



CITY OF MILWAUKIE

"Dogwood City of the West"

Resolution No. 80-2014

A resolution of the City Council of the City of Milwaukie, Oregon, adopting the bylaws of the Kellogg Good Neighbor Committee.

WHEREAS, Municipal Code Chapter 2.10.050.A requires Committees to have bylaws that are reviewed and accepted by Council; and

WHEREAS, the duties of the Committee have been set out by resolution 06-2013; and

WHEREAS, the Kellogg Good Neighbor Committee of the City of Milwaukie, Oregon with a quorum in attendance at its regular meeting of August 12, 2014, voted to forward the revised bylaws to the City Council for adoption;

Now, Therefore, be it Resolved that the City Council of the City of Milwaukie adopts the Kellogg Good Neighbor Committee Bylaws in Exhibit A.

Introduced and adopted by the City Council on October 21, 2014.

This resolution is effective on October 22, 2014.

Jeremy Ferguson, Mayor

APPROVED AS TO FORM:
Jordan Ramis PC

ATTEST:

Pat DuVal, City Recorder
Scott S. Stauffer for
Pat DuVal

City Attorney

Exhibit A

KELLOGG GOOD NEIGHBOR COMMITTEE (KGNC)

BYLAWS

Adopted by the Milwaukie City Council under Resolution 80-2014

October 21, 2014

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Kellogg Good Neighbor Committee (“Committee”) has been established by Milwaukie Resolution No. 06-2013, and appointed by Milwaukie City Council (“City Council”). There are seven (7) members on the Committee; four Neighborhood District Association (NDA) representatives, two each from Island Station and Historic Milwaukie neighborhoods, one downtown business or property owner, one citizen-at-large, and one member of City Council.
2. The term of office for members shall be as established by City Council. Initial appointments to the Committee were made by City Council action on March 5, 2013. Initial terms are either one or two years in length. Members may be appointed to the same position by City Council for up to three successive full two-year terms, in accordance with MMC 2.10.030(D)(2).
3. Members are expected to attend all meetings. Attendance may include participation by telephone or electronic means. Failure to attend at least seventy-five percent (75%) of the regularly scheduled meetings in a twelve-month period shall be grounds for a Committee recommendation for removal by majority vote. An NDA representative shall not be recommended for removal without first notifying and consulting with the Island Station or Historic Milwaukie neighborhood district association that the applicable member represents. Any recommendation for removal shall be presented to City Council, which will make the final decision on whether the member shall be removed.
4. A quorum consists of a majority four (4) of the seven (7) members, one of which must be an elected officer under Article II, Section 1. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting can continue as an informational exchange only.
5. All members who are present at Committee meetings are allotted one vote on all motions.
6. One member must make a motion and another member must second that motion in order for the Committee to vote. A motion is passed by a majority of the Committee members present. All members who are present at Committee meetings may submit or second a motion.

Exhibit A

ARTICLE II: DUTIES OF OFFICERS

1. The Committee shall elect a Chair, Vice Chair, and Secretary (each, an “officer”).
2. The election of officers shall take place annually at the April meeting. The term of office for officers shall be from their election at the April meeting until the corresponding meeting twelve (12) months later. In the event that an officer cannot complete a term, an emergency election shall be held for the completion of the term.
3. The Chair shall set the agenda, preside over meetings, appoint sub-committees as needed, and call special meetings or executive sessions as described in Article III. The Vice Chair shall assume the duties of the Chair in their absence. The Secretary shall insure that all documentation, including financial reports, is available for the Committee to review, and monitor the Committee’s calendar.
4. In the event the Chair cannot attend a scheduled meeting, the Vice Chair shall act as the presiding officer, and, if the Vice Chair cannot serve, the Secretary shall fill that role.
5. The presiding officer 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; encourage citizen input, and ensure that each person is treated with respect.

ARTICLE III: MEETINGS AND PUBLIC HEARINGS

1. Regular meetings shall be held at 5:30 PM on the second Tuesday of each month at the Kellogg Creek Wastewater Treatment Plant Office. The time, date, and/or location of a particular meeting may be changed by a majority vote of a quorum of the membership at least 3 weeks prior to the meeting.
2. The public shall be notified of all Committee meetings by the City’s general notification procedures.
3. The City Liaison or designee shall be responsible for preparing the minutes for each meeting and keeping records of attendance.
4. The City Liaison or designee will be responsible for sending the agenda and all meeting materials to members at least seven (7) days before the next scheduled meeting, as well as posting it to the City of Milwaukie’s website for interested members of the public to view.
5. Special meetings may be called at the request of the Chair or a majority of the Committee. The City Liaison shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good

Exhibit A

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: REFERENCE MANUAL AND MISSION STATEMENT

1. A Reference Manual will be adopted and made available at monthly meetings. The purpose of the Reference Manual is to provide consistency, clarity, and an open record of information needed to conduct the business of the Committee. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting. The Reference Manual must be consistent with Committee bylaws, the policies of City Council, and state law where applicable. It will contain:
 - a. A copy of the most current by-laws and the current year's work plan.
 - b. The purpose and duties of the Committee as determined by the City Council
 - c. Details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures.
 - d. Names, addresses, email addresses, phone numbers, and terms of office of the Committee members, however, personal information shall be kept confidential by Committee members unless members' written permission to share is provided to the Chair.
 - e. A list of the documents related to the treatment plant and wastewater treatment services distributed to the Committee.
2. The Mission Statement – To enhance the relationship between Clackamas County Water Environment Services (“WES”) and the City of Milwaukie, with emphasis on mitigating the Kellogg Wastewater Treatment Plant's impact, including:
 - a. odor impacts,
 - b. visual impacts,
 - c. other impacts, and
 - d. in general be a good neighbor and an asset to the City.

ARTICLE V: BY-LAWS CHANGES

1. Bylaws shall be reviewed annually at the Committee's April or May meeting.
2. Bylaws may be amended, repealed or altered by a majority of a quorum of the Committee, subject to approval by the City Council. A copy of the proposed changes must be sent to all members before a vote may be taken.