



REGULAR MEETING

- 1. Call to order (Chair)**
- 2. Roll call (Chair)**
- 3. Approval of December 19, 2013 Meeting Minutes**
- 4. Public Comments**
- 5. Staff Report (materials requested by the Committee)**
- 6. Continued consideration of election-related charter provisions**

AGENDA

**Charter Review Committee
January 2, 2014**

6:30 pm Meeting

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**

Comparison of City Councilor Election Methodology - Metro Cities

City	Population	Method of Councilor Election
Gresham	105,970	By Position
Hillsboro	92,550	Nominated By Ward and Elected At-Large
Beaverton	91,205	By Position
Tigard	48,695	Top Vote Getters
Lake Oswego	36,770	Top Vote Getters
Oregon City	32,500	By Position
Tualatin	26,120	By Position
West Linn	25,370	Top Vote Getters
Newberg	22,300	Nominated By District and Elected At-Large
Forest Grove	21,460	Waiting for Information
Wilsonville	20,515	By Position
Milwaukie	20,435	By Position
Sherwood	18,265	By Position
Troutdale	16,005	By Position
Happy Valley	14,965	By Position
Cornelius	11,915	By Position
Gladstone	11,495	By Position
Damascus	10,585	By Position
Fairview	8,920	By Position
Wood Village	3,890	Top Vote Getters
Durham	1,365	Top Vote Getters
Maywood Park	750	Waiting for Information
Rivergrove	420	Waiting for Information

Jan 2, 2014
Date

Charter Review Comm.
Gov. Body

5-Staff Report
Agenda Item

A
Exhibit #

January 2, 2014 Charter Review Comm.
Date Gov. Body
5-Staff Report B
Agenda Item Exhibit #

Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.04 - ELECTIONS >> Article I. Introduction >>

Article I. Introduction

2.04.010 State law applies.

2.04.012 Definitions.

2.04.010 State law applies.

As provided by City Charter Section 26, state elections laws apply to matters not regulated by this article. The city charter and this article prevail over any conflicting state laws.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.012 Definitions.

Words or phrases have the following meanings unless the context clearly requires a different meaning:

"Candidate" means an individual whose name appears or is expected to appear on an official ballot.

"City legislation" means an ordinance or proposed ordinance, or a proposed amendment, revision or repeal of the city charter.

"Elective city position" means the office of mayor or councilor.

"Elector" means an individual eligible under state and city law to vote in city election.

"Initiative" means proposed city legislation submitted to electors by a petition of qualified electors.

"Measure" means city legislation, or a proposition or question for city electors.

"Prospective petition" means information required for a completed petition, except for signatures and other identification of petition signers.

"Qualified elector" means an individual qualified to vote under Section 2, Article II, Oregon Constitution.

"Recorder" means the city recorder or authorized representative.

"Referendum" means city legislation submitted to electors by the council or by a petition of qualified electors, or a proposition or question submitted to city electors by the council.

"Regular election" means a city election held at the same time as a primary or general biennial election for electing federal, state or county officers.

"Special election" means a city election not held on the date of a regular election.

"Term of office" means the term of office of the last person elected to the office.

(Ord. 05-008 § 1 (Exh. A)(part))

Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.04 - ELECTIONS >> Article II. Candidates >>

Article II. Candidates

2.04.020 Eligibility.

2.04.021 Nomination petition or declaration of candidacy.

2.04.022 Petition or declaration contents.

2.04.023 Filing.

2.04.024 Deficient petitions.

2.04.025 Withdrawal of candidacy—Refund of filing fee.

2.04.026 Certificate of nomination.

2.04.020 Eligibility.

A qualified elector who has resided in the city during the twelve (12) months immediately preceding the election may be a candidate for an elective city position.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.021 Nomination petition or declaration of candidacy.

