



City of Eugene Advisory Groups Member and Staff Manual

In Eugene, community members participate in local government by holding elected office, speaking at public hearings and contributing to public forums, contacting the Mayor and City Council, and participating in neighborhood organizations and community events.

Another way for Eugene's community members to participate in city government is through membership on City of Eugene boards, commissions and committees. Advisory group members interact creatively with people of all ages, interests, and backgrounds -- and provide an invaluable service to the community.

Making local government effective and responsive is a responsibility that belongs to all of us. In the words of Abraham Lincoln: *"Government of the people, by the people, for the people, shall not perish from the Earth."*

In June 2009, the Eugene City Council affirmed desired outcomes in three areas:

1) Representation

The makeup of boards, commissions and committees should over time represent the richness of our community's perspectives, neighborhoods, and population demographics – race and ethnicity, gender, age, socioeconomic class, disability and other factors.

2) Development

Advisory group members are effective and feel satisfied because they have the training and support to be successful contributors – both before becoming candidates for vacancies and following their appointments.

3) Recruitment & selection

Communication and procedures associated with outreach, recruitment, interviews, selection and appointments are fair, accessible, transparent and civil.

Advisory group members give elected officials and City staff greater understanding of community concerns, values and perspectives. The detailed studies and considered advice of boards and commissions are often catalysts for innovative programs and improved services.

Advisory groups play a variety of roles, depending on their specific mission and the changing needs of the community and City of Eugene organization. Committees can function as quasi-judicial, advisory to the City Council and advisory to City department staff.

The following pages provide information and guidelines:

Types of Committees 4

Recruitment and Selection 5

Roles and Relationships (with Elected Officials and City Staff) 6

Committee Member Responsibilities 8

Reporting Completed Work 9

Ethics and Accountability 10

Open Meetings, Public Records & Minutes 12

Communicating with Outside Agencies, General Public, Committee Members, News Media 14

Eugene’s Form of Government 15

How to Conduct a Successful Meeting 16

Eugene City Council Vision, Goals and Outcomes

Vision

Value all people, encouraging respect and appreciation for diversity, equity, justice, and social well-being. We recognize and appreciate our differences and embrace our common humanity as the source of our strength;

Be responsible stewards of our physical assets and natural resources. We will sustain our clean air and water, beautiful parks and open spaces, livable and safe neighborhoods, and foster a vibrant downtown, including a stable infrastructure;

Encourage a strong, sustainable and vibrant economy, fully utilizing our educational and cultural assets, so that every person has an opportunity to achieve financial security.

Goals and Outcomes

Safe Community

A community where all people are safe, valued and welcome.

- Decreased property crime
- Greater sense of safety (especially downtown)
- Visible and accessible police presence
- Better police/community relations

Sustainable Development

A community that meets its present environmental, economic and social needs without compromising the ability of future generations to meet their own needs.

- Increased downtown development
- Strategic job creation/decreased unemployment
- Support for small and local business
- Decision-making that weighs economic, social equity and environmental (triple bottom line) effects

Accessible and Thriving Culture and Recreation

A community where arts and outdoors are integral to our social and economic well-being and are available to all.

- Accessible to all incomes
- Preserve strength in arts and outdoors
- Invest in arts and culture as an economic engine

Effective, Accountable Municipal Government

A government that works openly, collaboratively, and fairly with the community to achieve measurable and positive outcomes and provide effective, efficient services.

- Transparent and interactive communication
- Public engagement that involves the community broadly
- Stronger partnership between government entities

Fair, Stable and Adequate Financial Resources

A government whose ongoing financial resources are based on a fair and equitable system of revenues and are adequate to maintain and deliver municipal services.

