

BYLAWS
ENVIRONMENT & NATURAL RESOURCES ADVISORY COMMITTEE

ARTICLE 1
Name

The name of this organization shall be the Environment & Natural Resources Advisory Committee (the “Committee”).

ARTICLE 2
Function

As enumerated below, the Committee will research topics and provide input to the Board of Commissioners and County departments in areas related to Benton County’s 2040 Vision Statement on Environment & Natural Resources: “Benton County commits to protect, conserve and enhance our treasured, limited natural resources and prepare for future environmental challenges.”

Additionally, the Committee will collaborate with other committees and programs that relate to, but extend outside of, the Environment & Natural Resources vision statement, such as outdoor recreation, wildland-urban interface, and similar topic areas.

An annual plan and prioritization of topics will be developed by staff and the Committee chair in consultation with the Board of Commissioners.

- (1) On topics related to vision statement and identified by County departments or the Board of Commissioners, committee to research and provide input to Benton County departments and, through the coordinating team, to the Board of Commissioners. Primary focus is on the services and programs Benton County provides to the public, as opposed to internal operations of the County.
- (2) At the request of the ENR Coordinating Team or the Board of Commissioners, take on planning and recommendations for implementation of special projects related to the Vision Statement.
- (3) At the request of the ENR Coordinating Team or the Board of Commissioners, collaborate with other committees, departments and outside partners to address the Vision Statement.
- (4) Conduct tours and site visits as part of research and education activities.
- (5) Conduct public engagement, education and outreach, which may include an annual public forum, awards, other events.

ARTICLE 3 Membership

Section 1. Number and Selection.

The Committee shall consist of up to Nine (9) members, appointed by the Board of Commissioners. Members shall reside or own property in or work within Benton County.

Section 2. Terms of Office.

Terms shall be three years, except for initial appointments, which shall be staggered. Any member may serve successive terms if reappointed by the Board of Commissioners. Members may not serve more than two (2) successive terms; partial terms shall not be counted toward the successive term limit. Terms begin on January 1 and end on December 31.

Section 3. Responsibilities.

Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more consecutive regular committee meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4 Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 5 Subcommittees

Section 1. Creation of Subcommittees.

The Committee, with the concurrence of the Coordinating Team, shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees.

The Chair, with the concurrence of the Coordinating Team, shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the chair.

ARTICLE 7 Meetings

Section 1. Regular Meetings.

Meetings shall be held quarterly, or more frequently when called by the Chair of the Committee or the Board of Commissioners.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum.

A simple majority of the membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting.

Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Section 5. Staffing.

Committee will have a primary staff contact and coordinator, who sets meeting agenda (in coordination with committee chair), coordinates minute-taking and approval, develops detail for

tasks outlined in annual plan. Staffing responsibility will rotate on a 4-year schedule among the departments composing the Coordinating Team.

Section 6. Coordinating Team.

Guides the development of annual plan and prioritization; meets quarterly to review.

Department Director or Program Manager or designate from the following departments:

- Sustainability Program
- Community Development
- Health Department
- Public Works
- Natural Areas and Parks

Additional departments or additional designates may join the Coordinating Team with concurrence of the Team.

Section 7. Agenda.

The Chair, with the assistance of the County Staff, or his/her designate, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 8. Notice.

All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 9. Minutes.

Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the County.

**ARTICLE 8
Public Records and Meeting Law**

The committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9
Parliamentary Procedure**

The current edition of Robert’s Rules of Order shall govern the Committee, except where these bylaws or any special rules of order adopted by the Committee are inconsistent with Roberts Rules, in which case, the bylaw or special rules of order shall govern.

ARTICLE 10
Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

ARTICLE 11
Bylaw Amendments

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 7th day of April, 2020.

Signed this 7th day of April, 2020.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

APPROVED AS TO FORM:

Xanthippe Augerot, Commissioner

Vance Croney, County Counsel

Annabelle Jaramillo, Commissioner