- A. An eligible elector may become a candidate for an elective city position by filing a nomination petition or a declaration of candidacy in a form prescribed by the Secretary of State and available from the recorder.
- B. A declaration of candidacy must be accompanied by the filing fee established by council resolution.
- C. A nomination petition must contain signatures of not fewer than twenty (20) city-qualified electors as follows:
 - 1. No elector may sign more than three petitions. If more than three are signed, the signature is valid only on the first three valid petitions filed;
 - 2. The signatures need not all be attached to one paper, but each separate paper of the petition must be attached to an affidavit of the circulator showing the number of signers and stating that each signature is the genuine signature of the person;
 - 3. Each signature must have next to it the signer's residence, by its street and number or other description;
 - 4. The recorder must certify the signatures in the nomination petition for genuineness by comparing them and the other required information with the elector registration cards on file with the county clerk;
 - 5. After the petition is filed with the recorder, the recorder has ten days to verify the signatures, and attach to the petition a certificate stating the number of signatures believed genuine.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.022 Petition or declaration contents.

- A. A nomination petition or declaration of candidacy must contain:
1. The name by which the candidate is commonly known. A candidate may use a nickname in parentheses in addition to the candidate's full name;
 2. The residence address of the candidate;
 3. The office or position number for which the candidate seeks nomination;
 4. A statement that the candidate is willing to accept the office if elected;
 5. A statement that the candidate will qualify if elected;
 6. A statement of the candidate's occupation, educational and occupational background, and prior governmental experience; and
 7. The signature of the candidate.
- B. A declaration of candidacy must include a statement that the required fee is included with the declaration.
- (Ord. 05-008 § 1 (Exh. A)(part))*

2.04.023 Filing.

- A. A nomination petition or declaration of candidacy must be filed with the recorder.
- B. The recorder will date and time stamp immediately upon filing a nominating petition, declaration of candidacy, withdrawal or other document required to be filed.
- C. A nomination petition or declaration of candidacy will be filed not sooner than the first day of January of the election year and not later than seventy-five (75) days before the election date.
- (Ord. 05-008 § 1 (Exh. A)(part))*

2.04.024 Deficient petitions.

If a nomination petition is not signed by the required number of qualified electors or the declaration of candidacy is not complete, the recorder will notify the candidate within five days after the filing. The recorder will return it immediately to the candidate, and state in writing how the petition is deficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed within the time requirements for filing petitions.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.025 Withdrawal of candidacy—Refund of filing fee.

- A. A candidate who has filed a nomination petition or declaration of candidacy may withdraw not later than the sixty-seventh day before the election date by filing a statement of withdrawal with the recorder. The withdrawal must be made under oath and state the reasons for the withdrawal.
- B. If requested not later than sixty-seven (67) days before the election date, the recorder will refund the filing fee of a candidate who dies, withdraws or becomes ineligible for the nomination.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.026 Certificate of nomination.

The recorder will certify the nominations to the county clerk in accordance with the time requirements of state law stating the offices and the terms of office for which the candidates are nominated.

(Ord. 05-008 § 1 (Exh. A)(part))

Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.04 - ELECTIONS >> Article III. Vacancies in Office >>

Article III. Vacancies in Office

2.04.030 Vacancy in office.

2.04.032 Filling of vacancy.

2.04.034 Appointment by council.

2.04.030 Vacancy in office.

A city elective office becomes vacant as provided by City Charter Section 31.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.032 Filling of vacancy.

- A. Upon becoming aware of a vacancy in an elective office, the council must promptly determine and declare the date of vacancy.
- B. A vacancy in an elective office must be filled as provided by City Charter Section 32

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.034 Appointment by council.

- A. In filling a vacancy, the council may make inquiries and hold interviews as it considers necessary for the appointment. The appointment may be made at a regular or special council meeting.
- B. The council will use the following procedures in the appointment process:
 - 1. Public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation and other recognized groups;
 - 2. Deadline for submitting applications at least two weeks after the notice;
 - 3. Appointment from those applicants nominated and seconded for consideration by members of the council. The recorder will announce the results of each ballot and will record each councilor's ballot. An applicant who receives a majority of the votes by the current council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the councilors voting.