- A long-term sustainable budget
- New or expanded revenue sources
- Accessible and transparent financial information

Types of Committees

The City Council has created *five distinct types of committees*:

- Standing committees
- Ad hoc committees
- Department advisory committees
- Intergovernmental committees
- Committees established by Eugene Charter

The authority and charter for these committees originate from different sources: Eugene City Code, City Council action, state statute, intergovernmental agreement, and the City Charter. The boards, commissions, and committees for the City of Eugene are governed by the City Code, Chapter 2, Section 2.013. The Eugene Code is available at eugene.municipal.codes. In addition, many advisory groups have adopted protocols and policies that provide guidelines specific to their mission and operations.

Standing Committees

Standing committees are established by ordinance. In general, they make recommendations to the City Council on policy issues and advise City staff on specific operational matters.

Standing committees include:

- **Budget Committee** - develops budget recommendations for council action and approves the City's tax rate. This committee is established by state statute (ORS 294.336).
- **Sustainability Commission** - works to create a healthy community now and in the future by proposing measurable solutions to pressing environmental, social and economic concerns to the City of Eugene, its partners and its people.
- **Human Rights Commission** - and its subcommittees advise the City Council on issues of human rights, accessibility and community education and outreach.
- **Planning Commission** - advises the council and serves as a quasi-judicial committee. This committee has the authority to make binding decisions which require or restrict the action of individuals. For example, the Planning Commission hears appeals of Hearings Official decisions.
- **Historic Review Board** - is a subcommittee of the Eugene Planning Commission; it oversees the main components of Eugene's historic preservation program, and makes historic landmark designations.
- **Police Commission** - advises the council and Police Chief on matters of public safety.
- **Civilian Review Board** - was established to increase the transparency of, and public confidence in, the police complaint process. The board evaluates the work of the independent Police Auditor and reviews completed complaint investigations involving sworn police employees.
- **Toxics Board** - makes policy governing the City of Eugene hazardous material reporting program; by Charter amendment it is authorized to enforce the reporting requirements and impose penalties.

Ad Hoc Committees

Ad hoc committees are authorized by the Mayor to address specific emerging or priority issues. In most cases, the Mayor recommends and appoints members to these groups. The duration of the committees is limited and the scope of work is also limited to a specific charge. Examples of ad hoc committees include the following:

- Amazon Headwaters Committee
- Mayor's Blue Ribbon Committee on Homelessness

Department Advisory Committees

Department advisory committees are administrative in nature because they report to department staff and not to the City Council. Department advisory committees can exist for no more than two years before they are re-evaluated. In general, however, department committees complete their task and disband in fewer than two years.

Members of department advisory committees are appointed by the department manager. These groups are formed on an as-needed basis to develop recommendations for City staff on specific program areas. They are not established by ordinance but must have the approval of the City's executive managers prior to being formed. Examples are:

- Cultural Services Advisory Committee
- Eugene Redevelopment Advisory Committee
- Library Board
- Neighborhood Matching Grant Department Advisory Committee
- Rental Housing Department Advisory Committee

Intergovernmental Committees

Intergovernmental committees are formed as the result of agreements signed between the City of Eugene and other governmental agencies. In some cases, the City Council appoints citizens to represent Eugene on these regional bodies. City Councilors also serve as representatives on some committees. Examples include:

- Lane Regional Air Protection Agency
- Lane Workforce Partnership
- Metropolitan Wastewater Management Commission

Intergovernmental committees are advisory to the participating organizations. Citizen members are appointed to a specified term by the City Council. Each year, the Mayor appoints a City Council representative to the intergovernmental committees.

Recruitment & Selection

The Eugene City Code requires that every effort be made to ensure that the composition of City committees reflects the diversity of the community.

It is the policy and intent of the City Council that in all City Council and mayoral appointments and nominations to each board and commission, every effort will be made to assure representation on the boards and commissions in proportion to the representation of women, ethnic minority group members, the disabled and younger and older citizens, in the population of the Eugene incorporated city limits. (Resolution No. 3822, Section 1, adopted by the Eugene City Council on December 14, 1983)

City staff are directed to take affirmative action to ensure that members of the above groups (women, ethnic minority group members, the disabled and younger and older citizens) are notified of vacancies and encouraged to apply so that in making appointments, the mayor and council will have a diverse pool of applicants from which to select. (Resolution No. 3822, Section 2, adopted by the Eugene City Council on December 14, 1983)

Recruitment for most department advisory groups occurs each spring, with appointments to terms beginning July 1. Applicants complete an online application and supplemental questionnaire; the council then reviews applications, selects candidates and conducts interviews

before making appointments. Appointments are made in June; terms begin on July 1. Terms for the Budget Committee, Civilian Review Board, Human Rights Commission and Toxics Board are for three years; terms for the Planning Commission, Police Commission, Sustainability Commission and Historic Review Board are for four years.

