

Bylaws for City of Talent Together for Talent Committee

1. Mission

Mission statement: The mission of the Together for Talent Committee is to preserve and enhance the quality of life in Talent by building community, improving the appearance and livability of the city, honoring the city's agricultural heritage, and promoting sustainability through gardening, landscaping, tree planting, reduction of waste, and citizen participation.

The Committee shall fulfill its mission by studying and making recommendations to the City Council, which may include but not be limited to, the following:

- a. Assist in creating the City's Clean Energy Action Plan to reduce energy use and transition Talent to clean energy sources, such as solar; and perform periodic review of said Plan.
- b. Review and work with the City Emergency Manager on the City Emergency Operations Plan, with special regard to coordinating volunteers from trained and informed groups such as Map Your Neighborhood and CERT (Community Emergency Response Team) with emergency personnel from Talent City Police, Jackson County Sheriff's Office and Jackson County Fire District 5, and ensure a periodic review of said Plan.
- c. Compile data and gather pertinent information to assist City in policy making in the preservation of designated heritage and significant trees; creating habitat and landscaping to support pollinators; encouraging Integrated Pest Management (IPM) practices; reducing waste; and, in coordination with Parks and Recreation, organizing volunteers for maintenance work on trails and in city parks.
- d. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Talent as pertains to sustainability.
- e. Make recommendations to the City Council for modifications of or additions to existing ordinances, policies, and practices that help promote sustainability in the City of Talent.
- f. Work in conjunction with other City commissions, boards, and committees to help ensure coordination of various elements of the Clean Energy Action Plan, sustainability programs, and other related activities.
- g. Conduct public meetings and make recommendations to the City Council on sustainability issues and ordinances.
- h. Make recommendations for capital improvements, programs, and policies that will help increase the use of renewable energy, decrease the use of energy, reduce waste, promote water conservation, and help our community prepare for the impacts of climate change.
- i. Review and comment on fund-raising efforts and donations made on behalf of the Committee.
- j. Foster public awareness and citizen volunteer involvement in all aspects of the Committee.
- k. Review changes and additions planned for city parks and properties from the point of view of pollinators, and make appropriate suggestions for City policy.
- l. In coordination with city departments, ensure that the city's Tree City, Bee City, and EPA Green Power Community designations are maintained.

2. Organization

The Together for Talent Committee shall consist of at least seven (7) and no more than eleven (11) members appointed by the Mayor and confirmed by the City Council. Two (2) members may live outside the Talent city limits. Committee members shall receive no compensation. The Mayor or a City Council member appointed by the Mayor shall serve as an ex officio member of the Committee, but shall have no vote and shall not count toward a quorum. Committee members shall be appointed for a period of two (2) years. A committee member's term of office shall expire on the last business day in December of the second year. Any vacancy shall be filled by appointment by the Mayor, with the consent of the City Council, for the unexpired portion of the term. Terms will overlap so that three members' terms will expire on the last business day in January of the second year. In case the full complement of 11 members is achieved, any citizen of Talent may apply to fulfill one (1) of two (2) Alternate member seats, following the procedures applying to regular members. In the case of an absence or vacancy on the Committee, the Chair, with the consent of the Committee, shall appoint an Alternate member to occupy the vacant position on a meeting-by-meeting basis. In the case of prolonged absenteeism of more than three (3) sequential scheduled meetings of the Committee, the Mayor, with the consent of the Council, shall appoint one of alternate members to occupy the vacant position on a meeting-by-meeting basis.

3. Appointments to the Committee

After three (3) consecutive meetings, an applicant may file a standard committee application form. This application will be reviewed by the Mayor and submitted to City Council for approval. The Committee may or may not recommend the applicant to the Mayor and the Council.

4. Election and Duties of Chair, Vice Chair, Secretary, and Treasurer

- a. The Committee, at its first regular meeting in January of each year, shall elect a Chair, Vice Chair, Secretary, and Treasurer. Treasurer only tracks expenditures and so may also be subsumed within the office of Vice Chair or Secretary.
- b. After consultation with the Committee regarding availability, the Committee shall appoint liaisons to the various work groups affiliated with the Committee, as the need arises.
- c. **Chair and Vice Chair Duties:** The Chair shall preside at all meetings, set the agenda, and approve liaisons to each work group, as are authorized. The Vice Chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or Vice Chair shall preserve the decorum at Committee meetings. In the event of the absence or disability of both the Chair and Vice Chair, the Secretary call the meeting to order and calls for an election of a temporary Chair to serve until the presiding officers return. In such event, the temporary Chair will have all the powers and perform the functions and duties assigned to the Chair of the Committee.

- d. **Secretary Duties:** The Secretary shall keep an accurate record of all Committee proceedings (recording those present at meetings), including written minutes of all meetings. A copy of the approved minutes of each Committee meeting shall be signed by the Chair and delivered to the City Recorder for filing, and said minutes shall be a public record and available for public inspection. The Secretary shall maintain a copy of the bylaws, and all subsequent members and Alternates shall be provided with an up-to-date copy.
 - e. **Treasurer Duties:** The Treasurer will track expenditures and report to the Committee on a quarterly basis.
 - f. **Member Duties:** The duties of the other Committee members include: contributing ideas, keeping on the subject, being aware of personal agendas and acknowledge if appropriate; and contributing to all of the Chair's responsibilities.
 - g. **Alternate Member Duties:** Alternate members' primary function shall be to assist the Committee as requested. They are encouraged to attend all Committee meetings. An Alternate member, once in place as a full member of the Committee, shall have the same rights, duties, and voting privileges as the absent committee member and is required to attend meetings regularly.
 - h. **Removal from the Committee:** If a Committee member should, without valid reason, as determined by the Committee, miss three (3) regularly scheduled, sequential meetings within the same fiscal year, that member or Alternate may be subject to removal from the Committee. In addition, a Committee member or Alternate may be removed for misconduct by the City Council, following a public hearing. This process may be initiated by the City Council or by recommendation from the Committee.
5. **Quorum, Meetings, Rules and Procedures, Number of Meetings**
- a. **Quorum:** A simple majority of the total number of voting members of the Committee shall constitute a quorum, but no less than four (4). A quorum is required in order for the Committee to have a valid vote, though business may be discussed.
 - b. **Committee Meeting:** There shall be least one (1) regularly scheduled meeting per month, with the agenda submitted in advance to the City Recorder so that the public is given adequate notice of time, place, and agenda. The Chair may cancel a meeting due to lack of Committee business or lack of a quorum. Meeting may be run informally in accordance with Oregon laws, the latest edition of Robert's Rules of Order, and/or the Together for Talent Committee bylaws. Meetings are open to the public, and with majority consent of the Committee, members of the public may be invited to present or speak on special topics within the scope and mission of the Committee.
 - c. **Special Meetings:** The Chair may call a non-regularly scheduled meeting either at the Chair's request or the request of a Committee member, as long as adequate public notice is given, as defined by City policy.

- d. **Oregon Public Meetings Law:** All meetings of the Committee shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.
- e. **Voting:** Voting shall be done by voice vote when a quorum is present and following a motion and motion seconded. Voting results on all motions shall be forwarded as recommendations to the City Council. If a motion regarding any matter before the Committee receives an equal number of ayes and nays, the motion fails. The Committee may continue to make motions until a majority vote is obtained. Matters may be carried over to future meetings. No member of the Committee shall vote on any question unless the member is present, in person or by conference call-in, when the vote is taken and when the result is announced. No member shall give a proxy to any person whomsoever.

6. Amending Bylaws

Adopted bylaws may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those present, a quorum being present.