

## **Bylaws of the West Salem Advisory Board**

The West Salem Redevelopment Advisory Board was created by the City of Salem Urban Renewal Agency on October 11, 2010, to advise the Urban Renewal Agency on conservation, rehabilitation, and redevelopment matters within the West Salem Urban Renewal Area and to meet the West Salem Urban Renewal Area Plan objectives, per Resolution No. 10-04.

**Rule 1. Robert's Rules Adopted.** Unless otherwise provided by law or modified by these Bylaws, WSRAB procedures shall be governed by "Robert's Rules of Order," 10<sup>th</sup> edition and applicable laws of the City of Salem and the State of Oregon. The Board has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, members should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Board as a whole, and confuse the audience at public meetings and the citizens in general.

### **Rule 2. Officers.**

(a) At the first meeting of the fiscal year, the Board shall elect a Chair and Vice Chair to serve for one year. In the event of the absence of the Chair and the Vice Chair, the staff liaison shall call the Board to order. If a quorum is present, those members present shall elect, by majority vote, a Temporary Chair for that meeting. Should the Chair or Vice Chair arrive, the meeting will be turned over to the Chair or Vice Chair.

(b) The Chair, Vice-Chair, or Temporary Chair when serving as the presiding officer may vote, move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a member by reason of acting as the presiding officer.

**Rule 3. Meeting Times.** The WSRAB must meet at least quarterly. WSRAB meetings will start at 7:30 AM and end by 9:00 AM unless a majority vote of the Board designates otherwise.

### **Rule 4. Agendas.**

- (a) Staff, along with the Board Chair, shall prepare an agenda for each meeting. Time limits will be established for each item to guide the meeting's discussion and actions. The agenda shall include notice of the place, time, and the following:
- Approval of meeting minutes
  - Appearance of interested citizens
  - Action items

- Information items
- New business
- Appearance of interested citizens

**(b)** The agenda for regular meetings must be provided to Members no later than five days in advance of the meeting. Notification of meeting cancellations, change of location, or last minute agenda changes to an agenda for a regular shall be provided at least 24 hours prior to the meeting.

**(c)** The agenda for a special meeting shall be provided no later than 24 hours in advance of the meeting.

**(d)** Notice for all meetings shall include written notice to all news media which requested notice. Notice of a regular or special meeting shall be noted on the Agency's list of public meetings online.

**(e)** The Board Chair and Vice Chair, in consultation with City staff, can cancel meetings at their discretion.

**Rule 5. Meetings to be Open to Public.** All meetings shall be noticed and open to the public.

**Rule 6.** If public participation is to be a part of a meeting, the presiding officer shall establish the order and length of time for participants.

**Rule 7. Quorum.** A majority of the currently serving members of the Board constitute a quorum to do business. Unless otherwise provided in these rules, the majority vote of the quorum present shall decide the question. Should a quorum not be present at a meeting, the members present may continue informally, but cannot render a decision.

**Rule 8. Attendance.** Members are required to attend at least seventy five percent of regular meetings within a consecutive twelve month period.

**Rule 9. Committees.** The Board may form committees as needed.

**Rule 10. Motions.** All motions, whether written or oral, require a second. The presiding officer may require that any motion be reduced to writing by the moving party before a vote is taken.

**Rule 11. Decorum.** The WSRAB will strive to reach consensus on matters under consideration. All members' positions will be respected and considered and wherever possible the group will work collaboratively to reach a consensus on recommendations. Majority and minority report recommendations may be issued if consensus is not achieved.

**Rule 12. Communication.** Members will communicate questions, issues, and

suggestions to staff. Staff will coordinate timely responses for Board consideration and further discussion. WSRAB may communicate directly with the Agency or City Council on matters pertaining to WSRAB's charge as described in Resolution 10-04.

Communication to and among WSRAB members, staff, and /or elected officials outside of the Board meetings is permitted. However, deliberations and decision making should only occur at monthly, noticed meetings, unless the public is granted access to communication via some other method.

### **Rule 13. Minutes.**

**(a)** All meetings shall be audio recorded. Minutes of all regular, special, and emergency meetings shall be taken and comprised in a "final action agenda." The "final action agenda" shall contain the following information:

- (1)** The date, time, and location of the meeting or session;
- (2)** The names of the members recorded as either present or absent;
- (3)** Any motions, proposals, resolutions, and amendments thereto,
- (4)** Results of all votes taken, listing dissenting votes (Secret ballots are prohibited),
- (5)** And general description of all matters considered during the meeting.

**(b)** Draft minutes shall be available to the public within a reasonable time after the meeting. A copy of approved meeting minutes shall be filed with the City Recorder.

### **Rule 14. Board Duties.**

The Board shall advise the Agency Board on these and other programs and issues affecting the West Salem Urban Renewal Area:

1. Rehabilitation of existing buildings
2. New retail and office development
3. Pedestrian amenities and beautification
4. Industrial development
5. Housing
6. Transportation and transit
7. Land acquisition and renewal plans
8. Priority, scope, and scale of public improvements to be made in the Renewal Area
9. Selection of future developers and redevelopers
10. Preliminary and final plan of developers
11. Tax allocation, budgeting, and capital improvement programming
12. Applications for federal and state funding for programs to be implemented within the West Salem Urban Renewal Area
13. Development and monitoring of low interest loan programs for funding projects consistent with the West Salem Urban Renewal Plan

14. Monitoring and recommending courses of action relating to state and federal legislation and programs affecting implementation of renewal project priorities and
15. Amendments to the West Salem Urban Renewal Plan.

**Rule 15. Amendment of Rules.** These rules may be amended, or new rules adopted, by a vote of two thirds of the currently serving members of the Board, provided that a proposed amendment or new rule has been introduced at a previous meeting, held not less than ten days prior to the Board action on the proposed amendment or adoption.