Reappointment

Members on standing committees may be reappointed for a second term. Incumbents must submit new application materials before the recruitment deadline. Individuals who have served the maximum two terms must wait one year before they can reapply for a position on the same committee.

Residency Requirements

Applicants must live within the Eugene urban growth boundary to be eligible for appointment to standing committees. Budget Committee members must also be qualified electors.

Eligibility of City Employees

City of Eugene employees may not serve on City policy committees except as specifically provided by City ordinance, or as required to perform official City duties. This prohibition exists for employees of the Eugene Water & Electric Board (EWEB) as well. EWEB is technically a division of Eugene city government even though the utility runs its operations autonomously.

Serving on Multiple Committees

Members of council standing committees (Budget Committee, Sustainability Commission, Human Rights Commission, Police Commission, Civilian Review Board, and Planning Commission) may serve on two additional department advisory or council ad hoc committees. In some cases, a standing committee member may represent his or her group on another standing committee. For example, there is one Human Rights Commission representative on the Police Commission. In these instances, the standing committee member is permitted to serve on the two standing committees and two additional department or ad hoc commissions.

Department advisory committee and council ad hoc committee members may serve on one additional department or ad hoc committee.

Roles and Relationships

Mayor and City Council

Groups that are advisory to elected officials provide status reports, written findings, and recommendations in several ways. One is through the weekly City Council agenda packet. Committee reports must be approved by the committee before being submitted to the council. The committee's staff person is responsible for placing the recommendations in the council packet and for scheduling committee reports for action by the council.

In some cases, a committee may need direction from the City Council in order to define and accomplish its work plan. Committees receive this type of instruction during City Council work sessions. City staff can place the committee's item on the City Council agenda by working with staff in the City Manager's Office.

Some committees, such as the Planning Commission, also communicate with the Mayor and Council through assigned council liaisons, "buddy" assignments that match committee members with elected officials, and by setting occasional meetings with one or more elected officials to discuss current issues.

Standing and ad hoc committees make recommendations to the City Council. The City Council then accepts, rejects or modifies those recommendations. The council relies on various committees to increase the variety of viewpoints and talents brought to bear on City issues. By concentrating on specific areas, committee members can expand the level of expertise with which to address an issue and can conduct detailed analyses that the council itself may not have the time to pursue.

It is expected that committees will adopt positions of advocacy within their specific spheres of interest. However, the council's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Standing and ad hoc committees transmit their written findings and recommendations to the council through the weekly City Council agenda packet. Committee reports must be approved by the committee before they are submitted to the council. The committee's staff person is responsible for placing the recommendations in the council packet and for scheduling committee reports for action by the council. For information about council packet specifications, please contact the City Manager's Office at 541-682-5010.

In some cases, a committee may need direction from the City Council in order to accomplish its task. Committees receive this type of instruction during City Council work sessions. City staff can place the committee's item on the City Council agenda by working with staff in the City Manager's Office.

Occasionally, a committee will take a position on an issue that is under consideration by the City Council but not on the committee's work plan. Committees also take advocacy positions on community issues and work with community allies. Committees should express opinions on council matters through a letter from the committee chair to the City Council. City staff can assist in the preparation of such letters. The entire committee should review and approve the letter before sending it to the council and a record of the letter should be kept by committee staff.

Staff recommends consideration of the following factors in developing a protocol for taking positions:

Public notice - Communicating the group's intention to community members, interest groups, affected individuals and organizations, and others when considering and potentially taking a policy position. Communicating processes and results in timely, effective ways.

