



OFFICE OF THE COUNTY ADMINISTRATOR
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)
Sitting/Acting as Clackamas County Extension & 4-H Service District Board of Directors

FROM: Nancy Bush, County Operating Officer

RE: Approval of Extension & 4-H Service District Budget Committee Bylaws

DATE: July 22, 2025

REQUEST: Staff request Board approval of proposed Extension & 4-H Service District Budget Committee bylaws.

BACKGROUND: Under Oregon Budget Law, County Service Districts establish Budget Committees to recommend a budget to the governing body for adoption each fiscal year. Those committees may adopt bylaws that codify how they conduct business, including the membership, officer positions and selection processes, meeting procedures, and other governance matters. The Extension & 4-H Service District Budget Committee does not have an adopted set of bylaws, resulting in a lack of clarity for staff, the public, and members of the committee about their role in the governance of the district and the committee's operation.

The bylaws outline the membership and provide for the annual meeting to hear the Budget Officer's proposed budget and allow for other meetings as necessary. In addition, the bylaws provide for an elected chair and secretary to conduct the meetings and outline the quorum and voting thresholds for the budget committee's official action. Lastly, the bylaws outline the parliamentary procedures for the budget committee and how the bylaws may be amended. The proposed bylaws align with the operation of the budget committee since at least 2022, and mirror budget committee bylaws adopted by the other Service Districts where this Board acts as the governing body. The current members of the committee would remain on the committee with the passage of the bylaws.

RECOMMENDATION: Staff recommend the Board approve the proposed Extension & 4-H Service District Budget Committee bylaws.

Respectfully Submitted,

Nancy Bush

County Operating Officer

Attachment #1: Extension & 4-H Service District Budget Committee Bylaws

Clackamas County Extension and 4-H Service District Budget Committee Bylaws

ARTICLE I

NAME. The name of the organization shall be the Clackamas County Extension and 4-H Service District Budget Committee, hereinafter called "Budget Committee".

ARTICLE II

PURPOSE. The Budget Committee meets publicly to review the budget document as proposed by the Budget Officer and holds at least one meeting in which the public may ask questions about and comment on the budget. The Budget Committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

The Budget Committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and public notices are required for all meetings. All meetings are held in accordance with the process set forth in the Oregon Local Budget Law (Oregon Revised Statutes 294.503 to 294.565). Such statutory provisions shall govern the manner, purpose and scope of activities of the Budget Committee.

ARTICLE III

MEMBERSHIP. Membership shall consist of the five (5) members of the Board of County Commissioners, acting as the Extension and 4-H Service District Board of Directors, and five (5) public members, who shall be as representative as possible of the geographic, demographic and philosophical entities of the service district. If there are fewer public members than the number required, the Board of Directors and those public members willing to serve shall be the budget committee; and if there are no public members willing to serve, the Board of Directors shall be the Budget Committee.

Public members of the Budget Committee shall be selected from a pool of applicants solicited, received and appointed by the Board of County Commissioners, acting as the Extension and 4-H Service District Board of Directors. Membership on the Budget Committee shall be open to anyone 18 years of age or older who is a resident of the recognized area, a property owner within the recognized area, or a designated representative of a business, corporation, or trust within the recognized service district area. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Appointive members of the Budget Committee may not be officers, agents or employees of the county and shall receive no compensation for their services.

Public members shall have an appointment term of three (3) years which shall expire on June 30. Expiration dates for the terms shall be staggered so that no more than one-third of the public members' terms will expire in any year. For this purpose, membership terms may initially be

staggered for less than three (3) years. Public members may seek reappointment for a maximum of two consecutive terms. Current public members seeking a new term on the Budget Committee shall submit an application at least ninety (90) days prior to the expiration of their current term.

If an appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completing of the term for which the member was appointed, the governing body shall fill the vacancy by appointment for the unexpired term. If the number of members of the governing body is reduced or increased, the governing body shall reduce or increase the number of appointive members of the Budget Committee so that the number thereof shall be equal to but not greater than the number of members of the governing body.

ARTICLE IV

OFFICERS. The Budget Committee shall at its first meeting after its appointment elect a chairperson from among its members. After the first election, the election of officers of the committee shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The Budget Committee may also elect a secretary from among its members.

The chairperson shall preside over all meetings of the Budget Committee and have the responsibility of the performance of such duties as prescribed in these bylaws. The chairperson will act as a point-of-contact between county officials and the budget committee.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

ARTICLE V

MEETINGS. Meetings of the Budget Committee shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be publicized in advance of the meeting date in accordance with applicable law. Meetings shall be held at least once a year. All records of the Budget Committee shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

QUORUM and VOTING. A quorum shall be present at a meeting for the Budget committee to transact business. A quorum consists of a majority of all members of the budget committee, not just those present. The budget committee can take official action only with the affirmative vote of a majority of all members. Proxy votes are not allowed.

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

ARTICLE VI

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 board. 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 Clackamas County Extension and 4-H Service District Budget Committee may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE X

AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Clackamas County Extension and 4-H Service District Budget Committee. However, the amendments shall not be in effect until approved by the Board of County Commissioners, acting as the Extension and 4-H Service District Board of Directors, and that approval has been communicated back to the Chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Clackamas County Extension and 4-H Service District Budget Committee as of the date of their approval by the Board of County Commissioners, acting as the Extension and 4-H Service District Board of Directors.