

Charter Review Process

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Presented by Ashley O. Driscoll

BEERY ELSNER & HAMMOND, LLP

Council Direction Recap

- ❖ Work Session held September 26, 2022
- ❖ Council provided direction to move forward with a Charter Review Process.
- ❖ Topics for discussion include:
 - ❖ Timeline
 - ❖ Committee composition; and
 - ❖ Scope of review

Charter Process Timeline Considerations

- ❖ When to start Charter Review Committee meetings
- ❖ Deadline for Committee recommendations to Council
- ❖ Target election date

Considerations continued...

- ❖ Allow 2-3 months to recruit and appoint members
- ❖ Allow 6-12 months for Committee to make recommendations
- ❖ Potential elections: November 2023, May 2024, November 2024

Committee Recruitment and Appointment

- ❖ Open application process
- ❖ Appointed by Council
- ❖ Ad hoc (limited duration with specific scope)

Committee Composition

- ❖ Council consensus to have at-large members and geographic representation
- ❖ Options:
 - 2 each from 4 quadrants
 - Likely to result in Committee of 9 or 11, depending on how many at-large members
 - 1 each from 4 quadrants
 - Likely to result in Committee of 7 or 9, depending on how many at-large members

Committee Composition continued..

- ❖ Any additional qualifications?
 - ❖ Elected officials
 - ❖ Example: City of Tigard has three elected officials on review committee, both former and current are eligible
 - ❖ Council liaison
 - ❖ Residents only
 - ❖ ?

Scope of Review

- ❖ Authorized to look at entire Charter using current LOC Model Charter as template
- ❖ Council can accept, modify, or reject Committee's recommendations
- ❖ Specific issues the Committee is directed to look at:
 - ❖ Geographic representation for Council members
 - ❖ Term limits for the Mayor and Council members
 - ❖ City Manager residency requirement
 - ❖ Roles of the Mayor and Council President
 - ❖ Election petition requirements

Potential Next Steps

- ❖ Staff to update *Expectations of the Charter Review Committee* document based on direction from Council
- ❖ Council establish a Charter Review Committee and adopt Expectations of Charter Review Committee by resolution
- ❖ Member recruitment and appointment

Questions?

Ashley O. Driscoll
Beery Elsner & Hammond, LLP
1804 NE 45th Ave
Portland, OR 97213
t (503) 226 7191 | f (503) 226 2348
ashleyd@gov-law.com
www.behllp.com

EXAMPLE FOR DISCUSSION

EXPECTATIONS OF THE CHARTER REVIEW COMMITTEE

(insert approval date)

Purpose and Overview

The primary function of the Charter Review Committee is to review the existing Charter to determine if the Charter will adequately serve the community well into the future. The Committee is to review and recommend to the Council a proposed Charter, Charter amendment(s), or no changes to the Charter.

The Council requests the Committee begin holding its meetings in (insert date) in order to make a recommendation to the Council by (insert date). The Committee may recommend when to place proposed changes to the Charter on the ballot and how to structure the ballot measure(s) (for example one ballot measure encompassing all the proposed changes, or multiple ballot measures proposing individual changes to the Charter). The Council may accept, amend, or reject the Committee's recommendations and for those recommendations that are approved, determine the best method to structure the ballot measure(s).

The Committee must be impartial, non-biased, and free of any perceived political gain and may approach the task in whatever means results in a document that best serves the citizens of Forest Grove. The Committee must adhere to the Oregon Public Meetings law and strive to include and educate the community about the process and purpose of a Charter Review, the importance of a City Charter and to solicit community input on the proposed changes prior to making a recommendation to the Council.

Membership

The Charter Review Committee shall consist of [NUMBER] voting members who shall be appointed by the Council. At least [NUMBER] members of the committee shall reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining [NUMBER] members shall be at large. The City shall hold an open recruitment for the members.

The Mayor will appoint a member to serve as chair. The Mayor, with the consent of Council, may appoint a Council Liaison who will act in a liaison role and shall be a non-voting member to the Committee. The City Attorney, or designee, will attend all Committee meetings and will act in an advisory role and will staff the Committee. The Charter Review Committee will adhere to the following policies and procedures:

Scope of Review

The Committee is authorized to review the entire Charter, using the most recent League of Oregon Cities Model Charter as a template, and make recommendations to the

Council on any aspect of the Charter. In addition, the Council would like specific recommendations on the following issues/subjects:

- Geographic representation for Council members
- Term limits for the Mayor and Council members
- City manager residency requirement
- Roles of the Mayor and Council President
- Election petition requirements

Meetings

- Meeting dates will be set as determined by the majority of the Committee.
- Meetings will be held in the Community Auditorium or other City public facility and all meetings shall be open to the public.
- The Committee shall hold at least two publicly advertised public hearings.
- The Committee will consider written and oral testimony offered during the Charter Review Process.
- At the first meeting, the Committee shall elect a vice-chair who will serve as chair in the absence of the chair.
- A quorum must be present to conduct business and is necessary to adopt a motion.

Subcommittees

Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full Committee. However, only the full Committee can vote on and accept the recommendation. A subcommittee must be composed of no less than 3 members from the Committee.

Testimony

- Public testimony will be accepted at each meeting.
- Meeting agendas will have a designated time for the purpose of hearing public testimony.
- At least two publicly advertised public hearings will be scheduled as part of the Charter Review Process.
- Guests may be invited to speak to the Committee.

Motions

- The chair will strive to reach consensus of the Committee whenever possible.
- A quorum must be present to conduct business and is necessary to adopt a motion.
- Motions on changes to the Charter constitute tentative approval of such changes pending approval of the final report to the City Council.

City Attorney

- The City Attorney, or designee, will act in an advisory role to the Committee and attend all meetings of the Committee.
- City Attorney, or designee, will support the work of the Committee and assist the chair/vice chair in preparing the agenda. Agendas will be mailed electronically to the Committee in advance of the meetings. City Attorney, or designee, will conduct research as needed for the Committee. Should the Committee require additional staff support beyond what is provided, a request should be made to the City Manager.
- Staff will prepare minutes for the Committee meetings.
- Staff will post to the City's web page all information related to the Committee's proceedings.
- City Attorney, or designee, will review the existing Charter and identify needed housekeeping changes and updates of the existing Charter and/or proposed Charter and present the information to the Committee for its review.
- The City Attorney, or designee, shall prepare and explain substantive provisions for consideration and draft alternative provisions for discussion and consideration.
- The City Attorney, or designee, shall draft a Charter and revise the draft based on input from the Committee.
- The City Attorney, or designee shall prepare a final version of the new recommended Charter for Committee review and Council approval.
- The City Attorney, or designee shall prepare the ballot title and explanatory statement.

Duration

The Charter Review Committee shall terminate at the time upon recommending to the Council a proposed Charter, Charter amendment(s), or no changes to the Charter.