Balanced input - Providing an opportunity for persons with differing opinions to weigh in. Maintaining fair, open and accessible processes.

Advisory group role - Connecting the committee to the issue or item, so that its unique contribution to the discussion or activity is consistent with the group's charge and makes sense.

Triple bottom line - Emphasizing outcomes that support social equity, economic prosperity and environmental health.

Committee Support Staff

City staff performs administrative and housekeeping functions and does not vote. City employees have a responsibility to ensure the committee is aware of laws and administrative processes affecting proposed policies and operational recommendations. City staff should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees.

Committee staff must be constantly aware of the responsibility to represent overall City priorities and policies. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

Staff's main responsibilities are to assist the committee in its functions and to represent the City of Eugene. Other responsibilities may include the following:

- provide professional and technical advice
- provide clerical assistance for the preparation, duplication and distribution of committee letters and reports
- arrange for accommodations for persons with disabilities
- maintain public records created by the committee, including minutes or action summaries, reports, recommendations, and letters, as required by state law
- prepare the committee agenda in consultation with the chair
- notify committee members and the City Manager's Office of upcoming meetings; (contact the City Manager's Office to place meeting information on the Public Meetings Calendar)
- prepare appropriate reports based on the committee's deliberations and action for the council agenda
- ensure adherence to the required council report format and timetable for submittal
- maintain a current copy of the Boards and Committees Manual and bring it to the committee meetings
- secure meeting rooms for committee meetings, and
- assist in mobilizing resources needed for the research and preparation of committee reports
- provide logistical support and outreach for annual recruitment

In most cases, requests for extensive staff work or report preparation should be approved by the department director to ensure that the resource allocation is in accordance with budget priorities. If a committee desires information or a report which will require a significant amount of staff time, the committee should request City Manager or department director approval to pursue the project. The committee should provide information to staff regarding urgency of the referral. Following this procedure will prevent staff from being diverted from a priority project.

Committee Member Responsibilities

Chair

The chair performs the following duties:

- Presides at all meetings of the committee
- Appoints subcommittees and chairs of subcommittees subject to approval of committee
- Approves the agenda prior to distribution
- Signs correspondence on behalf of the committee
- Represents the committee before the City Council with the approval of the committee
- Performs other duties necessary or customary to the office

The most important duty of a chair presiding over a meeting is to ensure that the work of the committee is accomplished. To this end, the chair must exert sufficient control to eliminate irrelevant, repetitious or otherwise unproductive discussion. At the same time, the chair must ensure that all viewpoints are heard and are considered in a fair and impartial manner.

Transfer of Chair

In the event the chair is absent or unable to act, the vice chair presides in place of the chair. In the absence of both the chair and the vice chair, the remaining members shall elect one of their members to act as temporary chair.

Individual Committee Members

Unless authorized by the committee, an individual committee member may not represent the committee before any other committee, outside agency, the media, or the general public. When an individual committee member is appearing in a private capacity before other committees, outside agencies, or the general public, the committee member must clearly indicate that he or she is speaking as a private individual, not as an official representative. Official City stationery may be used only for official communications authorized by the committee.

Each committee member also has the obligation to work cooperatively with other committee members. Committee members should exercise self-discipline and strive always to be objective, fair and courteous with each other as well as with staff and the public. A healthy respect for the time of other committee members, staff, and the public is of critical importance.

Subcommittees

At times, a subcommittee of the body may be needed to do additional work. Subcommittees can be formed either at the request of the whole committee or by the chair, with the confirmation of the committee.

A temporary subcommittee is made up of two or more committee members but fewer than the existing quorum of the body. Only existing committee members are eligible to become members of a subcommittee; however, the committee may seek input and advice from the community. Subcommittees of the Human Rights Commission are exempt from this policy, as these groups are made up of Human Rights commissioners and additional community members. Subcommittees should be reviewed annually by the committee to determine whether a continuation of the subcommittee is warranted.

