



# **BYLAWS**

## **Marion County Public Safety Coordinating Council**

Revised August 17, 2022

### **ARTICLE I**

#### **NAME**

This advisory council is established pursuant to ORS 423.560 and shall be known as the Marion County Public Safety Coordinating Council.

### **ARTICLE II**

#### **MISSION**

To create a continuum of supports and services for adult offenders, juvenile offenders, and crime victims, resulting in a system that emphasizes community safety and prevents criminal activity.

### **ARTICLE III**

#### **RESPONSIBILITIES**

1. The purpose of the Marion County Public Safety Coordinating Council ("Council") is to increase public safety by enhancing law enforcement efficiencies and reducing crime.
2. The Council shall at a minimum:
  - 2.1. Develop and recommend to the Marion County Board of Commissioners ("Board") a plan for use of:
    - 2.1.1. State resources to serve the local offender population; and
    - 2.1.2. State and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies.
  - 2.2. Coordinate local criminal justice policy among affected criminal justice entities.
  - 2.3. Develop and recommend to the Board the plan for use of state resources to serve the local youth offender population.
  - 2.4. Coordinate local juvenile justice policy among affected juvenile justice entities.
  - 2.5. Consider proposed establishment of halfway houses, work release centers, treatment homes and other facilities by public agencies pursuant to ORS 169.690.
  - 2.6. Provide annual summary to the Oregon Criminal Justice Commission outlining county program, service or budget changes made in response to recommendations of the Council.

*Next page...*



## BYLAWS

### Marion County Public Safety Coordinating Council

Revised August 17, 2022

#### **ARTICLE IV**

#### **MEMBERSHIP**

The Council shall consist of the following members. Additional members may be added by the board of commissioners as deemed necessary:

<b>Membership Requirements - ORS 423.560 – must include but is not limited to the following</b>			
<b>EXECUTIVE COMMITTEE</b>	1.	A police chief	Selected by the police chiefs in the county
	2.	Marion County Sheriff or designee	Ongoing by occupying the office
		<sup>1</sup> A director of community corrections	Appointed by the county commissioners
	3.	Marion County District Attorney or designee	Ongoing by occupying the office
	4.	A state court judge or designee	Appointed by the presiding judge
	5.	A public defender or defense attorney	Appointed by the presiding judge
	6.	A county commissioner	Appointed by the county commissioners
	7.	A juvenile department director	Ongoing by occupying the department head position
	8.	A health director	Ongoing by occupying the department head position
		<sup>2</sup> A mental health director	Ongoing by occupying the department head position
	9.	A representative from victim services nonprofit	Appointed by the county commissioners
	10.	At least one lay citizen	Appointed by the county commissioners
	11.	A city councilor or mayor	Selected by the cities in the county
	12.	A city manager or other city representative	Selected by the cities in the county
13.	Oregon State Police representative (non-voting)	Selected by the Superintendent of State Police	
14.	An Oregon Youth Authority representative (non-voting)	Selected by the director the Youth Authority	
<b>Additional Council Members</b>			
	15.	Community Services Director	Appointed by the county commissioners
	16.	School district representative	Appointed by the county commissioners
	17.	Business representative	Appointed by the county commissioners
	18.	Business representative	Appointed by the county commissioners
	19.	Veterans' representative	Appointed by the county commissioners
	20.	Alcohol and drug committee representative	Appointed by the county commissioners
	21.	Additional police chief	Appointed by the county commissioners
	22.	Additional state court judge – adult	Appointed by the presiding judge
	23.	Additional public defender - juvenile	Appointed by the presiding judge
	24.	Trial court administrator's office representative	Appointed by the presiding judge
	25.	Additional members at-large	Appointed by the county commissioners
<sup>1</sup> The Marion County Sheriff is the community corrections director in Marion County <sup>2</sup> The Marion County Health & Human Services Administrator is also the county's mental health administrator			



## **BYLAWS**

### **Marion County Public Safety Coordinating Council**

Revised August 17, 2022

1. Member Duties. Council members undertake the responsibility of assisting the Council in achieving its mission. Fulfillment of this responsibility includes the following:
  - 1.1. Provide support to the Council in the community;
  - 1.2. Work on Council projects to advance its goals;
  - 1.3. Communicate with members in order to facilitate the work of the Council;
  - 1.4. Regularly attend meetings; and
  - 1.5. Attend meetings prepared to participate.
2. Council members must comply with the [Marion County Legislative Advocacy Guidelines](#) as outlined in county ***Administrative Policy 203, Appointments to Advisory Boards***. The Council must report recommendations to the Board of Commissioners rather than taking action or a policy position on behalf of the county upon its own initiative.
3. Termination: Members shall serve at the pleasure of the appointing authority or until the member no longer holds the public office described. Citizen members shall serve a term of three (3) years. Citizen members may serve more than one term. The Board of Commissioners or presiding judge may remove members under their respective appointing authorities.
4. Resignation: Member resignations shall be submitted in writing to the Council Chair and announced at the next regularly scheduled meeting. The Chair shall forward a copy of the resignation to the Board of commissioners and the presiding judge.
5. The appointing authorities of the mandated positions shall fill a vacancy over which they have appointment authority within three months of the vacancy or as soon as possible.

## **ARTICLE V**

### **OFFICERS**

1. The officers shall be a Chair and Vice-chair. A county commissioner, or designee from the executive committee, will be the chair and will facilitate Council meetings. The Chair will nominate the Vice-chair who shall be elected by a majority of members of the Council and shall hold office for a term of two (2) years.
  - 1.1. Chair Responsibilities
    - 1.1.1. The Chair shall enforce Council directives, guidelines and membership rules and will guide the conduct of public meetings.
    - 1.1.2. The Chair is the official representative of the Council and will be the official spokespeople to the media.
    - 1.1.3. The Chair shall appoint a Vice-Chair to complete the term of Vice-Chair if the office becomes vacant.
    - 1.1.4. The chair shall form subcommittees, including the subcommittee required by ORS 423.565(4), and form task forces. The chair shall appoint subcommittee and task force members.



