



**CITY OF TIGARD
LEVY AND BOND ADVISORY TASK FORCE
BYLAWS**

SECTION I. CHARGE AND DUTIES

- A. The Levy and Bond Advisory Task Force hereafter referred to as the “Task Force” shall have no powers except as conferred by resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.
- B. It shall be the function of the Task Force to advise the City Council regarding future funding for city services, and also future funding for city facilities.
- C. The Task Force and its members shall conduct itself in a manner that’s in keeping with applicable federal, state, and local laws pertaining to conduct and ethics and the City of Tigard Code of Conduct. Any violation of the provisions of such laws shall be grounds for removal from office.
- D. The Task Force is charged with but not limited to making recommendations to the City Council on:
- The state of the city’s financial capacity to provide current services;
 - Whether to seek a voter-approved measure to bring more resources to fund the city’s day to day operations (local option levy) and facilities (voter approved bond); and
 - (If recommended) what services and facilities should be included in such measures, or (if not recommended) what are priorities for future investments.
- E. The Task Force may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION II. COMPOSITION

- A. The Task Force will be a mix of 18 individuals who possess varying degrees of knowledge about city funding and the community. Membership will also be a mix of individuals who have volunteered previously with the City of Tigard and those who have not. The intent is to form a task force that represents the wide-ranging interests and background of the Tigard community.
- B. Membership may temporarily drop below required minimums due to resignations and/or difficulty in recruiting qualified applications.



**CITY OF TIGARD
LEVY AND BOND ADVISORY TASK FORCE
BYLAWS**

SECTION III. APPOINTMENTS

- A. Council shall fill vacancies with individuals who meet the compositional requirements listed in Section II.
- B. Appointments of at-large members shall be made the City Council, with recommendations from the Mayor.

SECTION IV. TERM OF OFFICE

- A. Task Force members serve for a term of three years beginning on the year of appointment.
- B. Any vacancy on the Task Force shall be filled by appointment by the Council and Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the fulfillment of the maximum number of allowed terms.
- C. Members shall receive no compensation for their services.
- D. An individual board member may not act in an official capacity except through the action of the Task Force.
- E. A member who seeks to resign from the Task Force shall submit a written resignation to the chair of the Task Force, the staff liaison, or the city recorder's office. If possible, the resignation should allow for a thirty (30) day notice so the City Council can appoint a replacement.

SECTION V. ORGANIZATION OF THE BOARD

- A. At its first meeting of the year, and thereafter annually, the Task Force shall elect a Chair from its members who shall hold office at the pleasure of the Board.
 - i. *Chair.* The chair shall have general directional powers over the Task Force. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the Task Force of all meeting times and place. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Task Force unless this responsibility is delegated to support staff.
- B. If the Chair should resign, the Task Force shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.



**CITY OF TIGARD
LEVY AND BOND ADVISORY TASK FORCE
BYLAWS**

- C. Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

SECTION VI. MEETINGS

- A. The regular meeting of the Task Force shall be determined by the Board.
- B. The parliamentary authority for the Task Force is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.
- C. The Chair may call a special meeting, and the Chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. Notice of a special meeting must be in writing and communicated to all members at least five before the meeting.
- D. Agendas and minutes shall be posted for public notice on the City of Tigard web page and in the lobby of City Hall in compliance with Oregon Public Meetings Law. All meetings shall be open to the public.
- E. A majority of votes of Task Force members present shall determine the official position of the Board on a given issue. Alternates are not allowed to vote under any circumstances.
- F. The Chair shall vote on all matters before the Task Force unless having declared a conflict of interest.
- G. Task Force members shall not send or receive electronic communications concerning any matter pending before the Task Force during a Task Force meeting.
- H. Task Force member shall not use electronic communication devices to review or access information regarding matters not in consideration before the Task Force during a Task Force meeting.

SECTION VII. BOARD MEMBER RESPONSIBILITIES

Members of the Task Force shall:

- A. Regularly attend meeting and contribute constructively to discussions,
- B. Consider and discuss issues from a Citywide perspective, as well as that of particular stakeholder or interests,



**CITY OF TIGARD
LEVY AND BOND ADVISORY TASK FORCE
BYLAWS**

- C. Strive to reach consensus on matters under consideration
- D. Act with respect and consideration for the viewpoint of others
- E. Members shall not make representations on behalf of the City of Tigard or Task Force whether intentional or not, without authorization.

SECTION VIII. ATTENDANCE

If a member is unable to attend a meeting, he or she is expected to notify the Chair. If a member has three unexcused absences of regularly scheduled meetings within one year, the issue shall be placed on the upcoming agenda, and upon majority vote of the Task Force members present that position shall be declared vacant. The Task Force shall forward its action to the Mayor and Council, who shall fill the vacant position.

SECTION IX. QUORUM

At any meeting of the Task Force, a quorum shall be a majority of the current members of the Task Force. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair or Vice Chair shall notify the Board members in advance so that a decision may be made whether to meet and take no action on agenda items or to reschedule to a different time.

SECTION X. REMOVAL OF MEMBERS

- A. The City Council may remove members of the Board in accordance with Section VIII Attendance.
- B. The Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees or based on other conduct unbecoming a representative of the City.
- C. The Board may make a recommendation to Council for the removal of a member in accordance with Section VII Member Responsibilities. The Board shall forward a recommendation for replacement to the Mayor and Council in a timely manner.



**CITY OF TIGARD
LEVY AND BOND ADVISORY TASK FORCE
BYLAWS**

SECTION XI. ANNUAL REPORT OF THE BOARD

- A. The Task Force shall prepare and file its Annual Report to the City Council.
- B. The Annual Report shall include a summary of key activities and proceeding and any specific suggestions or recommendations which the Task Force believes would be noteworthy to the Council.
- C. The Annual Report shall not be submitted unless approved by the Task Force.

SECTION XII. AMENDMENTS

These bylaws are adopted by resolution of the Tigard City Council, are binding on the Task Force, and may be amended by the City Council. The Task Force may propose amendments for Council consideration.