Work Program

Many committees find it effective to establish a yearly work program or goals statement. A work program is a planning document that specifies how and when the objectives (outcomes) that the committee expects to accomplish during the year will be achieved. Goal statements explain the nature and scope of the work to be performed and the time needed to accomplish the goal. The nature of the duties of specific committees may determine which method is most suitable.

Reporting Completed Work

Standing and Ad Hoc Committees

It is the responsibility of standing and ad hoc committees to provide complete, concise and accurate reports to the council. These documents should be prepared in such a manner that the City Council fully understands the issue and what action, if any, is to be taken. A committee report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the committee or with staff, and a minority recommendation, if any.

Quality committee reports and recommendations take into account the council's necessity to view an issue from as wide an angle as possible. The council must fully understand the

relevant background and implications, including costs, of each action it is asked to take. It is the committee's responsibility to provide that requisite information insofar as it is possible.

Submission of quality reports will enable the City Council to act knowledgeably and expeditiously on committee reports and will reduce the likelihood of the council referring the report back to the committee for clarification.

Department Advisory Committees

The same need for high-quality work exists for department advisory committees as it does for other boards and committees. Department advisory committees receive a specific charge when they are formed. The recommendations of these bodies should address that charge.

Department advisory committee reports are presented to City staff for consideration. These groups disband once they have delivered their recommendations to the department.

Food and Beverage

Because of budget constraints, departments generally are unable to provide full meals at regular board, committee and commission meetings. However, light snacks are available at many advisory group meetings.

Training and Travel

Through advisory group orientation, special forums and other sessions, we support member development. Additionally, departments sometimes offer external training for members, ranging from the Oregon Planning Institute for Planning Commissioners and a regional diversity institute in Portland for Human Rights Commissioners. Except in the most unusual circumstances, the City does not provide out-of-state and high-cost training opportunities, generally keeping training costs below \$150 per member in a 12-month period.

Interconnectedness of Boards and Commissions

It is becoming increasingly important to tie and coordinate the work of boards and commissions to the efforts of other advisory groups. With the help of City staff, advisory group members look for areas of common interest and focus among different boards and commissions, and identify opportunities for collaboration, efficiencies and info-sharing.

Ethics and Accountability

Conflict of Interest

Members of Eugene's committees provide advice to the City Council, study various civil matters and, in the case of certain committees, function in a quasi-judicial capacity. Precise relationships vary in that some of these quasi-judicial determinations may be appealed to the City Council and others may not. All members of committees should be aware of the need to avoid any instance or appearance of conflict of interest. Conflict of interest standards are generally applicable to all committees. Additional requirements may be applicable to particular boards and committees. Staff should contact the City Attorney's Office for answers to specific questions about government ethics.

Respectful Environment – No Harassment

Members of City boards, commissions, and committees are agents of the organization and are subject to City policies related to maintaining a respectful work environment:

Policy Statement: The City of Eugene is committed to maintaining a respectful work environment for all employees free from discrimination, harassment, sexual harassment, violence, and other offensive or degrading remarks or conduct and prohibits unlawful harassment and/or discrimination. The City is committed to fair and impartial treatment of all employees, applicants, contractors, volunteers, and agents of the City. It is the responsibility of all employees and agents of the City to treat each other, as well as the public, with courtesy and consideration, to promote an atmosphere of mutual respect and to create a welcoming environment for everyone they come in contact with during the course of their work.
[Administrative Policy Manual, Section 1.4]

Absences

All members shall take an active role in their committees, including regularly attending committee meetings. No distinction is to be made between excused and unexcused absenteeism, since it may be a source of misinterpretation.

Any member who misses more than three consecutive, regular meetings without having been given a leave of absence by a majority vote of the committee may be removed by the appointed authority upon recommendation of a majority of the committee. If members of the committee are unable to attend a meeting, they shall notify City staff as soon as possible. These policies on absenteeism are superseded by any bylaws of individual committees.

