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**Charter Review Committee  
Meeting Minutes**

**January 18, 2024  
Zoom & Community Auditorium**

***Minutes approved by CRC on January 24, 2024.***

**1. Called to Order**

The meeting was called to order at 6:01 PM.

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

Absent: Wolanda Groombridge, Isaac Echeverria

**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 December 27, 2023 meeting – approved

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

**5. Discussion Items –** Meeting decorum was presented and reviewed. The CRC updated timeline was discussed. The next meeting dates of January 24, 31, and February 14 were mentioned regarding discussing Ranked Choice Voting and the CM Residency.

**a) 12.27.23 Meeting Recap**

- Term of Appointment
- Appointment Procedure
- No term limits
- Amendments to Vacancies

**b) CRC Conversation Timeline**

- Substantive Areas to Cover: Ranked Choice Voting and Residency Requirements.

- The timeline was discussed to outline the meeting schedule:
  - o January 24, & 31
  - o February 14 & 28 (Public Hearing on 28<sup>th</sup>)
  - o March 13 & 27 (Public Hearing on 13<sup>th</sup> & Final Meeting On 27<sup>th</sup>)
  - o April – to Council

**c) Section 32 – Filling Vacancies Language**

- (a) A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members, **notwithstanding any quorum or voting requirements of this Charter.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office.~~
- (b) **The appointee’s term of office shall begin immediately upon appointment and qualification and shall continue until after the next general election is certified by county election officials; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.**
- (c) **The Council must adopt by ordinance a process for appointing members to vacant council positions.**
- (d) If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

**d) How Voting Currently works in FG**

- General election – three council seats filled
- Separate contest every four years for Mayoral seat
- Selection of three candidates from the total pool
- Zero ranking with no minimum thresholds
- The top three candidates with the most votes are elected
  - o Example of three open seats with 100 total votes presented and discussed.

**e) Ranked Choice Voting – Implementation Options**

- Can be implemented through an ordinance
- Or through a Charter amendment

**f) Ranked Choice Voting - Background**

- Single Winner RCV
  - o To select a consensus candidate with broad support – needs over 50% to win
- Proportional RCV

- More complicated. The threshold would be 25% + 1 vote
- Several videos were presented and a round table discussion, reviewing election history of Forest Grove, answering questions and discussing both Single Winner RCV and Proportional RCV.
- Proportional RCV
  - Option #1 – the Surplus/Transfer/Minnesota Method
  - Option #2 – Bottoms up
    - If a candidate wins more votes than they need (above the threshold) they are elected
    - If other candidates do not reach the threshold
      - The active candidate with the fewest votes is defeated
      - Votes counted for defeated candidate are transferred to each ballot's next highest ranked active candidate and
      - A new round of vote tallying begins with ballots retallied
- How to Implement RCV
  - The threshold is determined by the number of positions open
  - Specific instructions would be provided to the County on how FG would execute its election
- Implementation - RCV
  - If the voter approves the RCV charter amendments, Council would need to evaluate if a new chapter of the FGMC is necessary
  - Amendments should be effective no sooner than the 2026 election (Ashley's recommendation)
  - Council and City staff will have 2 years to adopt a new code chapter, and coordinate the ballot and election process while implementing a public education program
  - City obligations vs. County obligations

**g) Oregon Ballot Measure HB 2004 (Nov. 2024)**

- November 2024 election
- If approved, the law would authorize cities, counties, school districts, other local governments to use ranked-choice voting for local elections unless home rule charters preempt. Would require a program to educate voters on RCV.
- Would take effect January 1, 2028
- If RCV amendments are on the November 2024 ballot, could create confusion for FG voters
- If HB 2004 passes, the state would pay for the education campaign

**h) CRC Questions**

- a. Do we need to consider RCV? Consensus – Yes
- b. Should RCV be amended in Charter? – still too many unanswered questions, more discussion necessary
- c. Single RCV for electing Mayor? Consensus – Yes
- d. RCV in the Charter vs. an Ordinance? Need more discussion
- e. Proportional vs. bottoms up – More discussion necessary

**i) Next Meeting**

- Ranked Choice Voting continued
- CM Residency requirement

**j) Meeting Schedule**

- Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 PM
- Next meeting on January 24, 2024
- Upcoming meeting dates: January 31 and February 14

**6. Adjournment and Announcement of Next Meeting:** The meeting adjourned at 7:52 p.m. The next CRC meeting will be held on Wednesday, January 24, 2023, at 6:00 p.m.

Respectfully submitted,

Joyce Phillips, Staff Liaison