(Ord. 05-008 § 1 (Exh. A)(part))

Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.04 - ELECTIONS >> Article IV. Initiative and Referendum >>

Article IV. Initiative and Referendum

2.04.040 Prospective petition.

2.04.041 Ballot title—Appeal.

2.04.042 Petition and circulation requirements.

2.04.043 Filing and percentage requirements—Verification.

2.04.044 Measure referred by council.

2.04.045 Withdrawal, adoption or election.

2.04.046 Election notice and results.

2.04.040 Prospective petition.

- A. Before circulating a petition proposing an initiative or referendum for city legislation, the chief petitioners must file a prospective petition with the recorder. The recorder will provide the form showing:
1. The signatures, printed names and mailing addresses of at least one and not more than three chief petitioners, all of whom must be city electors;
 2. For initiative petitions, the text of the city legislation proposed for adoption, and, where applicable, the title, ordinance number, and charter or code section numbers proposed for amendment, revision or repeal;
 3. For referendum petitions, the text of the city legislation proposed for referral, and where applicable, the title, ordinance number or code section numbers of the city legislation proposed for referral; and
 4. Whether one or more persons will be paid for obtaining signatures on the petition.
- B. The recorder must date and time stamp any prospective petition filed.
- C. After the recorder determines that the prospective petition complies with this subchapter and state law, the recorder will certify to one of the chief petitioners that petitions may be circulated among the electors in accordance with Section 2.04.042 of this chapter.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.041 Ballot title—Appeal.

- A. Prior to the end of the fifth business day after a prospective initiative petition is filed and meets all legal requirements, the recorder will review the text of the proposed initiative to determine if it complies with the single subject requirement and if it proposes city legislation.
- B. If the proposed text does not meet the requirements of subsection A of this section, the recorder will notify the chief petitioner by certified mail, return receipt requested, that the prospective petition does not meet the single subject or city legislation requirement.
- C. Any elector dissatisfied with the recorder's determination may file a petition for review in circuit court. The petition for review must be filed not later than the seventh business day after the written determination by the recorder.

- D. If the proposed initiative meets the requirements of subsection A of this section or a referendum petition is certified for circulation, the recorder will send two copies of the prospective petition to the city attorney. The city attorney has five business days after receipt to prepare a ballot title for the proposed measure and an explanatory statement for the voter's pamphlet. The ballot title must conform to the requirements of state law.
1. The explanatory statement must consist of an impartial, simple and understandable statement of not more than five hundred (500) words explaining the measure and its effect.
 2. After preparing the ballot title and explanatory statement, the city attorney will return one copy of the prospective petition, ballot title and explanatory statement to the recorder and one copy to one of the chief petitioners.
- E. After receiving a ballot title and explanatory statement from the city attorney, the recorder must publish in a newspaper of general circulation in the city a notice of receipt of the ballot title. The notice must state that a city elector may file a petition for review of the ballot title not later than the date referred to in subsection F of this section.
- F. After receiving the prospective petition, ballot title and explanatory statement from the city attorney, the recorder must write the date of receipt on it. Within seven business days after that date, any city elector may petition in circuit court to challenge the ballot title prepared by the city attorney. After the seven-day period, or following the final adjudication of any legal review, the recorder must certify the ballot title as prepared by the city attorney or as prescribed by the court to one of the chief petitioners.
- G. Any city elector filing a petition of review with the circuit court must file a copy of the challenge with the recorder not later than the end of the business day next following the date the petition is filed with the circuit court. This requirement does not invalidate a petition that is timely filed with the circuit court.
- H. The procedures in subsections A through G of this section also apply to referendum measures. However, the completion of these procedures is not a prerequisite to the circulation of petitions for referendum measures under Section 2.04.042 of this chapter. Ballot titles need not be stated on petitions circulated to propose referendum measures.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.042 Petition and circulation requirements.