Resignation Procedure for Committee Members

A committee member wishing to resign shall submit a letter of resignation to the City staff person responsible for his or her committee. The City staff person shall then notify the committee and the City Manager's Office that a vacancy exists.

Statement of Economic Interest Required

The State of Oregon requires that public officials file an annual statement of economic interest. This law also applies to the City of Eugene Planning Commission. The statement of economic interest asks for information about sources of household income, business interests, and other financial matters. Specific dollar amounts are not requested. The purpose of the form is to make general information about a public official's income sources and business relationships available to the public.

This form must be submitted to the State of Oregon by April 15 of each year. The City Recorder's Office provides the information to Planning Commission members, and the State of Oregon provides the forms for completion.

Incompatible Public Offices Prohibited

The common law doctrine of incompatible public offices prohibits a public official from occupying two public offices which are incompatible in terms of their duties and/or the likelihood of divided loyalties. If a committee member in an elected or appointed office is applying for appointment to a second public office, staff should contact the City Attorney for advice as to whether the two offices may be deemed incompatible.

Use of Official Position or Office to Obtain Financial Gain

Oregon statutes clearly state that public officials may not use their position to receive financial gain. Oregon Revised Statutes (ORS) 244.040 states that:

"...a public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office."

For more information, please refer to the Oregon Government Standards and Practices Committee guidebook.

Open Meetings, Public Records and Minutes¹

Meetings must be held within the city limits of Eugene and only at the place specified on the agenda. Once convened, such meetings may be adjourned to another location within the city if unusually large crowds or other circumstances warrant.

With very limited exception, all meetings of governing bodies, which include standing and ad hoc committees of the governing body, are open to the public in the state of Oregon. ORS 192.620 establishes Oregon's policy of open decision-making by governing bodies:

Oregon Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations (ORS 192.660). The City Attorney and the City Manager's Office must be consulted if a committee feels it must conduct a meeting in executive session. The occasions when an advisory body may legally meet in closed session are very limited and the occasions when a committee could adjourn to an executive session are rare.

Public Hearings, Public Forums, and Workshops

Public hearings are relatively formal proceedings and follow legally required steps preceding action by a committee sitting as a quasi-judicial body. A public hearing must include specific elements which are recorded in the minutes, such as testimony from an applicant, appellant, or interested citizens, or an introduction into the record of pertinent facts and findings. Contact the City Manager's Office at 541-682-5010 for details.

Public forums are an opportunity for committees to receive public input in a less formal atmosphere. It is a chance for citizens to ask questions and express support or concern for proposals being considered.

Workshops are designed to elicit citizen input in the least formal manner, allowing maximum interaction between citizens and committee members. Frequently, workshops are held on a drop-in basis. Citizens can learn more about certain proposals and then can register their impressions of the ideas. Workshop sessions do not culminate in action at that meeting. Legally required actions or recommendations should be taken at either the next regular meeting or at another publicly announced date and time.

¹ Generally, department advisory committees are not public bodies for purposes of Oregon's public meetings law. However, the City has decided that many of the requirements applicable to the City's other advisory committees should apply to department advisory committees as well.

Public Records

State of Oregon Administrative Rule 166-030-0016 requires each city to appoint a City Records Manager/Archivist to establish a records management program to insure orderly retention and destruction of all public records, and to insure the preservation of public records of value. In Eugene, the City Recorder has been assigned this responsibility.

The state also provides minimum retention schedules for records and files generated by city governments. The City Recorder works with all City departments to develop retention and destruction schedules for all records generated. No records may be destroyed unless the minimum retention period has been determined in accordance with the state-authorized Records Retention Schedule. Contact the City Recorder's Office for additional assistance.

Notice of Meetings, Agenda and Public Record

All committee meetings are open to the public. State law requires that the City of Eugene provide public notice of all meetings. To comply with this requirement, the City of Eugene publishes a weekly calendar of upcoming meetings. This calendar is sent to the news media each week and is posted to the City's website. Contact the City Manager's Office for details on how to place meetings on the public calendar.

