

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as North Clackamas Parks and Recreation District Board of Directors

Policy Session Worksheet

Presentation Date: October 7, 2025 **Approx. Start Time:** 2:30 PM **Approx. Length:** 30 min

Presentation Title: District Advisory Committee Bylaw Revisions

Department: North Clackamas Parks and Recreation District (NCPRD)

Presenters: Kia Selley, NCPRD Director

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Review of NCPRD District Advisory Committee bylaw revisions and its advancement to the NCPRD Quarterly Board Meeting for final approval.

EXECUTIVE SUMMARY:

The current District Advisory Committee ("DAC") bylaws were approved by the North Clackamas Parks and Recreation District ("NCPRD") Board of Directors ("Board") on October 26, 2020, after the reformation of the DAC (previously the DAB). During a Policy Session on February 23, 2021, the Board approved revised guidance for recruitment and nomination of DAC members. Since that time, the DAC bylaws and the 2021 Policy Session have outlined two different processes for DAC nomination. An effort was made by DAC members to update the DAC Bylaws in 2023, but those updates were never finalized or approved.

The current proposed revisions to the DAC bylaws align the nomination process with the approved Board guidance from the February 23, 2021, Policy Session and recent successful nomination processes. Significant revisions proposed to the bylaws include:

- **An updated nomination process:** A DAC Nomination Committee, working in coordination with the DAC Chair and Vice Chair, may hold a public meeting to allow resident subareas to vote on the applicants for their subarea. The nomination meeting can be held virtually. Applicants need not be 18 years or older to be eligible (Article IV).
- **Provisions for the inclusion of alternates:** Alternates may be nominated from each sub-area and may assume the responsibilities of voting members from their sub-area when a designated sub-area representative is absent (Article IV).

Minor or clarifying proposed revisions to the bylaws include:

- **Clarification on NCPRD's formation:** An additional description of the NCPRD boundaries clarifies that voters approved Measure 3-1 in 1990 to form NCPRD with the intent of offering local sub-area representation and control to serve the unincorporated and City of Milwaukie areas (Article II).
- **Clarification on term limits.** If a member serves for more than half their term, that will be considered a full term served. Representatives may reapply for vacant positions on the committee following a two-year break in service (Article IV).
- **Clarification on virtual attendance.** Members may attend virtually and be counted in attendance (Article VI).

At their meeting on September 10, 2025, the DAC voted unanimously to approve the revisions to the DAC bylaws.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☒ YES ☐ NO

What is the cost? \$0 No Cost

What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with the County's Performance Clackamas goals? Updating the bylaws to clarify the member recruitment process helps build public trust in good government by promoting transparency, fairness, and accountability.

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

The District Advisory Committee (DAC) reviewed the proposed bylaw revisions during the public meeting portion of their retreat on July 9, 2025, and again at their regular meeting on September 10, 2025. The proposed revised bylaws were posted on the NCPRD website and distributed to interested parties, including DAC members, as part of the agenda packet one week prior to the meeting.

At the September 10 meeting, an opportunity for public comment was provided; however, no comments were received regarding the proposed bylaw changes. The DAC voted unanimously (9-0) to approve the revisions to the NCPRD DAC bylaws as presented and to have the DAC Chair establish a subcommittee to develop further bylaw amendments for the DAC consideration next year.

OPTIONS:

1. Advance the proposed DAC bylaw revisions to the next NCPRD Quarterly Board Meeting for final approval.
2. Offer additional changes to the DAC Bylaws.
3. Take no action at this time.

RECOMMENDATION:

Staff recommends Option #1: Advance the proposed DAC bylaw revisions to the next NCPRD Quarterly Board Meeting for final approval.

