

Expectations of the City Charter Review Committee

“Membership on a charter review committee is accepting responsibility for leadership in the most important single civic effort that any community can undertake. The duty of leadership is to find the highest attainable level of improvement, not just a token advance. Statesmanlike compromise is simply a means to this end.”

Guide for Charter Commission, National League of Cities

Purpose

The primary function of the City Charter Review Committee is to review the existing City Charter to determine if it will adequately serve the Sherwood community into the future. If necessary, the committee will recommend draft amendments to the City Charter for the City of Sherwood. The proposed charter amendments will ultimately be reviewed by the City Council for placement on the ballot for the voters of Sherwood.

The committee must be impartial, non-biased, and free of any perceived political gain and may approach the task in whatever means results in a document that best serves the citizens of Sherwood. In addition to adhering to the Oregon Public Meetings law, the committee will strive to include the community beyond the requirements of the law. The City Council encourages the committee to seek opportunities to educate the community about the process and purpose of a charter review, the importance of a city charter and to solicit community input.

It is our experience that undertakings of this scope are best achieved within a set timeline during which the committee members are focused on achieving the task in a timely manner. Stretching a task over a period of many months can result in a committee that loses focus, interest and drive, and a drop in attendance. As such, the City Council requests that the committee develop a timeline so that the proposed amendments can be placed on the earliest possible ballot in 2014.

Membership

The committee will be comprised of nine voting members: six members from each of the city's boards and commissions and three at-large citizens. A liaison from the City Council will be selected and will serve as a non-voting member. At the first meeting of the committee, a chair will be selected from the membership. The City Manager will serve as the primary city staff person and will attend all meetings acting in an advisory role.

Council Expectations

The Council expects the committee to follow proper decorum and be civil at all times the committee is operating. Committee members serve at the discretion of the Council and may be removed by vote of a majority of Council.

Council may decide to focus the committee on certain items which they feel are of community importance. Communication to Council will be through the committee liaison or through joint work sessions if Council feels they are necessary.

Operating Policies and Procedures

Regular Meetings

1. The committee will meet twice per month to expedite their work unless changed by a majority of the committee at a regular meeting. Due to scheduling of normal City Council meetings and other board/commission meetings, it is recommended that Thursday evening is the most logical weeknight for this committee to meet. The goal is for the committee to begin their regular meetings in November 2013.
2. Regular meetings of the committee will occur in the Council chambers (Community Room) so that they may be televised and taped.
3. The committee will consider written and oral testimony offered during the charter review process. Public testimony will only occur during the Community Comments agenda item and be limited to four minutes per speaker. Public testimony may, on occasion, be taken on specific agenda items when specifically noted on the agenda. The Committee will determine when public testimony is appropriate.

Attendance, Quorum

1. Due to the tight timeframe of the committee's work, attendance by committee members is very important to the success of this effort. Members unable to attend shall notify the City Manager by phone or email in advance of the regular meeting.
2. A quorum of at least six committee members must be present to conduct business at any meeting.

Motions

1. The committee chair will strive to reach consensus of the committee whenever possible.
2. Motions shall be clearly and concisely stated.
3. Motions that do not receive a second die
4. Items that have been acted on may not be brought forward again without consent of a majority of the committee.
5. Motions on recommendations of changes to the Charter constitute tentative approval of such changes by the committee pending approval of the final report to the City Council.
6. Motions shall be considered approved when the majority of the quorum votes in favor of a moved and seconded motion.

Final Report

1. The committee chair or selected committee member will prepare a final report with recommendations to City Council and present it at a meeting to be determined by City Council.
2. The final report will be balanced and represent the majority opinions of the committee.
3. The final report will be reviewed by the entire committee and approved by motion prior to being submitted to Council.
4. The motion approving the final report must be approved by six committee members.