In addition, discussion and materials distributed during public meetings are public record. For additional, detailed information, please see the Attorney General's Public Records and Meetings Manual: http://www.doj.state.or.us/pdf/public_records_and_meetings_manual.pdf

City policy and public meetings law requires that committees provide at least 24-hour notice to the news media and interested persons before conducting a meeting. If City staff is unable to provide 24-hour notice, the meeting should be rescheduled.

Committees may, in rare circumstances, hold an emergency meeting without providing 24-hour notice. This may only be done in a genuine emergency and staff must document the reasons for the meeting in the minutes.

Record of Meetings

A record must be kept of all advisory group meetings. Oregon's Public Meetings Law requires that a public body have a sound, video or digital recording or written minutes of its meetings. While written minutes need not be a verbatim transcript, the record of a meeting, whether preserved in written minutes or a sound, video or digital recording, must provide a "true reflection" of the meeting and must, at a minimum, contain the following information:

- members present;
- motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- results of all votes and, except for public bodies consisting of more than 25 members, unless requested by a member of that body, the vote of each member by name;
- the substance of any discussion on any matter; and
- subject to the Public Records Law, a reference to any document discussed at the meeting.

The committee's staff person is responsible for providing the meeting record, and can arrange for a Minutes Recorder if written minutes will be kept of the meeting. If minutes are taken, they must be presented to the committee for approval, and the committee may by motion make correction(s) to conform to fact. Corrected minutes should be included in the agenda packet at the next regular meeting. The official copies of minutes are retained in the department permanently. Other documents, such as agendas and memos, should be retained for five years.

The City Manager directed that all standing Boards and Commissions meetings be videotaped and that the videotapes be made available on the web.

Department Advisory Committee Action Summary

City staff is responsible for maintaining desired written summaries for each department advisory committee meeting. Action summaries should include the list of members present at each meeting, the topics of discussion and the outcome of all votes or decisions made by the group.

Under existing Public Records Law, any documents created by department advisory committee are public records. If action summaries are made, they should be retained in the department permanently. Significant related records, such as staff reports, correspondence and agendas, must be retained for a period of five years.

Quality committee reports and recommendations take into account the council's obligation to view an issue from as wide an angle as possible. The council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Requirement to be Accessible to Public

All public meetings must be accessible to people with disabilities. All committee meetings must be held at wheelchair-accessible locations. This includes the approach to the facility, entry, path of travel within the facility, and restrooms.

Communication Access

All committees must provide communication access in the form of accommodation to members of the public so that they may have an equal opportunity to participate in, and benefit from, committee meetings. This particularly affects citizens who are vision- or hearing-impaired, and may involve requests for such accommodations as providing meeting agendas in large print or Braille, utilizing the City's assistive listening devices, or the provision of a sign language interpreter at the meeting.

It is the responsibility of the City staff person to arrange for accommodations at no cost to the requesting individual. The City of Eugene asks that requests be made 48 hours prior to the meeting. Staff should contact the City's American's with Disabilities Act Coordinator with questions about accommodation procedures, resources, and costs.

Communicating with Outside Agencies, General Public, Committee Members and News Media

Outside Agencies

Unless specifically authorized by the council, committees may not represent the policy of the City of Eugene. Committees function in an advisory capacity and, in the absence of specific direction from the council, may not directly communicate with outside agencies.

General Public

The purpose of committee meetings is to permit open discussion on specific topics in a setting that is more informal than a council meeting, to hear public expression on issues, and to inform the public of what the committee is doing. Committee members have an obligation to consider the welfare of the entire City, to be fair, objective, and courteous, and to afford due process to all who come before them.

All communications from the committee to members of the public should be transmitted through the committee's City staff person. Similarly, communications received by the staff should be relayed to the committee with its agenda.

Communicating with News Media

In order to inform the public as much as possible of committee activities, the committee's staff person should provide the media with pertinent information. Information concerning items of particular interest to be discussed at future meetings as well as recent newsworthy actions of the committee should be regularly provided to the media. City staff should make use of the public information staff in their departments to issue these news releases. Copies of all news releases should be sent to the Communications Director in the City Manager's Office.

