

# **Sherwood Solid Waste Community Enhancement**

## **Program Advisory Committee**

### **BYLAWS**

#### **ARTICLE I – NAME**

Sherwood Solid Waste Community Enhancement Program Advisory Committee. Working title shall be Community Enhancement Program Committee (CEPC).

#### **ARTICLE II – AUTHORIZATION**

Established by resolution by the Sherwood City Council, Resolution No. 2015-047 on May 5, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933297.

#### **ARTICLE III – PURPOSE**

- A. Administer the Community Enhancement Program funded by the Metro fee at the Pride Recycling Company's Transfer Station.

#### **ARTICLE IV – RESPONSIBILITIES/OBJECTIVES**

- A. Establishment of the enhancement area boundary.
- B. Creation of committee bylaws
- C. Development of a process for soliciting and selecting community enhancement projects.
- D. Compliance with the eligibility criteria set forth in Metro's Solid Waste Community Enhancement Program Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- E. Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.
- F. Presentation of an annual report to the Metro on all projects approved for funding.
- G. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

## **ARTICLE V – ORGANIZATION AND STRUCTURE**

### **Section 1. Membership**

- A.** Membership of the Sherwood CEPC shall consist of the seven City Councilors and the Metro Councilor whose district includes the City if the Metro Councilor chooses to be a committee member. If the Metro Councilor decided not to be a member of the CEPC, the City Council will be the committee.

### **Section 2. Officers**

- A.** The Mayor and the Metro Councilor will be co-chairs of the CEPC if the Metro Councilor chooses to serve as co-chair.
- B.** The duties and powers of the officers of the Sherwood Community Enhancement Program Committee shall be as follows:

#### Chair or Co-Chairs

- Preside at all meetings of the Committee
  - Development of a written agenda in sufficient time to allow for distribution to Committee prior to any regular meeting.
  - Call special meetings of the Committee in accordance with the bylaws;
  - See that all actions of the Committee are properly taken;
- C.** The City of Sherwood will provide all administrative support to the CEPC to include:
- Keep summary minutes of all meetings;
  - Give or serve all notices required by law or required in the CEPC Bylaws;
  - Prepare the agenda of all meetings of the CEPC;
  - Be custodian of CEPC records;

## **ARTICLE VI - MEETING PROCEDURES AND QUORUM**

- A.** The CEPC shall hold meetings as needed to administer the program as determined by the Chair or Co-Chairs. Members will be reminded by written or electronic means such as email at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

- B.** CEPC Meetings shall be publicized in accordance with the Oregon public meetings law.
- C.** A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.
- D.** Robert's Rules of Order shall guide the CEPC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair or Co-Chairs.
- E.** All members of the CEPC shall be voting members of the committee. In the case of a tie vote, the motion fails.
- F.** A report of the CEPC activities shall be made to City Council and Metro annually.

#### **ARTICLE VII - AMENDING BYLAWS**

Amendments to these bylaws may be recommended at a meeting of the CEPC called for that purpose, provided that written or electronic notice such as email has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only a change that has been specified in the notice shall become effective upon the affirmative vote of a majority of CEPC board members.