- A. After the requirements of Section 2.04.040(C) are met for referendum petitions, and after the requirements of Section 2.04.041(F) of this chapter are met for initiative petitions, the chief petitioners may circulate a petition for the measure among city electors. The petition (cover sheet and signature sheet) must conform to the requirements of state law.
- B. The petition identification number will be assigned by the recorder.
- C. Each signature sheet of a referendum petition must contain the title, ordinance number or code section numbers of the city legislation proposed by referral and the date it was adopted by the council.
- D. No signature sheet may be circulated by more than one person. Each signature sheet must contain a statement signed by the circulator that each elector who signed the sheet did so in the circulator's presence, and, to the best of the circulator's knowledge, each such elector is a legal elector of the city and that the information placed on the sheet by each such elector is correct.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.043 Filing and percentage requirements—Verification.

- A. The recorder will accept for signature verification only petitions that comply with the requirements of this subchapter and other applicable law.
- B. No petition may be accepted for filing unless it contains at least the required number of verified signatures to submit the measure to the electors, as prescribed by subsections G, H or I of this section.
- C. No initiative petition may be accepted for signature verification more than six months after the date of the recorder's certification under Section 2.04.041(F) of this chapter.
- D. Any petition to refer legislation adopted by the council must be submitted for signature verification not more than thirty (30) days after the council's adoption of the legislation.
- E. An initiative or referendum petition may not be accepted for signature verification if it contains less than one hundred (100) percent of the required number of signatures.
- F. Upon the acceptance of a petition, the recorder must verify the signatures. The verification may be performed by random sampling in a manner approved by the Secretary of State. Within thirty (30) days after the recorder's acceptance of a petition, the recorder must certify to the council whether the petition contains a sufficient number of qualified signatures to require the submission of the proposed measure to city electors. The recorder must state in the certificate the number of qualified signatures prescribed by subsections G, H or I of this section to require the proposed city legislation to be submitted to city electors. The petition is considered filed as of the date of the recorder's certification.
- G. An initiative measure proposing the amendment, revision or repeal of the city charter will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds fifteen (15) percent of the total number of votes cast in the city for all candidates for governor at the last general election.
- H. An initiative measure proposing the adoption, amendment or repeal of any other city legislation will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds fifteen (15) percent of the total number of votes cast in the city for all candidates for governor at the last general election.
- I. A referendum measure will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds ten percent of the total number of votes cast in the city for all candidates for governor at the last general election.

(Ord. 05-008 § 1 (Exh. A)(part))

2.04.044 Measure referred by council.

- A. The council may directly refer to the electors any ordinance or any proposed ordinance, property tax, bond or other proposition or question. It may also directly refer to the electors any proposed amendment, revision or the repeal of the city charter.
- B. The city attorney will prepare a ballot title and explanatory statement that conforms to the requirements of state law. The council will certify and file the ballot title and explanatory statement with the recorder.
- C. The recorder will publish in a newspaper of general circulation in the city a notice of receipt of the ballot title and explanatory statement including notice that an elector may file a petition for review of the ballot title not later than the date set in subsection D of this section.
- D. Any elector may petition the circuit court to challenge the ballot title certified by the council. Such petition must be filed with the circuit court within seven business days of council filing of the ballot title. Any person filing a petition of review with the circuit court must file a copy of

Sherwood, Oregon, Code of Ordinances >> Title 1 - GENERAL PROVISIONS >> Chapter 1.08
INITIATIVE AND REFERENDUM >>

Chapter 1.08 INITIATIVE AND REFERENDUM

Sections:

- 1.08.010 Filing of petitions.
- 1.08.020 Proposed charter amendments.
- 1.08.030 Penalty for false or duplicate signatures.
- 1.08.040 Voting.
- 1.08.050 Publication of adopted measures.
- 1.08.060 Reserved.

1.08.010 Filing of petitions.

Initiative and referendum proceedings for city measures shall be conducted in the manner and using the forms and procedures as prescribed by Oregon Revised Statutes Chapter 250, Section 250.005, et seq., as therein made applicable to cities in the state of Oregon. The recorder of the city shall accept for filing any petition for the initiative or for the referendum, subject to the verification of the number and genuineness of the signatures and voting qualifications of the persons signing the same by reference to the registration books in the office of the county clerk or county elections officer of Washington County, and if a sufficient number of qualified voters be found to have signed said petition, the recorder shall file same within ten days after presentation thereof to him or her.