Eugene's Form of Government

Mayor/Council/Manager System

In 1944, the citizens of Eugene adopted the council/manager form of government. In this form of government, the City Council develops legislation and policies to direct the City, and hires a professional manager (the City Manager) to oversee City of Eugene personnel and operations and to carry out the City Council's direction.

Mayor

The Mayor serves as the City's political head and chair of the council. He or she is elected by the city at-large on a nonpartisan ballot for a four-year term of office. The Mayor is the formal representative of the City. He or she presides over City Council meetings but has no vote except in the case of a tie. The Mayor can veto any decision, but a two-thirds vote of the council can override the veto.

City Council

The City Council, Eugene's legislative body, has eight members. Councilors are elected on a nonpartisan ballot for four-year terms, with one member elected from each of eight wards. New wards may be created or the boundaries of wards changed by council action. One-half of the council is elected every two years. The council may fill vacancies that arise in elected offices by appointment until the next duly elected person takes office.

The council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The council adopts the City budget, which specifies how much money can be spent for each City service. The Mayor and council also appoint citizen committees to advise the City on a wide range of issues.

Each year, the council elects two of its members to serve as president and vice president. The president presides over the council in the Mayor's absence and often represents the Mayor and council on special occasions. All council proceedings are open to the public, except for properly called executive sessions.

City Manager

Under the council/manager form of government, the council appoints a City Manager who manages the City's staff and departments. The City Manager is responsible for the day-to-day operations of the City of Eugene. The manager hires an assistant city manager and department heads to assist in providing City services and enforcing City ordinances. The City Manager also prepares an annual budget for review by the council and Budget Committee and provides

reports and recommendations to the Mayor and council.

City Ordinances

City ordinances generally become effective 30 days after they are approved by the council and signed by the Mayor. The Mayor has 10 days to approve or veto a decision of the council. The council may, by a two-thirds majority, override the Mayor's veto. Exceptions:

- An emergency measure needed to ensure the health, peace, and safety of the City is effective immediately following a favorable vote by two-thirds of the council.
- Certain ordinances with an effective date greater than 30 days following approval to allow orderly implementation.

How to Conduct a Successful Meeting

Five Steps to a Better Meeting:

I. Plan

- Set the agenda in advance and state the purpose of the meeting
- The agenda should include the date, time, subject and estimated length of the meeting
- List the participants
- State the goal for each agenda item: Information, Discussion, or Decision
- Distribute background material in advance

II. Inform

- Send out the agenda with enough lead time to prepare members for the discussion

III. Prepare

- Structure the agenda so that the most important issues get covered first and there is adequate time for full discussion
- Check the agenda at the start of the meeting for additions or deletions
- Decide if a facilitator is needed and, if so, make arrangements to include planning time with the facilitator

IV. Structure and Control

- Define the issues and stay focused on them
- Clarify and enforce any ground rules
- Avoid "spinning your wheels"
- Use a facilitator if appropriate
- Assign a time keeper if a facilitator is not used

V. Summarize and Record

- Assign follow-through: Who does what and by when?
- Commitments should be stated and recorded
- A summary of significant items, including assignments, should be prepared by staff and distributed promptly.

Tips on Chairing a Meeting

- ✓ Follow the agenda and state clearly which item is being considered
- ✓ State the purpose of each agenda item and the time allotted to it
- ✓ Recognize persons to speak in the order in which they have sought recognition
- ✓ Keep participation balanced. Discourage domination by one or two committee members

- ✓ Solicit input from those who have not spoken on an issue
- ✓ Halt side discussions among one or two members while another person has the floor
- ✓ Outside the meeting, confront cases of persistent late arrival, early departure, or absenteeism
- ✓ Summarize after each agenda item: What was agreed on and who will do what by when?
- ✓ Clearly restate what is being voted upon

For additional tips on running meetings: www.robertsrules.com