ATTACHMENTS:

#1: Proposed DAC Bylaw Revisions (redline version)

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Kia Selley 971-337-6867
--

Revisions color codes:

Yellow highlighted: added text

Red strikethrough: deleted text

North Clackamas Parks and Recreation District Advisory Committee BYLAWS

ARTICLE I

NAME. The name of this Committee is the North Clackamas Parks & Recreation District Advisory Committee (DAC)

ARTICLE II

BOUNDARIES. The boundaries of the District shall be the same as those redrawn after the withdrawal of the City of Happy Valley and as depicted in Attachment A and titled NCPRD Boundaries and Advisory Committee Sub-Areas Map and dated October 28, 2020. The Boundaries of subareas 1, 2, 3, 4 and the city of Milwaukie shall be as depicted in Attachment A. Voters approved Measure 3-1 in 1990 for the formation and funding of NCPRD with Sub-area local control and representation to serve a large unincorporated area in North Clackamas County and the City of Milwaukie.

ARTICLE III

PURPOSE. The purpose of the DAC is to advise the Board of Directors of the North Clackamas Parks & Recreation District (NCPRD) on the acquisition, design, planning, and development of parks and recreation facilities within the District, and to advise the Board of Directors on programs, maintenance, and operations; to meet with the Board of Directors once yearly; and to review and provide input prior to the publication of the NCPRD annual report.

GOALS. The goals of the DAC are as follows:

- a) To evaluate and address the programs and facilities of the NCPRD concentrating on the annual work plan that addresses challenges, desires, and needs of all district residents.
- b) To make policy-level recommendations regarding acquisitions, assets, capital improvements, programs, maintenance, and operations to be approved by the Board of Directors.

- c) To provide recommendations during the annual budget process for the acquisition, development, operation and maintenance of the NCPRD facilities and programs. In addition, the DAC will identify and prioritize necessary capital projects and provide project recommendations to the Board of Directors. The recommendations for maintenance and operations, and capital improvements shall be reviewed by the District Budget Officer, who will then forward their recommendations to the North Clackamas Parks & Recreation Budget Committee. The North Clackamas Parks & Recreation Budget Committee will then submit recommendations to the Board of Directors.

ARTICLE IV

MEMBERSHIP. The DAC shall consist of eleven (11) voting members. The Board of Directors shall appoint all members, and alternates. Membership shall not be limited by race, creed, color, gender, age, heritage, religion, national origin, or income. Membership should reflect the economic, social, demographic, and cultural diversity of the entire District. All members must be residents of the District. ~~and shall be at least 18 years of age or older.~~

- a) The 11-member board representation will be as follows:

- i) 2 members from the City of Milwaukie;
- ii) 2 members who are residents of unincorporated sub-area 1 within the District depicted on Attachment A;
- iii) 2 members who are residents of unincorporated sub-area 2 within the District depicted on Attachment A;
- iv) 2 members who are residents of unincorporated sub-area 3 within the District depicted on Attachment A;
- v) 2 members who are residents of unincorporated sub-area 4 within the District depicted on Attachment A; and
- vi) 1 member from a District community center advisory board(s).

- b) The Board of Directors may appoint one of its members as a non-voting liaison to the DAC.

- c) The composition of the DAC is based on the boundaries and populations depicted in Attachment A, and will be revisited and may be adjusted every four years, or in the event of significant District boundary changes or major population changes, or at the discretion of the DAC.

- d) Terms are for a period of four (4) fiscal years, beginning on July 1st of the first fiscal year and ending on June 30th of the fourth fiscal year. If a DAC member is appointed

to, or serves, more than half of a term, it will be considered a full term served. Committee member terms will be staggered among the eleven DAC members. At the end of each initial term, DAC members, other than those appointed under (a)(i) and (vi) above, and who wish to continue their service for a second term, will need to participate in the recruitment process used to fill vacancies and may be reappointed by the Board of Directors. The representatives appointed under subsections (a)(i) – (vi) above, may serve a maximum of two consecutive terms. Representatives may reapply for vacancies on the committee following a ~~four~~ two (2) year break in service.