Initiative petitions must be signed by not less than fifteen (15) percent of the electors registered in the city at the time the prospective petition is filed. A petition to refer a city measure must be signed by not less than ten percent of the electors registered in the city at the time the prospective petition is filed. The petition must be filed with the city elections officer not later than the thirtieth day after adoption of the city legislation sought to be referred.

(Ord. 98-1038 §§ 2, 3)

1.08.020 Proposed charter amendments.

An amendment to the charter of the city may be proposed and submitted to the legal voters thereof by ordinance of the council without an initiative petition; said ordinance shall be filed with the recorder for submission sufficiently in advance of the election date to meet the deadlines established by the county elections officer or inclusion on the election ballot for the election at which the amendment is to be voted upon. No amendment to the charter shall be effective until it is approved by a majority of the votes cast thereon by the legal voters of said city.

Where an amendment to the charter of the city may be proposed and submitted to the legal voters thereof by ordinance of the council without an initiative petition, the said ordinance shall therein state the date of the regular municipal election, or the date of a special election at which said amendment will be submitted to be voted on, and shall call and make provision for the holding of said election.

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Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.12 LIBRARY ADVISORY BOARD >>

Chapter 2.12 LIBRARY ADVISORY BOARD

Sections:

- 2.12.010 Board established.
- 2.12.020 Membership.
- 2.12.030 Terms of office.
- 2.12.040 Rules of order.
- 2.12.050 Staff assistance.
- 2.12.060 Duties and responsibilities.

2.12.010 Board established.

Library advisory board, hereinafter referred to as the "board," is established for the purposes of advising the city council and the city administration on library policies, planning, and management, and shall have the duties and responsibilities described in this chapter.

(Ord. 03-1142 § 1; Ord. 88-889 § 1)

2.12.020 Membership.

- A. The board shall consist of nine voting members who shall be appointed by the mayor and with the consent of the city council. Board members serve at the pleasure of the city council and may be removed by the council in its sole discretion.
- B. Eight of the board members shall be and remain during their terms, residents of the City of Sherwood. One member may be a non-resident of Sherwood, but must be a resident of both Washington County and the Sherwood Public Library service area as currently designated.
- C. Members of the board shall serve without compensation except for reimbursement for duly authorized expenses.
- D. The mayor, with the consent of the city council shall appoint a council representative to the board. The council representative shall be a non-voting member. The city council shall also appoint a high school representative as one of the nine voting members of the board. The term of office of the high school representative shall be for one or more years.

(Ord. No. 2009-013, § 1, 10-6-2009; Ord. 03-1142 § 2; Ord. 00-1089 § 1A; Ord. 88-889 § 2)

2.12.030 Terms of office.

- A. The terms of office of board members shall be four years and members may be reappointed to serve two consecutive terms, per ORS 357.465.
- B. The nonvoting council representative to the board shall be appointed for a term coincident with the length of his or her term on the city council.
- C. Upon resignation, permanent disqualification, or removal of any board member by the city council, a successor shall be appointed by the mayor, with the consent of the city council, to fill the remainder of that member's unexpired term. Board members missing three

consecutive regular meetings, without the prior consent of the board, shall be disqualified and removed from office.

(Ord. No. 2009-013, § 1, 10-6-2009; Ord. 03-1142 § 3; Ord. 00-1089 § 1B; Ord. 88-889 § 3)

2.12.040 Rules of order.

- A. The board shall elect a chairperson, vice-chairperson, secretary and any other officers from among its members at the board's first regular meeting in each calendar year.
- B. Five members of the board shall constitute a quorum for the conduct of business.
- C. The board shall act by a majority vote of the members present at a meeting, excluding members present but abstaining.
- D. The board shall hold at least six meetings per calendar year and may hold other meetings as are necessary to perform its functions.
- E. Before any meeting of the board, public notice shall be given as required by law and common practice. Minutes shall be taken of each meeting and filed with the city recorder.
- F. The board may adopt rules of procedure to regulate the conduct of meetings. In the absence of such rules, proceedings of the board shall be conducted in accordance with the current edition of Robert's Rules of Order.

