

**Marion County & Salem Area Mass Transit District
Courthouse Square Solutions Task Force**

CHARTER

December 2010

1. Purpose

The purpose of the Courthouse Square Solutions Task Force is to identify and develop possible solutions for a future course of action for the Courthouse Square building and transit mall. The task force will develop one or more recommendations to the board of commissioners and transit board after review of information pertaining to the investigation, forensic analysis, building assessments, final reports, documentation, interviews, expert recommendations, cost considerations, development proposals, public needs and county/transit services.

2. Task Force Composition

The task force shall consist of 30 voting members who shall be appointed by the Marion County Board of Commissioners and the Salem-Keizer Transit Board. The three county commissioners and four Salem-Keizer Transit board members also will serve as members of the task force. The task force will be made up of a broad geographical representation of Marion County residents as well as those residing within the boundary of Salem-Keizer Transit. Selected citizen members will have no prior involvement in the Courthouse Square building or transit mall design, engineering or construction between 1997-2010.

A. Officers. The officers of the task force shall include a chair, who shall be a community member selected by the task force. There will be two vice chairs, one of whom will be a commissioner and one who will be a transit board member selected by their respective boards. In the event that the chair is absent, one of the vice chairs will preside on a rotational basis. The chair will facilitate all meetings and seek input from the committee on agenda items necessary to complete the task force work. The designated staff will work with the chair to finalize and distribute the agenda for each meeting. The chair will ensure that discussion on agenda items is on topic, productive and professional. Finally, the chair will keep the task force focused on its charge to provide final recommendations to the governing bodies for the future of the Courthouse Square complex.

B. Subcommittees. The task force may form subcommittees or advisory committees to review and research particular matters and make recommendations to the task force for decision.

C. Task Force Administration. County and transit staff will provide administrative support to the chair and task force.

3. Authority

By Oregon state statute, the task force holds no authority to make commitments, sign contracts or compel any particular course of action. It is the perspective of its members and their ideas, questions and suggestions that is sought in determining the best future direction for the Courthouse Square complex.

4. Meetings & Documentation

A. Meeting Frequency and Process. The task force will meet at least twice per month and shall have the authority to convene additional meetings, as circumstances require. The task force may invite staff members, consultants, experts or guests to its meetings to provide insight or expertise.

B. Documentation. Minutes of each meeting will be prepared for the task force and the official public record. The minutes shall set forth task force member attendance, meeting date and start time, all decisions made, including the reasoning behind the decisions and the steps taken to implement the decisions. In addition, the minutes shall include any reports or recommendations the task force received from outside consultants, information about those consultants, and whether those consultants or other advisors were present at the meeting. Minutes shall be reviewed and approved by the task force members and maintained by the task force staff.

C. Public Meetings Laws. The task force shall adhere to ORS 192 for all meetings, including public meeting notices, meetings open to the public and meetings to be held within the boundaries of Marion County and Salem-Keizer Transit.

5. Committee Actions

A. Quorum. A quorum will be a simple majority of members for all meetings. All task force members will engage in a team effort that works toward consensus. While consensus is preferred, decisions will be by majority vote of the current members of the committee. The chair may make appropriate arrangements to resolve voting deadlocks.

B. Conflict of Interest. A member must declare any potential or actual conflicts of interest at a public meeting (ORS 244). A conflict exists if a recommendation by the task force may potentially or actually affect the finances of the task force member or a direct family member, defined as spouse, child or stepchild, parents, or siblings. If an actual conflict exists, the member must declare this fact at the beginning of the meeting at which the issue is discussed and the member must refrain from discussing or voting on the matter. For a potential conflict of interest, the member must declare this fact at the beginning of the meeting at which the issue is discussed, however the member may still discuss and vote on the issue.

6. Task Force Responsibilities

Members are expected to attend meetings regularly, participate in discussion on topics brought before the task force, work collaboratively with other task force members and the public, inform themselves and the task force on related topics through reading of handout materials and other sources of information, and participate in the decision making process, including a final recommendation to the Board of Commissioners and Transit District Board. Additionally, task force members are expected to abide by Oregon public meetings, public records, and ethics laws.

The Board of Commissioners and Transit Board may remove a member when it is determined to be in the best interest of the county or transit district.