

WORK SESSION

AGENDA
WORK SESSION
MILWAUKIE CITY COUNCIL

APRIL 7, 2009

MILWAUKIE CITY HALL

Second Floor Conference Room
10722 SE Main Street

A light dinner will be served.

WORK SESSION – 5:30 p.m.

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:30 p.m.	Public Safety Advisory Committee Interview – Ardenwald Representative	Mayor Ferguson	
2.	5:40 p.m.	Public Safety Advisory Committee Bylaws	Committee Members & Chief Bob Jordan	1
3.	6:00 p.m.	Adjourn		

EXECUTIVE SESSION – 6:00 p.m.

Executive Session: The Milwaukie City Council will go into Executive Session pursuant to ORS 192.660(2)(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- For assistance/service per the Americans with Disabilities Act (ADA) please dial TDD (503) 786-7555.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.

MILWAUKIE PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)

BY-LAWS

Adopted by the Milwaukie City Council under Resolution _____
 _____, 2009

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Committee shall be as established by the Milwaukie Municipal Code and appointed by City Council. There are 7 neighborhood association representatives and 4 members-at-large. Members-at-large contribute a broad perspective based on experience, property ownership, business or non-profit partnerships, or an area of expertise relating to traffic safety or crime prevention.
2. The term of office for members shall be from July 1st to June 30th (to allow NDA's to elect officers and reps at the same meeting). Each term equals two years. Members may be reappointed to the same position by City Council based on the original application (updated if necessary).
3. Members are expected to attend all meetings. Failure to attend at least seventy-five percent (75%) of the regularly scheduled meetings in a twelve month period shall be grounds for a recommendation for removal. An NDA representative shall not be recommended for removal without first notifying and consulting with the NDA which is represented. Any recommendation for removal is presented to City Council which must make the final decision.
4. A quorum consists of a majority (6) of the (11) members, one of which must be an officer. 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.

ARTICLE II: DUTIES OF OFFICERS

1. The committee shall elect a Chair, Vice Chair, Secretary, and Treasurer. The Treasurer position may be combined with another officer position if necessary.
2. The election of PSAC officers shall take place at the July meeting. The term of office for officers shall be from their election at the July meeting until the corresponding meeting 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 Chairperson shall set the agenda, preside over meetings, appoint sub-committees as needed, and call special meetings or executive sessions as described in Article III.
4. In the event the Chairperson cannot attend a scheduled meeting, another elected officer shall act as the presiding officer, either as appointed by the Chair or by agreement of the members attending..
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

1. Regular meetings shall be held at 6:15 PM on the fourth Thursday of each month in the Public Safety Building. 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 Chief of Police or his/her designee shall be responsible for preparing the minutes for each meeting and keeping records of attendance.
4. The Chief of Police or his/her designee shall be responsible for sending 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 Committee. The Chief of Police 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: OPERATING PROCEDURES

1. An Operating Manual shall be adopted and provided to each member, along with a copy of the most current by-laws and the current year's work plan. The purpose of the Operating Manual is to provide consistency, clarity, and an open record of information needed to conduct the business of PSAC.
2. The Operating Manual shall contain:
 - (1) the purpose and duties of PSAC as determined by the City Council
 - (2) details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures
 - (3) 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 written permission to share is provided to the chairperson.
3. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting.
4. The Operating Manual must be consistent with PSAC by-laws, the policies of City Council, and state law where applicable.

ARTICLE V: BY-LAWS CHANGES

1. By-laws need to be reviewed annually at the January or February meeting.
2. By-laws 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.

1-11-09