



RESOLUTION 2018-059

CREATING A CITY CHARTER REVIEW COMMITTEE

WHEREAS, the City Charter for the City of Sherwood is essentially the constitution for the City; and

WHEREAS, the City Charter was last comprehensively reviewed by a Charter Review Committee created via Resolution 2013-055 in October 2013; and

WHEREAS, the voters of Sherwood adopted five amendments to the City Charter at the May 2014 election and five additional amendments to the City Charter at the November 2014 election as a result of that review process; and

WHEREAS, the voters of Sherwood also adopted an amendment to the City Charter that was proposed via ballot initiative at the May 2016 election, as well as two amendments to the City Charter that were referred by City Council to the voters outside of the Charter Committee review process at the November 2016 election; and

WHEREAS, Section 1 of the City Charter provides that the "charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council"; and

WHEREAS, it appears to Council that the City Charter must therefore be so reviewed on a schedule that will allow for any resulting amendments to be referred to the voters no later than the November 2020 election, but that such review may also take place earlier than required; and

WHEREAS, the City Council met on June 19, 2018 and discussed the formation of a City Charter Review Committee; and

WHEREAS, the City Council desires to establish a City Charter Review Committee to evaluate the existing City Charter and to determine if the charter should be updated or changed;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: A City Charter Review Committee ("Committee") is hereby established for the purpose of reviewing the City Charter in a comprehensive manner and advising the City Council with regard to potential proposed changes to the City Charter and the possible referral of said changes to City voters at a future election.

Section 2: The Committee will consist of nine members appointed by the City Council as follows:
a. The committee will be comprised of one member from each City Board and Commission, selected by the majority of said Board or Commission, subject to

approval by City Council. The City Boards and Commissions include, for purposes of this section: Planning Commission, Parks and Recreation Board, Library Advisory Board, Cultural Arts Commission, Police Advisory Board, and the citizen members of the Budget Committee.

- b. The additional three members of the Committee will be citizens at large appointed by the City Council after an opportunity for interested citizens to apply for consideration.
- c. All members shall be qualified City electors under state law, and must have resided within the city for at least one year before appointment to the committee and continue to so reside during their service thereon.

Section 3: The Committee is a public body governed by Oregon Public Meeting Law and other applicable statutes. Minutes shall be kept of all committee meetings in accordance with applicable law.

Section 4. If the Committee determines changes to the City Charter are warranted, it shall recommend draft amendments to the existing charter to City Council for its review and consideration for placement on the ballot for the voters of Sherwood.

Section 5. The Committee shall be subject to, and shall follow, to the greatest extent feasible, the attached document, Exhibit A, entitled "Expectations of the Charter Review Committee."

Section 6. The Committee shall terminate at the time charter amendments are voted on by the voters of Sherwood, unless the Committee determines changes are not warranted, in which case the Committee shall terminate when it makes such report to the City Council.

Section 7. This Resolution shall be effective upon its approval and adoption

Duly passed by the City Council this 19th day of June, 2018.



Keith Mays, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder

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 approximately every six years 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. Any proposed charter amendments will ultimately be reviewed by the City Council and considered for placement on the ballot for the voters of Sherwood.

The committee must be impartial, unbiased, and free of any perceived political gain. It may approach its task in whatever manner it determines will result in a document that best serves the citizens of Sherwood, subject to the terms and requirements set forth in this document. 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 and the importance of a city charter, and to solicit community input.

The City Council has directed the committee to develop a review timeline such that any proposed amendments can be placed on the ballot no later than 2020.

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 (and an alternate) 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 Attorney will serve as the primary city staff person and will generally 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 Council feels are of community importance. Communication with 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 in accordance with a schedule established by the committee based on the direction from Council set forth above regarding the overall review timeline.
2. Regular meetings of the committee will occur in the Council chambers (Community Room) in order to 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

EXHIBIT A

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. Attendance by committee members is important to the success of this effort. Members unable to attend shall notify the City Attorney 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 quorum.
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 at least six committee members.