

RESOLUTION NO. 52-2011

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
ADOPTING BYLAWS FOR THE MILWAUKIE CITIZENS UTILITY ADVISORY  
BOARD.**

**WHEREAS**, Section 2.10.050 (A) of the Milwaukie Municipal Code states that Council shall adopt bylaws for each board, commission, and committee's meetings and the performance of its duties; and

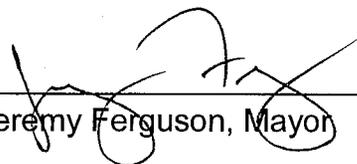
**WHEREAS**, the Milwaukie Citizens Utility Advisory Board developed the attached bylaws and reviewed them at its March 2, 2011 regular meeting; and

**WHEREAS**, the Citizens Utility Advisory Board met with Council on May 3, 2011 to discuss these bylaws and its annual work plan;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts the bylaws prepared by the Milwaukie Citizens Utility Advisory Board attached hereto as Exhibit A and recommends that the Board adhere to these bylaws.

Introduced and adopted by the City Council on May 17, 2011.

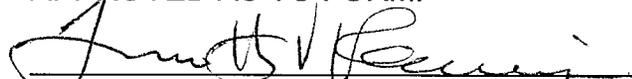
This resolution is effective immediately.

  
\_\_\_\_\_  
Jeremy Ferguson, Mayor

ATTEST:

  
\_\_\_\_\_  
Pat DuVal, City Recorder

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jordan Schrader Ramis PC

## EXHIBIT A

### Milwaukie Citizens Utility Advisory Board (CUAB)

#### BYLAWS

Approved by the Milwaukie City Council on May 17, 2011

Adopted by the Citizens Utility Advisory Board, 4-0 (April 2, 2008) and reviewed March 2, 2011

#### ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Board shall be as established by the Milwaukie Municipal Code and appointed by City Council.
2. A majority of the Board may recommend to the City Council that a member be removed from the Board by the City Council.
3. Members are expected to attend all meetings. Members may be granted a sabbatical (by majority approval of the remaining members) from membership. That aside, failure to attend one-half or more of regularly scheduled meetings in a six-month period shall be grounds for a recommendation for removal.
4. A quorum shall be a minimum of three members. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
5. All members who are present at Board meetings, including the Chairperson and Vice-Chairperson, are allotted one vote each on all motions.
6. One member must make a motion and another member must second that motion in order for the Board to vote. A motion is passed by majority of the Board members present. Any member, including the Chairperson and Vice-Chairperson, may make and second motions.

#### ARTICLE II: CHAIRPERSON AND VICE-CHAIRPERSON DUTIES/MOTIONS

1. The Board shall elect a Chairperson and a Vice-Chairperson for year long appointments. Elections shall be held yearly in April.
2. In the event that an officer cannot complete the specified term, an emergency election shall be held for the completion of the term.
3. The Chairperson shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; prevent attacks on personalities; and encourage citizen input.

4. The Chairperson, or the Vice-Chairperson if the Chairperson is absent, shall preside over the meetings.

#### ARTICLE III: MEETINGS AND PUBLIC HEARINGS

1. Regular meetings shall be held at 6:00 p.m. on the first Wednesday of each month. The time and date of the meeting may be changed by a majority vote of Board.
2. The public shall be notified of all Board meetings by the City's general notification procedures.
3. The Engineering Director or his/her designee shall be responsible for preparing the Minutes for each meeting and keeping records of the attendance.
4. The Engineering Director or his/her designee shall be responsible for mailing the Agenda and all meeting materials to members and interested members of the public at least seven (7) days before the next scheduled meeting.
5. Special Meetings may be called at the request of the Chairperson or a majority of the Board. The Engineering Director shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good cause may include such factors as staff availability, meeting room availability, and budgetary considerations.
6. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law

#### ARTICLE IV: BYLAWS/ CHANGES

1. Bylaws may be amended, repealed or altered by a majority of the entire Board, subject to approval by the City Council.