

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting By-laws for the)
Conduct of the Columbia County Unmet) Order No. 10-2008
Needs Committee)

WHEREAS, on December 3, 2007, the Columbia County Board of Commissioners declared an emergency to exist within the County related to a series of Pacific storms, causing substantial flooding and property damage; and

WHEREAS, on December 5, 2007, the Board of County Commissioners created an ad hoc committee for "Flood Victims Unmet Needs" within the County; and

WHEREAS, the Board has determined that the need for such Committee is likely to be on-going; and

WHEREAS, the Board desires to formalize the purpose and duties of the Committee and its members through the adoption of bylaws to be followed by the Committee;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. A Committee known as the "Columbia County Unmet Needs Committee" is formed, retroactive to December 5, 2007.
2. The Board of County Commissioners adopts the bylaws which are attached hereto as Attachment 1, and are incorporated herein by this reference, as the official bylaws of the Columbia County Unmet Needs Committee.
3. The Columbia County Unmet Needs Committee shall be governed by the Board of County Commissioners, and shall conduct its business in accordance with the bylaws.

Dated this 6th day of February, 2008.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to form

By: [Signature]
Office of County Counsel

By: [Signature]
Anthony Hyde, Chair

By: not available
Joe Corsiglia, Commissioner

By: [Signature]
Rita Bernhard, Commissioner

ATTACHMENT 1

COLUMBIA COUNTY UNMET NEEDS COMMITTEE

ARTICLE I. NAME.

The Columbia County Board of Commissioners hereby creates an ad hoc committee which shall be known as the Columbia County Unmet Needs Committee (hereinafter referred to as the “UNC”, or “Committee”).

ARTICLE II. COMMITTEE OFFICE.

The UNC shall for all purposes be a committee established by Columbia County. Official correspondence shall be sent to the Columbia County Board of County Commissioners, located in the Columbia County Courthouse, 230 Strand Street, Room 331, St. Helens, Oregon 97051.

ARTICLE III. PURPOSE/TERMINATION.

1. The purpose of the UNC shall be to assist County residents who were affected by the 2007 storm to repair damage done to residential property. (Is it for more than residents? Is it for more than residential property?). The Committee may assist Clatsop County residents according to any guidelines promulgated by the Board of County Commissioners. The Committee shall distribute funds donated to the County for storm relief as it determines to be necessary to assist such residents. The Committee shall carry out its purpose according to these by-laws and according to any guidelines promulgated by the Board of County Commissioners. The UNC shall act, at all times, as good fiscal stewards of all funds overseen by the Committee and shall take care to make thoughtful and reasonable decisions that provide the most benefit to affected residents. The Committee shall propose guidelines and procedures for the expenditure of County funds for approval by the Board of County Commissioners.
2. The Board of County Commissioners shall disband and terminate the UNC when the purpose of the Committee has been fulfilled, at the sole discretion of the Board of County Commissioners. Upon termination, the Committee members shall submit all Committee records to the County as directed by the Board and shall otherwise comply with any terminating procedures and policies as directed by the Board of County Commissioners.
3. The actions of the Committee shall be coordinated with the appropriate County department, including but not limited to the Finance Department, the Board of County Commissioners, the County Counsel’s office and Human Resources Department.

ARTICLE IV. MEMBERS.

1. Voting Members. The UNC shall consist of 5 voting members. The Board of County Commissioners shall endeavor when possible to appoint qualified voting members according

to their geographic location in storm affected areas of the County, including one member representing each of the storm/flood affected cities of the County (the City of St. Helens, the City of Vernonia, and the City of Clatskanie), and one qualified member representing the unincorporated areas of Columbia County. The fifth member shall be a Columbia County Commissioner.

2. Non-voting Members. The Board of County Commissioners may, at its discretion, appoint as many ex-officio (non-voting) members to the Committee as it deems expedient and necessary.
3. Alternates. The Board of County Commissioners may, at its discretion, appoint alternates to the voting member positions as it deems expedient and necessary. If a voting member is unable to attend a meeting, the alternate may vote in place of such voting member.
4. Removal. The Board of County Commissioners may remove a voting member, or non-voting member immediately if such member fails to attend more than 3 consecutive meetings. Upon removal of a member, the Board of County Commissioners shall appoint such member's alternate, if any, to the position. If no alternate has been appointed, the Board of County Commissioners shall appoint a new member from the appropriate geographic location.

ARTICLE V. OFFICERS.

