

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Appointing an Advisory)
Committee for the Columbia County Firearms)
Range and Adopting Bylaws for the) Order No. 16 -2009
Conduct of the Columbia County Firearms)
Range Advisory Committee)

WHEREAS, construction of the Columbia County Firearms Range was completed on December 1, 2008; and

WHEREAS, the Board of County Commissioners desires to appoint an ad hoc committee to advise the Board on issues of management and operations of the Columbia County Firearms Range; and

WHEREAS, the Board of County Commissioners has determined that the need for such a committee is likely to be on-going; and

WHEREAS, the Board of County Commissioners 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 Firearms Range Advisory Committee" (the "CCFRAC") is formed.
2. One representative of each of the following entities shall be appointed as a regular member of the CCFRAC:
 - A. Morse Bro., Inc.;
 - B. Dyno Nobel;
 - C. Columbia County Sheriff;
 - D. Federal Bureau of Investigation;
 - E. Columbia County Insurance Agent of Record;
 - F. Local Law Enforcement;
 - G. Member at-large.

3. 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 CCFRAC.
4. The CCFRAC shall be governed by the Board of County Commissioners, and shall conduct its business in accordance with the bylaws.

Dated this 11th day of March, 2009.

Approved as to form

By: Sarah Hanson
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: Rita M. Bernhard
Rita Bernhard, Chair

By: Anthony Hyde
Anthony Hyde, Commissioner

By: Earl Fisher
Earl Fisher, Commissioner

COLUMBIA COUNTY
FIREARMS RANGE ADVISORY COMMITTEE
BYLAWS

ARTICLE I. NAME.

The Columbia County Board of Commissioners hereby creates an ad hoc committee which shall be known as the Columbia County Firearms Range Committee (hereinafter referred to as the "CCFRAC", or "Committee").

ARTICLE II. COMMITTEE OFFICE.

The CCFRAC shall for all purposes be a committee established by Columbia County, under the control and authority of the Board of County Commissioners.

ARTICLE III. PURPOSE/TERMINATION.

1. The purpose of the CCFRAC shall be to advise the Board of County Commissioners regarding the operation and maintenance of the Columbia County Firearms Range. The Committee shall carry out its purpose according to these Bylaws and according to any guidelines promulgated by the Board of County Commissioners.
2. The Board of County Commissioners shall disband and terminate the CCFRAC when the purpose of the Committee has been fulfilled, in 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.

ARTICLE IV. MEMBERS.

1. Voting Members. The CCFRAC shall consist of seven voting members. The Board of County Commissioners shall appoint qualified voting members from the following groups or entities:
 - A. Morse Bros., Inc.;
 - B. Dyno Nobel;
 - C. Columbia County Sheriff;
 - D. Federal Bureau of Investigation;
 - E. Columbia County Insurance Agent of Record;
 - F. Local Law Enforcement;
 - G. Member at large.

Representatives from the named groups or entities shall nominate a member at large and forward such nomination to the Board of County Commissioners for appointment.

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 group or entity.
5. Terms. The Board of County Commissioners may make staggered appointments in its discretion for terms of one to three years.

ARTICLE V. OFFICERS.

1. The Committee shall elect a Chair, Vice-chair and Secretary/Treasurer ("Officers") 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.
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.

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 members 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 and shall prepare and sign all volunteer information required by the County.

ARTICLE VIII. VOLUNTEERS.

1. The CCFRAC may recruit volunteers to act on behalf of Columbia County to directly assist the Committee to fulfill its purpose. Such volunteers shall be County volunteers.
2. The Committee shall insure that all volunteers prepare and sign all necessary volunteer information required by the County and shall follow County policies, procedures and guidelines related to County volunteers with respect to such volunteers.

ARTICLE IX. PUBLIC CONTRACTING.

1. The CCFRAC 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, in its discretion, give the Chair of the CCFRAC purchasing authority within limits set by the Board. Such authorization shall be made in

writing, and may be withdrawn at any time in 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. 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 CCFRAC may establish subcommittees when deemed necessary by the Committee. Such subcommittees may be temporary or permanent in nature.
2. No subcommittee may commit the CCFRAC to any decisions made, but may present items for approval of the Committee in any public meeting.

ARTICLE XI. QUORUM.

Four 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 may be inconsistent with these Bylaws or any guidelines established by the Board of County Commissioners.

ARTICLE XIII. AMENDMENTS.

These Bylaws may be amended by order of the Board of County Commissioners at any time in the Board's sole discretion.