(Ord. 03-1142 § 4; Ord. 00-1089 § 1C; Ord. 91-926 § 1; Ord. 88-889 § 4)

2.12.050 Staff assistance.

The library staff may be assigned from time to time by the library director or the city manager, to advise and assist the board. However, the board shall not preempt any departmental or administrative prerogative as established by the City Charter, City Code of Ordinances, or the city council.

(Ord. 03-1142 § 5; Ord. 88-889 § 5)

2.12.060 Duties and responsibilities.

The board shall:

- A. Evaluate community needs and resources on a regular basis and incorporate relevant findings into a statement of purpose guiding the provision of library services to the city.
- B. Establish long-range plans, goals and objectives for the library and the improvement and maintenance of the library building.
- C. Regularly review and advise the city council and city administration on specific programs and policies relative to library goals and objectives.
- D. Promote public participation and awareness programs designed to increase the use of the city library.
- E. Undertake additional responsibilities relative to the city library system as may be designated by the city council or requested by the city administration.
- F. Advise on library rules, regulations and other matters relative to the city library.

(Ord. 03-1142 § 6; Ord. 00-1089 § 1D; Ord. 88-889 § 6)

Sherwood, Oregon, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter
2.16 PARKS AND RECREATION BOARD >>

Chapter 2.16 PARKS AND RECREATION BOARD

Sections:

2.16.010 Board established.

2.16.020 Membership.

2.16.030 Terms of office.

2.16.040 Rules of order.

2.16.050 Staff assistance.

2.16.060 Duties and responsibilities.

2.16.010 Board established.

A parks and recreation advisory board, hereinafter referred to as the "board," is established for the purposes of advising the city council and the city administration on parks and recreation policies, planning and management, and shall have the duties and responsibilities described in this chapter.

(Ord. 04-015 § 1 (Exh. A)(part); Ord. 814 § 1, 1985)

2.16.020 Membership.

- A. The board shall consist of nine voting members appointed by the mayor with the consent of city council.
- B. All voting members shall be and remain during their terms, residents of the City of Sherwood.
- C. Members of the board shall serve without compensation except for reimbursement for duly authorized expenses.
- D. The mayor, with the consent of the city council, shall appoint a council representative to the board, who shall be a nonvoting member thereof.

(Ord. 04-015 § 1 (Exh. A)(part); Ord. 01-1112 § 1(a); Ord. 99-1073 § 1(a); Ord. 814 § 2, 1985)

2.16.030 Terms of office.

- A. Except as provided in subsection B of this section, board members shall serve two-year terms and may be reappointed at the close of their initial term to serve one additional two-year term if recommended by the board chair and council liaison and approved by the council. Members wishing to serve a third or subsequent term must re-apply and be considered along with other applicants. Each board member serves at the pleasure of the council and may be removed by council if the council, in the exercise of its discretion, deems that to be appropriate.
- B. To provide for the orderly transition of board business, the four most senior members of the board will continue to serve until March, 2005 and the remaining five members will serve terms ending in March 2006. All appointments to the board made by the mayor from and after January 1, 2005 will be for a two-year term with terms ending in March; therefore,

during even-numbered years, four members' terms will expire and during odd-numbered years, five board members' terms will expire. Members appointed as replacements in between full terms will fill the remainder of their predecessor's term and have the option to be reappointed at the close of their initial term.

- C. The nonvoting council representative to the board shall serve a two-year term and can be reappointed for a second two-year term by the mayor with the concurrence of council.
- D. Upon resignation, disqualification or removal of any board member by the council, a successor shall be appointed to fill the remainder of the unexpired term. Board members missing three consecutive regular meetings, without the prior consent of the board, shall be disqualified and removed from office.

