

RESOLUTION NO. 2013 - 01

A Resolution creating the McMinnville Urban Renewal Advisory Committee (MURAC), and adopting bylaws to guide its roles, responsibilities, and operations.

RECITALS:

WHEREAS, at a public meeting held March 26, 2013, the McMinnville City Council appointed itself as the McMinnville Urban Renewal Board, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes; and

WHEREAS, the Urban Renewal Board wishes to solicit advice from its citizens and business owners concerning various elements of the Urban Renewal Plan, adopted July 23, 2013, and believes this is best accomplished through an advisory committee; and

WHEREAS, the Urban Renewal Board wishes to provide guidelines for such an advisory committee's roles, responsibilities, and operations.

NOW THEREFORE BE IT RESOLVED that the McMinnville Urban Renewal Board establishes the McMinnville Urban Renewal Advisory Committee (MURAC).

BE IT FURTHER RESOLVED that the McMinnville Urban Renewal Board establishes bylaws to guide MURAC's roles, responsibilities, and operations as follows:

ARTICLE I - AUTHORITY

**Section 1. Name:** The name of the committee shall be the McMinnville Urban Renewal Advisory Committee (MURAC).

**Section 2. Purpose:** The purpose of MURAC is to review, advise, and make recommendations to the McMinnville Urban Renewal Board ("Board") on matters pertaining to the adopted Urban Renewal Plan. This may include recommendations pertaining to policy, budget, and implementation of urban renewal projects and programs identified within the Plan, as well as any amendment proposed to the Plan. The Board may also call upon the committee to provide input on other plans or projects affecting the Urban Renewal Plan, or provide other advisory services as directed.

ARTICLE II - MEMBERSHIP

**Section 1. Membership:** The MURAC shall consist of seven members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Three (3) MURAC members shall have businesses or property within the Urban Renewal District boundaries; the remaining four (4) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.

To the extent possible, members should represent a diverse cross section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal related activities.

**Section 2. Terms of MURAC Members:** MURAC members shall serve a term of three years, except that the terms upon initial appointment shall be staggered by the Board to provide for three (3) three-year terms, two (2) two-year terms, and two (2) one-year terms. The Board shall fill vacancies with individuals necessary to meet the membership requirements in Section 1. Members may be reappointed for up to two consecutive three-year terms; non-voting ex-officio members shall not be limited as to the term they may serve on the MURAC. An initial one or two year term, or any other partial term of less than three years, does not count toward these term limits.

**Section 3. Lack of Participation; Removal of Members:** Any MURAC member may be removed by a majority vote of the committee for nonparticipation, which shall be defined as absence from more than 50 percent of any regularly scheduled meetings within one year without reasonable cause or from three consecutive meetings without reasonable cause. If such should occur, the issue of the member's nonparticipation shall be placed on an upcoming agenda and upon majority vote of the MURAC that position shall be declared vacant. The MURAC shall forward its decision to the Board, which shall fill the vacant position by appointment by a majority vote of the Board at a public meeting.

The Board may also remove members at its sole discretion. The MURAC may also make a recommendation to the Board for the removal of a member for failure to comply with the provisions of these bylaws, in which case the Board may approve the removal by a majority vote of the Board at a public meeting.

### ARTICLE III - OFFICERS AND STAFF LIAISON

**Section 1. Officers:** The officers of the MURAC shall be a chair and vice chair. The chair shall be elected by the MURAC members and shall preside at all meetings of the committee. The vice chair shall be elected by the MURAC members and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the MURAC members shall elect a new chair.

**Section 2. Election of Officers:** The chair and vice chair shall be elected annually by the MURAC members at the first regular meeting of the committee each calendar year, and shall hold office for one year or until their successors are elected and qualified. All terms of office shall begin upon their date of election and end December 31. Non-voting ex-officio members may not hold office.

**Section 3. Vacancies in Office:** Should the offices of the chair or vice chair become vacant, the MURAC shall elect a successor from its members at the next regular meeting and such election shall be for the unexpired term of such office.

**Section 4. Staff Liaison:** The City Manager or his/her designee will be the Staff Liaison for the MURAC. The Staff Liaison shall keep the records of the MURAC, record all votes, keep a record of the proceedings of the committee, and perform all duties incident to the office and other duties and functions as may from time to time be required by the MURAC, bylaws, or rules and regulations of the committee.

## ARTICLE IV - MEETINGS

**Section 1. Regular Meetings:** The MURAC shall meet at least quarterly; all meetings shall be in accordance with ORS Chapter 192. All meetings shall be held in the McMinnville Civic Hall hearing room, or at such other place as the chair shall determine. The Staff Liaison, in consultation with the MURAC chair, shall determine whether sufficient business exists for a meeting and notify each member through email of the meeting as well as arrange for official public notice of the meeting.

**Section 2. Special Meetings:** The MURAC chair may call a special meeting of the committee to be held between regular meetings if a need exists for committee action. Special meetings may also be held at any time by the unanimous consent of all members of the MURAC.

**Section 3. Quorum:** A majority of the currently serving MURAC members will constitute a quorum for purposes of conducting business. Unless otherwise provided, the majority vote of the quorum present shall decide the question. Should a quorum not be present at a meeting, the members present may continue informally, but cannot render a decision.

**Section 4. Open Meetings:** All MURAC meetings shall be noticed and open to the public, and be held in accordance with Oregon public meeting laws (ORS 192.610 – 192.672).

**Section 5. Agenda:** The Staff Liaison, in consultation with the MURAC chair, shall prepare an agenda for each meeting. Time limits may be established for each item to guide the meeting's discussion and actions. The agenda shall include notice of the place, time, and the following:

- Roll Call
- Approval of meeting minutes
- Appearance of interested citizens
- Action items
- Information items
- New business

If public participation is to be part of a meeting, the presiding officer may establish the order and length of time for participants in order to ensure that time exists to address other business matters on the agenda.

**Section 6. MURAC Member Responsibilities:** The MURAC will strive to reach consensus on matters under consideration. All members' positions will be respected and considered and wherever possible the group will work collaboratively to reach a consensus on recommendations. Members will regularly attend MURAC meetings and contribute constructively to discussions. If a member is unable to attend a meeting, s/he is expected to notify the Staff Liaison prior to the scheduled meeting.

All rules of order not provided for within these bylaws shall be determined in accordance with Roberts Rules of Order, Newly Revised.

ARTICLE V - AMENDMENTS

**Section 1. Amendment to Bylaws:** The bylaws of the MURAC shall be amended only with the approval of a majority of all members of the committee at a regular or special meeting.

Adopted by the McMinnville Urban Renewal Board of the City of McMinnville at a regular meeting held the 10<sup>th</sup> day of December 2013.

Ayes: Hill, Jeffries, Menke, Ruden, Yoder

Nays: \_\_\_\_\_

Approved this 10<sup>th</sup> day of December 2013.

  
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URBAN RENEWAL BOARD CHAIR

Approved as to Form:

  
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CITY ATTORNEY