

CLACKAMAS COUNTY OREGON TOURISM DEVELOPMENT COUNCIL

POLICIES AND PROCEDURES

These are the policies and procedures for the Clackamas County Oregon Tourism Development Council (TDC) dated December 2000 and supersede and replace all previous Policies and Procedures once adopted by the TDC. The definitions for these Policies and Procedures are the same definitions found in the Bylaws of the TDC.

1. Eligibility for Office / Nominations. In accordance with the provisions of Article 4.4 of the Bylaws of the TDC the procedure for eligibility and nomination to the offices of the TDC shall be as follows: unless the Chair is running for any office, including for reelection, any member wishing to run for an office shall submit their name and any TDC member wishing to nominate any other TDC member shall submit the member's name to the Chair at least one month prior to the set election date. Such member(s) shall be placed in nomination. The nominated member must have agreed to run for the position for which the member was nominated and must have agreed to serve if elected. If there are officers running for reelection or who submit their names as candidates and no member wishes to oppose them or any of them, no other name is required to be placed in nomination. Any member of the TDC is eligible for election to any office.
2. Election of Officers. The election of officers shall be held no later than the last regularly scheduled meeting of the TDC in each fiscal year starting with 2001. The election of officers shall be by roll call vote of the TDC. The new officers shall take office at the start of the next fiscal year.
3. Public Comment at TDC Meetings. The Chair has the responsibility to conduct TDC meetings in accordance with the agenda for the meeting. The TDC may, by majority vote of the members voting on the question, agree to add any item to the agenda or hear testimony or discussion on any issue. The agenda shall provide for public comment on all agenda items. All persons wishing to speak to agenda items must request time by using the request form provided by TDC. The time permitted for such comment period shall be within the discretion of the Chair and be equally applied to all. The Chair shall also be entitled to establish guidelines for such comment period that may vary from meeting to meeting. The Chair may require groups of persons that have similar interests or positions to select a single representative to present the position on any issue and may limit the time that any person is entitled to speak. The TDC, by a majority vote of the members voting on the question, may override the Chair's decisions on the public comment period.

4. Conflicts of Interest. TDC Members shall resolve any questions related to conflict of interest as described in ORS chapter 244.
5. Attendance. Regular attendance at the TDC meetings is imperative for the success of the TDC. However, there are times when a Member may be unable to attend a regularly scheduled meeting. Any Member not able to attend any meeting shall notify the Chair by telephone, in writing, by fax or by e-mail as to the reason why the Member is unable to attend. If the Chair is unable to attend, the Chair shall notify the Vice-Chair. The Chair (or Vice-Chair) shall determine if the reason for non-attendance is sufficient. If it is, then the Member is deemed excused and such absence shall not count against the member. If the excuse is not sufficient or if no excuse is tendered, then the Member shall have an unexcused absence. After three-(3) unexcused absences, then TDC shall notify the Board of County Commissioners of the member's unexcused absences so that the BCC may take action as they see fit.
6. Expenditure Policy. The Tourism Development Council and staff will adhere to the legal requirements of the Clackamas County Purchasing Policies and Procedures, and all applicable laws regarding the expenditure of public funds. The adopted budget shall be followed as provided in Clackamas County finance department procedures and only changes to expenditures between major budget categories need be requested by staff, recommended by the TDC and then approved by the Board of County Commissioners. TDC expenditures are to be reviewed by the Chair on a monthly basis, to verify compliance with TDC direction and budgetary intent. The TDC Executive Director will provide a monthly financial report to the TDC showing the status of all TDC funds and accounts. In the event the TDC meets less than monthly, said financial report may be submitted to the TDC chair for review.