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**Charter Review Committee  
Meeting Minutes**

**November 8, 2023  
Zoom & Community Auditorium**

***Minutes approved by CRC on December 13, 2023***

**1. Called to Order**

The meeting was called to order at 6:00 PM.

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

Absent: Kate MacDonald, Isaac Echeverria, Tacy Steele

**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 October 25, 2023 meeting – amended and approved after correction

**4. Additions/Deletions:** None.

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

**a) 10.25.23 Meeting Recap**

- Section 9: Council President
- Mayor’s responsibility – virtual vs. real presence
- Council President carries mayoral duties temporarily
- Council rules address the mayor’s extended absence
- The Council President should retain the right to vote
- CP should run meetings when the Mayor is attending virtually
- CP may hold a position for no more than two consecutive years

**b) Section 9 - Council President Language examples**

- At its first meeting each year, the Council must elect a President from its membership.
- The President shall not serve more than two consecutive years.
- The President presides in the absence of the Mayor and acts as Mayor when Mayor is unable to perform duties.
- The President retains the right to vote while acting as Mayor but does not have an additional vote to break a tie.
- 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.
- Voted to amend Section 9: CP retains right to vote when acting as mayor, rotate every two years: passed 6 – 1 (Yes = Johnson, Littlefield, Groombridge, Valfre, McLaughlin, Dennis) (No = Thaler)

**c) Section 12 - Quorum**

- Forest Grove Charter vs. LOC Model Charter
  - o FG Charter – four members to hold a meeting
  - o FG Charter – Ordinance – the majority of the council to pass
  - o FG Charter – Resolution – approval of the Council at one meeting
  - o LOC Model Charter – a majority of council members is a quorum
  - o LOC Model Charter -
- Ashley briefed the group on the Baker City situation

**d) Next section for review**

- Section 12 Continued
  - o State Law
  - o Reduce Quorum by vacancies
  - o Reduce Quorum (only for filling vacancies)

**e) Meeting Schedule**

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

**6. Adjournment and Announcement of Next Meeting:** The meeting adjourned at 7:17 p.m. The next CRC meeting will be held on Wednesday, December 13, 2023, at 6:00 p.m.

Respectfully submitted,  
Joyce Phillips, Staff Liaison