(Ord. 04-015 § 1 (Exh. A)(part); Ord. 01-1112 § 1(b); Ord. 99-1073 § 1(b); Ord. 814 § 3, 1985)

2.16.040 Rules of order.

- A. At its first meeting following the March appointments each year, the board shall elect a chair and vice-chair and other officers deemed necessary for the effective conduct of board business.
- B. Five members of the board shall constitute a quorum for the conduct of business.
- C. The board shall act by a majority vote of the members present at a meeting, excluding members present but abstaining.
- D. The board may adopt rules to regulate the conduct of meetings. In the absence of such rules, proceedings of the board shall be conducted in accordance with Robert's Rules of Order.

(Ord. 04-015 § 1 (Exh. A)(part); Ord. 01-1112 § 1(c); Ord. 99-1073 § 1(c); Ord. 92-955 § 1; Ord. 814 § 4, 1985)

2.16.050 Staff assistance.

The city manager may advise and assist the board when requested, and within the resources of the city staff, provided, however, that the board shall not preempt any departmental or administrative prerogative as established by the City Charter, City Code of Ordinances, or the city council.

(Ord. 04-015 § 1 (Exh. A)(part); Ord. 99-1073 § 1(d); Ord. 814 § 5, 1985)

2.16.060 Duties and responsibilities.

The board shall:

- A. Recommend to council, community needs and resources on a regular basis and incorporate relevant finding into a proposed statement of purpose guiding the provision of parks and recreation services to the city;
- B. Recommend to council long-range plans, goals and objectives for the acquisition and development of new city parklands and the improvement and maintenance of existing parks;
- C. Develop and recommend to the city administration and city council annual budget appropriations supporting and prioritizing parks and recreation operational and capital programs;
- D. Regularly review and advise the city council and city administration on specific programs and policies relative to parks and recreation goals and objectives;

- E. Coordinate and/or review plans and activities undertaken by volunteer agencies and individuals that are directed toward the improvement of city parks, beautification of other areas of the city and organizing of recreation programs;
- F. Provide for liaison between the city and corporate, civic, fraternal, nonprofit or other groups in the scheduling and conduct of community-wide events and activities;
- G. Consider land use planning issues as they relate to parks, and use of landscaped areas and/or parks dedicated by new subdivisions and construction;
- H. Implement public participation and awareness programs designed to combat vandalism and misuse of city parks, thoroughfares, public facilities, greenways and similar areas;
- I. Undertake additional responsibilities relative to the city parks and recreation system as may be designated by the city council or requested by the city administration;
- J. Act on parks rules and regulations, consider parks activity and use permits and undertake other matters relative to city parks and public areas;
- K. The board shall meet with local sports organizations to identify needs and concerns and forward their findings and recommendations to council in time for council consideration during annual budget hearings.

(Ord. 04-015 § 1 (Exh. A)(part): Ord. 814 § 6, 1985)

Sherwood, Oregon, Code of Ordinances >> Title 16 - ZONING AND COMMUNITY DEVELOPMENT CODE
>> Division I. - GENERAL PROVISIONS >> Chapter 16.06 PLANNING COMMISSION* >>

Chapter 16.06 PLANNING COMMISSION*

Sections:

[16.06.010 Appointment and Membership](#)

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16.06.010 Appointment and Membership

- A. The City Planning Commission shall consist of seven (7) members to be appointed by the Council for terms of four (4) years. Two (2) members may be non-residents of the City, provided they reside within the Sherwood portion of the Urban Growth Boundary. Commission members shall receive no compensation for their services, but shall be reimbursed for duly authorized expenses.
- B. A Commission member may be removed by a majority vote of the Council for misconduct or non-performance of duty, as determined by the Council. Any vacancy shall be filled by the Council for the unexpired term of the predecessor in office.
- C. No more than two (2) Commission members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of business, trade or profession.