## **BYLAWS**

### **Marion County Public Safety Coordinating Council**

Revised August 17, 2022

#### 1.2. Vice-Chair Responsibilities

1.2.1. In the absence of the Chair, the Vice-chair shall assume the Chair's responsibilities.

1.2.2. If the Chair and Vice-chair are not available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

### **ARTICLE VI**

#### **EXECUTIVE COMMITTEE**

1. The executive committee (Committee) shall be comprised of the members statutorily mandated to the public safety coordinating council through ORS 423.560.
2. The Chair of the Council shall be the Chair of the Committee.
3. The executive committee shall meet quarterly, or more often if needed, for the purposes of:
  - 3.1. Taking action on behalf of the Council. Actions taken must be reported to the full Council at the next regularly scheduled meeting.
  - 3.2. Receiving and reviewing recommendations from ad hoc committees and other interested parties and taking action on items as needed. Actions taken must be reported to the full Council at the next regularly scheduled meeting.
  - 3.3. Reviewing and taking action on future public safety agency budgets and making recommendations to the Board regarding budgeting priorities. Actions taken must be reported to the full Council at the next regularly scheduled meeting.
  - 3.4. Developing agendas for regular Council meetings.
  - 3.5. Considering matters on behalf of the Council otherwise deemed necessary by the Chair.
4. Committee actions require a quorum. The majority of the appointed, voting Committee membership will constitute a quorum for the transaction of all business at Committee meetings. Non-voting members are not counted towards achieving a quorum. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.

*Next page...*



## **BYLAWS**

### **Marion County Public Safety Coordinating Council**

Revised August 17, 2022

#### **ARTICLE VII**

##### **MEETINGS**

1. **PUBLIC MEETING LAWS:** The Marion County Public Safety Coordinating Council is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.
2. **REGULAR MEETINGS:** The Council shall meet at least once per quarter. Regular meetings may be canceled or changed to another specific place, date or time provided that actual notice is given.
3. **ATTENDANCE:** Members are expected to attend meetings. Lack of attendance may result in subsequent removal pursuant to ARTICLE IV Section 3: Termination.
4. **NOTICE:** The Council will provide for and give public notice, reasonably calculated to give actual notice, to Council members, interested persons, news media that have requested notice, and general public notice. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public awareness of the proceedings of the Council and to participate in its deliberations.
5. **SPECIAL MEETINGS:** Special meetings may be called by the Council Chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. When possible, notice should be provided as soon as possible to encourage public participation.
6. **QUORUM:** The majority of the appointed, voting Council membership will constitute a quorum for the transaction of all business at meetings. Non-voting members are not counted towards achieving a quorum. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.
7. **DECISION MAKING PROCEDURE:** Each voting Council member is entitled to one vote on all issues presented at meetings at which the member is present. The primary decision-making method shall be the consensus process. Consensus is achieved when all members approve an action. However, if consensus cannot be achieved with regard to any issue, decision-making shall be accomplished by majority vote. Majority is defined as a majority of the appointed, voting Council members present at the meeting.
8. **MINUTES:** The staff member assigned to the Council is responsible for preparing meeting minutes. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each



## **BYLAWS**

### **Marion County Public Safety Coordinating Council**

Revised August 17, 2022

member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one week prior to the monthly meeting. Minutes will also be distributed to the Board and posted on the Marion County website.

9. **AGENDAS:** Council members and county staff may make recommendations for agenda items. The agenda will be distributed to members prior to a regular meeting.

### **ARTICLE VIII**

#### **AD HOC COMMITTEES**

As necessary, the Council may request the formation of ad hoc committees to deal with specific problems or issues as the Council deems appropriate. All ad hoc committees are required to report relevant findings and/or recommendations to the Council. Ad hoc committee members need not be members of the Council.

### **ARTICLE IX**

#### **AMENDING BYLAWS**

1. **AMENDMENTS INITIATED BY COUNCIL**

The Council may propose amendments to the bylaws. Any recommendations agreed upon by a majority of the Council shall be forwarded to the Board for its approval. In accordance with county administrative policies and procedures, bylaws shall be reviewed by the Council every three years and any changes must be approved by the Board of Commissioners.

2. **AMENDMENTS INITIATED BY BOARD OF COMMISSIONERS**

The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Council for review and consultation prior to Board adoption.

3. **DISTRIBUTION OF AMENDED BYLAWS**

Upon approval of bylaw amendments by the Board of Commissioners, the staff member assigned to the Council will distribute the bylaws to all Council members.

*Next page...*



**BYLAWS**  
Marion County Public Safety Coordinating Council

Revised August 17, 2022

**ARTICLE X**

**CONFLICTS OF INTEREST**

1. DECLARATION

The Council is subject to ORS 244.020, 244.040(1), and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Council members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

2. POTENTIAL CONFLICT DEFINED

A potential conflict of interest exists when a Council member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Council member may participate in an action after declaring the potential conflict and announcing its nature.

3. ACTUAL CONFLICT DEFINED

An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Council member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

**ARTICLE XI**

**COMMUNITY RELATIONS – PUBLIC INPUT**

Any member of the public is welcome to attend Council meetings. Public comments are encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Council may contact the Chair, Vice-chair, or staff assigned to the Council. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

Approved by the Marion County Public Safety Coordinating Council Executive Committee:	4/12/2022
Adopted by the Marion County Board of Commissioners:	8/17/2022