consistent with Oregon law. The Chair may assign other duties to the Clerk as the Chair or Board deem necessary.

1.4 BOARD MEETINGS

1.4.1 Agenda

1.4.1.1 The normal Board meeting agenda shall be as follows:

- Call meeting to order
- Roll call
- Action on minutes
- Public comment
- Communications
- Clerks report - financial report
- Committee reports
- Old business
- New business
- Executive session
- Open agenda
- Adjournment

1.4.1.2 An Agency Partner may submit a written request to the Chair to place a specific agenda item on the next meeting agenda. The request must be made a minimum of ten days prior to the scheduled meeting. The item shall then be placed on the Agenda for discussion by the Board.

1.4.2 Meeting Dates and Location; Special Meetings

1.4.2.1 The Board shall meet not less than every three months, within 30 days after the beginning of the 1st of January, April, July, and October, as may be set by the Chair.

1.4.2.2 Special meetings and emergency meetings of the Board may be used to consider any topic not otherwise prohibited by law and shall be called for consistent with the terms of the Oregon Public Meetings Law. The Chair may, in the exercise of his/her discretion, call for

special meetings as necessary or, if the Chair is unwilling to call such a meeting on his/her own, then upon the request of not less than four (4) Partner representatives, the Chair shall call for a special meeting to consider the topic or issue causing the concern.

1.4.2.3 The Board shall meet at such place as set by the Board from time to time, or in the absence of Board action, then as set by the Chair.

1.4.2.4 Robert's Rules of Order. Except as may be provided elsewhere in these By-laws, the Board's meetings shall be run consistent with the terms of Robert's Rules of Order (9th Ed.).

1.5 EMPLOYMENT OF PROFESSIONALS

1.5.1 The Board may retain the services of professionals to provide advice and counsel or services to the Agency.

1.5.2 A certified Public Accountant will conduct annual audits.

1.5.3 A licensed attorney will provide legal services and counsel.

1.5.4 Such other professionals as determined by the Board.

1.6 AMENDMENTS TO BY-LAWS.

1.6.1 Any Board member may propose amendments to the Bylaws. Board members shall be provided a written copy of the proposed amendment(s) at least 30 days prior to the Board meeting that the amendment(s) are to be voted on.

1.6.2 Amendment(s) may be voted on at regular scheduled Board meeting or a special Board meeting.

1.6.3 A two-thirds majority vote of Board members present and voting at Board meeting is required to amend these Bylaws.

1.6.4 Amendment(s) will be considered and a copy of the proposed amendment(s) shall be distributed to all Board members.

1.6.5 The Board shall tally the ballots at the meeting in which an amendment is voted on. The results will be reported to those present at the meeting and documented in meeting minutes.