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**Charter Review Committee
Meeting Minutes**

**October 25, 2023
Zoom & Community Auditorium**

Minutes approved by CRC on November 8, 2023

1. Called to Order

The meeting was called to order at 5:58 PM.

Present: Ashley Driscoll, City Attorney, Joyce Phillips (staff liaison), Tacy Steele, Elysha Johnson, Dale Thaler, LaAna Littlefield, Wolanda Groombridge, Bryan Dennis, Isaac Echeverria, Adolph “Val” Valfre

Absent: Kate MacDonald, Tammi McLaughlin

2. Public Comment: N/A

3. Consent Agenda: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Committee members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

1. Approve/review meeting minutes from the September 27, 2023 meeting – amended and approved

4. Additions/Deletions: None.

5. Discussion Items – Meeting decorum was presented and reviewed.

a) **9.27.23 Meeting Recap**

- Defining CRC – intent of the Charter
- Understanding the role of the mayor
- Policy head vs. Political head
- Current charter language not representative of the times
- Not changing the role
- Non-partisan vs. governing

b) Section 9 - Council President

- A round table discussion ensued, with language examples for the role of Council President (CP). What if the Mayor was attending the Council Meeting via Zoom and not physically present? Would the CP run the meeting because they are attending in person? Each committee member was polled for their ideas and concerns regarding this topic. The language of the McMinnville charter was close to correct but needs modification to work for Forest Grove.
- Should the Council President retain their vote? After the discussion, there was a consensus that the CP should retain their vote. A unanimous vote of 8-0.
- The length of time and the actual role of the CP was deliberated. Each committee member was polled on their opinion. Two-year term, one year off. Consensus to rotating the CP every two years, with a break in between.
- More discussion on the Mayor's or Councilor's presence in meetings, either virtual or in person.
- Motion to amend Section 9: CP retains right to vote when acting as mayor, rotate every two years: passed 7 - 1.

c) Section 12 - Quorum

- A brief discussion preparing for the next meeting to discuss Section 12 – Quorum
- Ashley briefed the group on the Baker City situation and will follow up with more information.

d) Next section for review

- Section 12
 - o Quorum

e) Meeting Schedule

- Every 2nd and 4th Wednesday at 6:00 PM
- No meeting on November 22, 2023, due to the Thanksgiving holiday
- Next meeting dates: December 13 and 27

6. Adjournment and Announcement of Next Meeting: The meeting adjourned at 7:30 p.m. The next CRC meeting will be held on Wednesday, November 8, 2023, at 6:00 p.m.

Respectfully submitted,
Joyce Phillips, Staff Liaison