

# CHEHALEM PARK AND RECREATION DISTRICT COMMITTEE POLICIES

## Committee Rules



*Approved by CPRD Board of Directors Jan. 25, 2024*

### Article VII

#### Committee Membership

- A. Ad-hoc committee membership shall last a period of no more than 2 years from Board appointment.
  - a. This term does not apply to the term of the Budget Committee.
- B. All applications should include fully adopted Committee Rules, and signed agreement to the rules shall be part of the committee member application.

#### Committee Member Conduct

A. If a Committee member is representing the District and appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state:

(1) Whether the statement reflects personal opinion or is the official position of the District; and whether the statement is supported by the Board.

If the Committee member is representing the District, he or she must support and advocate for the official District position on the issue.

B. Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Superintendent.

Should the Board ask a committee member to become involved in District operations, the Board must clearly state in writing that Committee member's operational duties/functions. Said duties/functions must be agreed to by the President and Superintendent prior to the Committee member beginning the assignment.

## **Censure or Removal**

A. The Board may make and enforce its own rules relative to the conduct of both its meetings and that of Committee members.

B. If a Committee member violates a substantive provision of the District's Compiled Policies or state law, the Board may take action against the Committee member in order to protect Board and District integrity by issuance of a public censure to the committee member and/or remove them from the committee per Article III.

## **Committee Member Discussions and Decorum**

A. Committee members will conduct themselves in ways that do not bring discredit to the District, that promote nondiscriminatory delivery of District provided services to the public, in addition to keeping informed about matters coming before the Board and abiding by Board decisions, regardless of the member's vote on the particular matter.

B. Committee members will assist the Committee Chairman in preserving order and decorum during Committee meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the Committee Chairman or a Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn the motives of any speaker, or of a decision of the District or the Board of Directors.

C. The following "Ground Rules" will be observed in order to maintain order and decorum during committee discussions:

1. Committee members will gather necessary information and ask questions of District staff before meetings.
2. Committee members will be given an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves, not for other Committee or Board members.
3. Committee members will not speak on behalf of the Board or District unless authorized by a vote of the Board to do so.
4. During public meetings, Committee members should generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate.

5. Committee members will be open, direct and candid in the Committee forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.
6. Committee members should focus on District issues and avoid becoming involved with non-District issues not relevant to the topic of discussion.
7. The Committee Chair will recognize members wishing to speak in the order of their request(s). The Committee Chair will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
8. Committee members should keep discussions moving and call for a “process check” if the Committee becomes bogged down in discussions.
9. The Committee Chair may establish time limits on discussions and members will adhere to established time limits.
10. Committee members will refrain from criticizing or berating each other, staff or other persons.
11. If a Committee member wishes to discuss a major policy issue, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

### **Robert’s Rules of Order Revised**

A. Robert’s Rules of Order Revised will be used as the guideline for conduct of Board meetings except where these rules provide otherwise. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Committee vote.

### **Motions**

A. All Committee members have the right to make motions, discuss questions and vote on any issue before the Committee. Committee members’ motions will be clearly and concisely stated. The Committee Chair will state the names of the members making the motion and the second. The motion maker, Chair or Clerk should repeat the motion prior to a Board vote. Most motions die without a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the members beginning the discussion.

Discussion of a motion is open to all Committee members wishing to address it. A

member must be recognized by the Committee Chair prior to speaking on the motion.

The Committee Chair may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the vote. At the conclusion of any vote, the Committee Chair will announce the results. Board member wishing to explain their votes should do so succinctly.

B. A motion may be withdrawn by the motion maker at any time without the consent of the Committee.

C. A motion receiving a tie vote fails.

D. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

E. A motion to postpone to a date certain is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

F. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Committee member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is call, the Committee Chair will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.

G. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

H. When a motion has been decided, any Committee member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

## **Adjournment**

A. Upon motion and majority vote of the Committee members present, any meeting of the Committee may be continued or adjourned from day to day or for

more than one day. No adjournment may be for a period longer than until the next regular meeting.

B. Upon the request of a Committee member, a short recess may be taken during a Committee meeting.

C. A motion to adjourn will be in order at any time except as follow: When made as an interruption of a member while speaking; or while a vote is being taken.

B. Before adjourning a Committee meeting, the Committee Chair will address the Committee members to inquire as to whether there is further business to come before the Committee. After the responses, if any, the Committee Chair will ask for amotion to adjourn

### **Communication with Staff**

A. The Committee will respect the separation between policymaking (Board function) and administration (Superintendents function) by: 1. Working with the staff as a team in the spirit of mutual respect and support, 2. Except in a Board meeting, not attempting to influence a District employee or the Superintendent concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the process of permit applications or granting of licenses or permits.

However, the sharing of ideas on these matters is appropriate, 3. Limiting individual contact with District staff to the Superintendent so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Superintendents authority or prevent the full Board from having the benefit of any information received. The Superintendent has the responsibility to determine the most effective way of responding to these requests, 4. Respecting roles and responsibilities of staff when if expressing criticism in a public meeting or through public electronic (e-mail) messages.

B. All written informational material requested by Committee members will be submitted by staff to the entire Committee with a notation stating who requested the information.

### **Organizations and Media**

A. If a Committee member represents the District before another governmental agency, community organization or the media, the Committee member should first state the Board position.

B. Committee members should obtain permission before representing another members view or position with the media.



# Committee Volunteer Policy Agreement

DATE RECEIVED \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Resident of District \_\_\_ Yes \_\_\_ No

## Agreement and Acknowledgement

Committee volunteer agrees to abide by CPRD Committee Rules and Guidelines Policy.

In consideration for being permitted to perform the below-described activity(ies), the undersigned committee volunteer agrees to indemnify and hold harmless Chehalem Park and Recreation District, its officers, agents, and employees, from and against all liability, claims, and demands, on account of injury, loss, or damage to volunteer, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, employment claims, or any other loss of any kind whatsoever, which the volunteer may personally sustain during the course of performing his/her activities with the District.

Committee volunteer acknowledges that they are not a District employee and have no employment rights. Their acceptance and activities as a volunteer shall be at the discretion of the District and such services may be discontinued at any time without cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_