

2008

CLACKAMAS COUNTY ENHANCED LAW ENFORCEMENT SERVICE
DISTRICT CITIZENS ADVISORY COMMITTEE

BY-LAWS

Policy:

The citizens of Clackamas County created a service district, permanently funded to enhance law enforcement services within the service district. Geographical areas affected are those within the unincorporated Urban Growth Boundary of Clackamas County and the cities of Happy Valley and Johnson City. The legal governing body of the Enhanced Law Enforcement Service District (District) is the Clackamas County Board of County Commissioners (BCC). The Clackamas County Sheriff (Sheriff) is charged with decision making and accountability for operations. A formal Citizens Advisory Committee (Committee) has been established by the BCC and consists of citizens residing within the District. The Committee shall meet regularly and provide input through the Sheriff to the BCC on service issues.

Mission:

The Committee is charged with the responsibility for representing the public in assisting the Sheriff in identifying public expectations for the District, recommending service priorities, and supporting Sheriff's Department community outreach functions.

Membership:

1. Membership shall consist of eleven (11) in number and shall be as representative as possible of the geographic, demographic and philosophical entities of the District.
2. Members of the Committee shall be selected from a pool of applicants solicited, received and appointed by the BCC. All interested applicants shall be considered. As Committee vacancies develop throughout the year, said vacancies shall be filled by the Board of County Commissioners from available lists of applicants, giving consideration to recommendations made by the Sheriff.
3. Members shall have an appointment term of one (1) year which shall expire on June 30, 1996. Beginning with 2003, the term shall be three (3) years. Expiration dates for the terms shall be staggered so that no more than four of the members' terms will expire in any year and shall coincide with calendar years. Members may seek reappointment for a maximum of two full consecutive terms. Current Committee members seeking a new term on the Committee shall submit an application at least 30 days prior to the expiration of their current term.

4. All members are expected to serve on subcommittees and other projects at the request of the Committee.

Removal:

In the event a member has unexcused absences from three (3) consecutive regular Committee meetings or other just cause arises calling into question the commitment to participation of a member by a majority of the Committee, the Chairperson may refer that member to the BCC with a recommendation for removal from the Committee.

Committee Leadership:

1. Officers of the Committee shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of a quorum. Voting may be by written ballot or by a show of hands. In the event of a vacancy, an election shall occur at the next regularly scheduled meeting. Beginning with 2007, officer selection shall occur at the second regularly scheduled meeting of the calendar year.
2. The Chairperson shall preside over the meetings of the Committee. The Chairperson, with the assistance of the Vice-Chairperson and Sheriff, will set an agenda for each meeting. The Chairperson or the Chairperson's designee shall be the spokesperson for the Committee in communicating with other organizations or to the public.
3. The Vice-Chairperson shall substitute for the Chairperson in fulfillment of the Chairperson's duties as required because of absence or other inability to serve.

Meetings of the Committee:

1. The Committee shall have meetings during the year as called by the Chairperson. Ten (10) days' notice shall be required in the scheduling of the meetings of the Committee unless an emergency exists.
2. The Chairperson may call a meeting of the Committee with less than ten (10) days notice to members when, with the concurrence of the Chairperson or the Chairperson's designee, two (2) Committee members deem an emergency to exist.
3. Members shall attend meetings in person. Location and time may be at the discretion of the Chairperson.

Committee Action:

1. A quorum must be present to take official action. A quorum shall consist of a majority of the current Committee membership.
2. Voting by the Committee when required shall be in person and decisions made by majority vote. Vote by proxy or other "in absentia" methods shall not be permitted.

Records:

Minutes of each meeting shall be taken by Sheriff staff and recorded; copies shall be made available to all Committee members as soon as possible after meetings are adjourned. Minutes taken shall record date, time and location of the meetings, members and others present, summaries of discussions and decisions reached. In accordance with ORS 192.650, any matter requiring a vote shall be recorded exactly as stated and the results of the ballot recorded. Clerical support for the Committee records shall be maintained by the Sheriff's Department.

Ad Hoc Members:

The Sheriff and members of the Sheriff's Management Team shall be considered Ad Hoc Members and serve as technical advisors when requested. They shall not have voting rights. The Committee, through its Chairperson, may request attendance of other government agents or citizens for special information reasons, but those persons shall have no voting rights.

Funding:

The Committee shall operate without funds but with in-kind support of the Sheriff. In the event the Committee conducts programming which requires funding, the Committee shall seek funding from the Sheriff or other Department approved voluntary funding sources. The Committee shall not become a funded organization for general operations.

Annual Report:

The Chairperson shall submit written reports reviewing the Committee's work as requested by the Sheriff.

Amendment of By-Laws:

These by-laws may be, amended or repealed by a vote of two-thirds (2/3'rds) of the current active Committee membership supporting that action.