1. The Committee shall elect a Chair, Vice-chair and Secretary/Treasurer at its first meeting, or as soon thereafter as possible.
2. Each Officer shall hold his/her office for a term of one year from election. There shall be no limit to the number of terms an Officer may hold.
3. The Chair shall preside at and facilitate Committee meetings and shall act as the liaison to the Board of County Commissioners. The Chair shall create an agenda for distribution prior to each meeting. The Chair shall review all agreements pertaining to the Committee and shall forward all such Agreements to the office of the Columbia County Counsel for legal review and final approval by the Board of County Commissioners.
4. The Vice-chair shall perform the duties of the Chair in the Chair's absence or incapacity. The Vice-chair shall perform other duties as assigned by the Chair, if not inconsistent with these by-laws.
5. The Secretary/Treasurer shall present Treasurer's reports and minutes of all meetings to the Chair, and Committee members for approval, and shall forward copies of all approved minutes to the Board of County Commissioners and to the Columbia County Finance Director.

ARTICLE VI. MEETINGS.

1. The Committee shall hold regular and special meetings at such times and locations as determined by the Committee to be necessary and expedient in order to conduct its business. Meetings of the Committee shall be public meetings, subject to the Oregon Public Meetings Law.
2. Meetings shall be held only by a quorum of the Committee voting members, or their alternates.

ARTICLE VII. COMPENSATION/EXPENSES.

1. Committee members shall serve without salary or other compensation. Reasonable expenses related to the performance of a member's official duties may be reimbursed to a Committee member upon approval of the Board of County Commissioners, in accordance with the County's expense reimbursement policies.
2. Committee members are volunteers for Columbia County, shall prepare and sign all volunteer applications/agreements required by the County, and shall comply with all terms and conditions of the County's Volunteer Policy and any other applicable County policies.

ARTICLE VIII. VOLUNTEERS.

1. The UNC may recruit a reasonable number of volunteers to act on behalf of Columbia County to directly assist the Committee to fulfill its purpose. Such volunteers shall be County volunteers. The Committee shall insure that all such volunteers prepare and sign all necessary volunteer applications/agreements required by the County and shall follow County policies, procedures and guidelines related to County volunteers with respect to such volunteers. The County reserves the right to remove any volunteer from service at its sole discretion.
2. The Committee may arrange for persons or entities to directly assist storm/flood victims. Such volunteers shall not be County volunteers. The Committee shall disclose to storm/flood victims that such volunteers are not County volunteers, and that the County does not represent or certify that such volunteers are licensed or otherwise qualified to do the work offered. The Committee shall consult with the office of County Counsel to develop a suitable disclosure form.

ARTICLE IX. PUBLIC CONTRACTING

1. The UNC is a committee of Columbia County and shall follow all Federal, State and local laws, rules, and regulations related to public contracting. The Committee shall coordinate with the Columbia County Finance Director with respect to public contracts and purchasing, and shall seek advice of the appropriate County personnel related to contracting and purchasing issues.
2. The Board of County Commissioners may, at its discretion, give the Chair of the UNC

purchasing authority within limits set by the Board. Such authorization shall be made in writing, and may be withdrawn at any time at the sole discretion of the Board of County Commissioners.

3. The Committee shall at all times use County approved forms related to public contracting and purchasing. The Committee shall obtain the proper forms from the Columbia County Finance Director.
4. The Committee shall not have direct access to County funds, including donated funds for storm relief. Such funds shall only be released upon approval of the Columbia County Finance Director. No bonding shall be required of the Committee members.

ARTICLE X. SUBCOMMITTEES.

1. The UNC may establish subcommittees when deemed necessary by the Committee. Such subcommittees may be temporary or permanent in nature.
2. No subcommittee may commit the UNC to any decisions made, but may present items for approval of the Committee in any public meeting.

ARTICLE XI. QUORUM.

Three voting members (or alternates) present at any public meeting shall constitute a quorum of the Committee for the transaction of business. A majority vote of the quorum is necessary to make a decision. A member must be present to vote.

ARTICLE XII. PARLIAMENTARY PROCEDURE.

The Committee shall follow the most current edition of Robert's Rules of Order in conducting its business, except to the extent that such Rules are inconsistent with these by-laws or any guidelines promulgated by the Board of County Commissioners.

ARTICLE XIII. AMENDMENTS.

These By-laws may be amended by order of the Board of County Commissioners at any time at the Board's sole discretion.