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URBAN RENEWAL ADVISORY COMMITTEE BYLAWS

Section 1: Urban Renewal Advisory Committee (URAC)

Section 2: Established by URA Resolution 2019-04

Section 3: Purpose

1. The purpose of the URAC is to advise the Urban Renewal Agency Board of Directors (Board) and encourage community representation on public policy issues pertaining to implementation of adopted urban renewal plans and Board-adopted Goals and Objectives. The URAC is directly responsible to the Board of Directors.

Section 4: Powers and Responsibilities/Objectives

1. Provide a forum for public discussion on implementation of adopted urban renewal plans.
2. Give consideration and make recommendations regarding urban renewal policies, projects, and program budgets.
3. Review or propose plan amendments for consideration by the Board.
4. Conduct studies and prepare reports at the request of the Board.

Section 5: Organization and Structure

1. Membership:
 - a. Members of the B/C shall be composed of seven (7) members and one student member who shall be appointed by the Board. Members must reside or conduct business inside the urban renewal boundary except for one member that may reside outside of the urban renewal area boundary. Composition of the Board is as follows:

Position 1: Economic Development Commission representative and/or member of the Forest Grove-Cornelius Chamber of Commerce.

Position 2: Representative from a non-profit organization located in the urban renewal boundary.

Position 3: Professional representing finance, banking, or lending industry.

Position 4: Professional representing real estate, development, or construction industry.

Position 5: At-large resident living adjacent to or within one (1) mile of the plan area.

Position 6: Commercial property and/or business owner within the urban renewal plan boundary.

Position 7: Commercial property and/or business owner within the urban renewal plan boundary.

- b. Members must reside or conduct business inside the urban renewal boundary except for one member that may reside outside of the urban renewal area boundary.
- c. The Board Chair shall appoint Board liaison(s) to serve as a non-voting member of the URAC. No more than three (3) Board members may serve on the URAC.
- d. Members are required to attend training courses as assigned and approved by the Board.
- e. An individual member may not act in official capacity.
- f. The Board may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
- g. URAC members serve without compensation.

2. Terms of Office:

- a. URAC members shall be voting members and shall serve four (4) year terms.
- b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c. Terms shall be staggered evenly amongst the membership, beginning January 1, and ending December 31.
- d. Once the assigned term of office is completed, the member is excused from the appointment unless the Board reappoints the member for another term of service.
- e. URAC members must apply during open recruitment and be interviewed by Board after each term to continue service. URAC members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) City or Urban Renewal Agency boards or commissions at the same time.

- g. Appointments to vacant positions shall be filled by the Board for the unexpired term.
- 3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled URAC meeting of each year. The Chair may not serve more than 48-consecutive months.
- 4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

 - (1) Chair shall:
 - a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
 - b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
 - c. A URAC member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
 - d. The agenda shall follow a standard template provided by the City Recorder.
 - e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
 - f. Present recommendations to the Board and other bodies as designated by the Board Chairperson, or Board Liaison.
 - g. The Chair shall submit and present an Annual Report to the Board listing the URAC's major activities for the past year and objectives for the coming year.
 - (2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

- 1. Meetings:
 - a. Unless otherwise required by state law or city code, the URAC shall hold meetings no less than four (4) times a year unless more frequently as established by the URAC.
 - b. In January of each year, the URAC shall adopt a schedule of its meetings and schedule its Annual Report presentation to the Board for the upcoming year, including meeting dates for holidays and canceled meetings.

- c. The URAC meeting agenda and packet shall be distributed to the URAC at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the URAC may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the URAC to advise or make recommendations to the URAC.
- g. Special meetings may be called by a vote of the URAC at any regularly scheduled meeting, by the request of the Chair, Board Liaison, or written petition by three (3) or more URAC members.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

2. Minutes:

- a. The URAC may appoint a secretary at the first regularly scheduled URAC meeting of each year to take the URAC meeting minutes.
- b. Written minutes are required for all meetings.
- c. The minutes shall follow a standard template provided by the City Recorder.
- d. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- e. Staff may take minutes if the URAC requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the URAC approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The Chair, with the consent of the URAC, may submit a recommendation to the Board to deem a member's position vacant for three (3) or more absences in a 12-month period.
- d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting URAC members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
- c. The URAC shall operate in the general public interest serving the community as a whole. The URAC shall serve no special interest(s) or endorse any commercial product or enterprise.

6. Conflicts of Interest and Ethics Law:

- a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
- b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
- c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

7. Role of Board Liaison:

- a. The Board liaison shall be appointed by the Board Chair, with the consent of the Board, and shall be a non-voting member.
- b. Board Liaison's role is to collaborate between the Board and the URAC to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
- c. The Board Liaison shall have the freedom of the floor at all times to present Board's views and to comment or suggest actions to the URAC.

8. Role of Staff Liaison:

- (1) The staff liaison shall be appointed by the Executive Director and shall be non-voting. The staff liaison shall assist the URAC by utilizing their expertise regarding Urban Renewal Agency and City of Forest Grove policy and process.
- (2) The staff liaison shall:
 - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a URAC member.
 - b. Review the agenda in consultation with the URAC Chair. The agenda shall follow a standard template provided by the City.
 - c. Prepare, post, and distribute the URAC packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location and on the City's website calendar.
 - d. Prepare URAC meeting minutes, briefly summarizing what took place and must include any action items, attendance, and vote of each member.
 - e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all URAC members must vote affirmatively to modify the URAC's bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the Board.
- d. Bylaws shall follow a standard template provided by the City Recorder.

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