16.06.020 Officers, Minutes, and Voting

- A. The Commission shall, at its first meeting in each odd-numbered year, elect a chair and vice-chair who shall be voting members and who shall hold office at the pleasure of the Commission.
- B. Before any meeting of the Commission, public notice shall be given as required by State statute and this Code. Accurate records of all Commission proceedings shall be kept by the City, and maintained on file in the City Recorder's office.
- C. A majority of members of the Commission shall constitute a quorum. A majority vote of those members, not less than a quorum, present at an open meeting of the Commission shall be necessary to legally act on any matter before the Commission. The Commission may make and alter rules of procedure consistent with the laws of the State of Oregon, the City Charter, and City ordinances.

16.06.030 Conflicts of Interest

- A. Commission members shall not participate in any Commission proceeding or action in which they hold a direct or substantial financial interest, or when such interest is held by a

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At-Large Definitions

Merriam-Webster Dictionary

Relating to or being a political representative who is elected to serve an entire area rather than one of its subdivisions <an *at-large* city councilor> <an *at-large* election>

National Conference of State Legislature

AT-LARGE ELECTION -- An election in which candidates are chosen on an individual basis rather than as representatives of a geographically defined, single-member district. At-large elections can be held at the legislative and presidential levels. In the United State of America, some states hold at-large elections for congressional seats, when, for instance, a state's entire population warrants only one representative.

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Municipal Elections

The form of municipal elections varies from city to city, with three common variations: some cities elect their local representatives by at-large elections, some by district and some have both, called a mixed system.

The election system of a given city is determined by the nature of the council members' constituency and by the presence or absence of party labels on the ballot (see Partisan vs. Non-partisan Elections). With regard to the first feature, there are two types of constituencies for city council members -- at-large and district.

At-Large

All at-large members are elected to serve the same constituency, which is the population of the city as a whole. At-large election proponents favor having council members elected by the entire city because:

- Council members in an at-large system can be more impartial, rise above the limited perspective of a single district and concern themselves with the problems of the whole community.
- Vote trading between councilmembers is minimized.
- Better-qualified individuals are elected to the council because the candidate pool is larger.

However, at-large elections can weaken the representation of particular groups, especially if the group does not have a citywide base of operations or is an ethnic or racial group concentrated in a specific ward.

Nearly two-thirds (64 percent) of all municipalities use at-large elections in some way. At-large elections tend to be more popular in small cities and more affluent areas.

District

These elections select a single council member from a corresponding geographical section of the city, called a district or ward. District election proponents favor having council members elected to represent individual wards because:

- District elections give all legitimate groups, especially those with a geographic base, a better chance of being represented on the city council, especially minority groups. Several court decisions have forced jurisdictions to switch from at-large elections to district elections, and in most cases the reason was to allow more representation by specific ethnic and racial groups

(see: Springfield, IL, 1987 and Dallas, TX, 1990; see also amendments by the U.S. Congress to the Voting Rights Act, 1982).

- District councilmembers are more sensitive to the small but important problems of their constituents, like waste disposal.
- District elections may improve citizen participation because councilmen who represent a specific district may be more responsive to their constituency.

However, councils elected by district elections may experience more infighting and be less likely to prioritize the good of the city over the good of their district.

Only 14 percent of all municipalities use district elections. Cities with populations of 200,000 or more are more likely to use district elections.

Mixed-System

Twenty-one percent of municipalities combine these two methods by electing some council members at large and some from districts. An individual councilmember will either occupy a district or an at-large seat on the council. Mixed systems are most likely to be found in parts of the South and Central jurisdictions.

Breakdown of Types of City Council Elections by City Size (2001)* (*n* = 649)

	Small (25,000-69,999)	Medium (70,000-199,999)	Large (200,000 And Up)
At-Large	48.9%	43.7%	16.4%
Mixed-System	25.0%	25.4%	38.2%
District	26.1%	31.0%	45.5%

*Study based on a mailed questionnaire completed by a random sample of 664 council members in cities with populations of 25,000 and higher (Svara).

Sources

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