- e) Members of the DAC will be nominated by the process described below. A designee recruited to fill a vacancy where more than half of a term remains will be recruited and nominated in this manner. All members and alternates to be appointed by the Board of Directors.
 - i) The Nomination Committee, made up of volunteers who reside within the District boundaries, may hold one public meeting within the District boundary for residents to vote on and select eligible representative(s) to fill current vacancies within the subarea they reside. An applicant must submit an application in a manner designated and made available to the public by Clackamas County Public and Government Affairs (PGA) on behalf of NCPRD. This meeting may be held in a virtual or hybrid capacity and should be organized in collaboration with the current DAC chair, vice-chair, and NCPRD staff.
- f) A vacancy occurs when any member of the DAC dies, resigns, is removed, has more than three (3) unexcused absences from meetings during a fiscal year, or no longer is a resident of the District. Upon failure of any member to attend three consecutive meetings without a valid excused absence, the DAC may recommend termination of that appointment to the Board of Directors, and the Board of Directors may remove the incumbent from the DAC and declare the position vacant. A valid excused absence requires that the DAC member notify a DAC officer or a District staff member prior to the meeting to be missed, except for the case of an emergency. Vacancies are filled in the same manner as initial appointments and for the unexpired term of the vacant position.
- g) All DAC members shall serve without compensation.
- h) Alternates. Each subarea may elect one alternate during the DAC nomination. Attendance for the alternate is recommended but not required. Alternates may assume the responsibilities of a voting member if the voting member from their designated sub-

area is absent. When a vacancy on the DAC occurs, DAC members may recommend an alternate to the Board of Directors to complete the vacating member's remaining term.

ARTICLE V

OFFICERS & STAFFING. The officers and staffing of the DAC shall include the following:

- a) Chairperson. The Chairperson shall preside over all DAC meetings, assist the NCPRD Director with setting the DAC Meeting agendas, and establish committees and appoint committee chairpersons. The Chair will serve as the DAC representative in meetings with the Board of Directors or at various community meetings when appropriate. The Chair will also serve as the official spokesperson for the DAC whenever there is an issue or statement required when it is appropriate for the DAC to make that response or statement.
- b) Vice-Chairperson: The Vice Chairperson shall execute all powers of the Chairperson in the absence of the chairperson;
- c) Secretary: The Secretary shall maintain minutes and attendance records of business meetings. Additionally, the Secretary will initiate the recruitment process to fill vacancies upon term expirations. The Secretary position is neither elected nor appointed but rather filled by NCPRD staff.
- d) Board of Directors Liaison: The Board of Directors may elect to appoint a liaison/liaisons to the DAC in an ex-officio capacity with no voting powers or rights but who has the authority to speak on behalf of the Board of Directors and to participate in discussions about actions under consideration for recommendation to the Board of Directors. The liaison is present as a representative of the Board of Directors and not in their individual capacity.

SELECTION OF OFFICERS. The officers shall be selected by the DAC membership by simple majority vote. Elections shall be annually as the first order of business at the first DAC meeting of the fiscal year in July. The outgoing Chair will conduct the election, and immediately following results, turn the meeting over to the newly elected Chair. The DAC shall provide the County Public and Government Affairs Department with a current list of officers.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, the officer shall continue to serve until a successor is elected to that office. Officers may be re-elected and may serve a maximum of two consecutive terms.

VACANCIES. A member may be elected as an officer to fill a vacancy and shall serve the remainder of the unexpired term and until a successor is elected.

ARTICLE VI

MEETINGS. The DAC may hold regular meetings. All meetings shall be subject to the requirements of the Oregon Public Meetings Law.

Special meetings may be called by any two DAC Members and an Officer. Only business specified in the agenda for the special meeting may be considered. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the DAC to transact business. **Members attending in a virtual capacity count as being in attendance.** A quorum consists of six (6) members, which is a majority of all members of the DAC. A vacancy on the DAC does not affect the quorum requirements. The concurrence of a majority of the DAC members present shall be required to decide any matter.

RECORDS. All records of the DAC shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the DAC. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The DAC may establish a more detailed hearing process and procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

COMMITTEES. The DAC may from time to time create committees as required to promote the purposes and objectives of the DAC. A Chairperson for each committee shall be selected by the DAC Chairperson.

ARTICLE IX

AMENDMENTS. These bylaws may be amended at any regular DAC meeting provided written notice of the proposed amendment is submitted at a prior, regular meeting. In order to be effective such amendments must also be approved in writing by County Counsel and further submitted to the Board of Directors for final approval. The DAC may not amend Article IV Membership in any way that differs with the requirements of the IGA between NCPRD and the City of Milwaukie.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the DAC.