

CCAC Administrative Policy

PURPOSE, SCOPE

The purpose of this administrative policy is to establish procedures regarding the administration of advisory bodies and clarify roles and responsibilities and shall apply to every CCAC with subcommittees as well as every advisory body created under the umbrella of that CCAC. As such, this policy does not apply to the Finance Committee or any temporary committees or task forces, such as the Parks & Recreation Community Advisory Group.

POLICY

Meetings

Frequency: Advisory bodies shall meet as required by law and at the frequency outlined in the Gresham Revised Code, unless the City Manager or their designee determines the agenda is not sufficient to warrant a meeting or authorizes a request to meet outside of the set schedule. If the staff liaison feels there is a need for a special meeting, they should consult with their Assistant/Deputy City Manager.

Meeting Duration: Advisory body meetings will be agendized for a maximum meeting time of two hours, unless more time is needed to meet state mandated timelines or a request for a meeting extension is approved by the City Manager or their designee, which may include an Assistant City Manager. Advisory bodies shall follow the noticed agenda in accordance with Oregon Public Meetings Law. It is the responsibility of the Chair to, among other things, manage the meetings, maintain order as well as ensuring that the advisory body follows its agenda and meetings do not exceed the time allotted. During a meeting, if an extension of time is necessary, the Chair may call for a simple majority vote (including committee members, staff liaison and Council liaison(s)) to extend the length of the meeting.

Location: All City advisory body meetings shall be held via videoconference that is hosted by the City unless a request to meet in person is approved by the City Manager or their designee. This provision will be evaluated as necessary.

Use of City Resources

Staff resources: Each advisory body will be supported by a staff liaison responsible for meeting coordination. Staff liaisons are not obligated to follow through on all requests from advisory body members, particularly those outside the scope of the advisory body's work plan. A staff liaison is required to be present at all advisory body meetings where there is any city-related business taking place.

Resource requests: The City Manager’s Office maintains a budget to provide resources for training and recruitment for all advisory bodies. Additional staff support or other resources requested by an advisory body for committee business will only be provided upon authorization by the City Manager or their designee, which may include an Assistant City Manager. Approved requests for financial resources for advisory body business will be provided through the budget of the department responsible for administration of the advisory body.

Agendas

Advisory body agendas will be developed by the staff liaison in accordance with the advisory body work plan, and the Chair will be given an opportunity to provide input. The City Manager or their designee, which may include an Assistant City Manager, Director, Manager or staff liaison, will maintain the authority to determine what will be included on a given agenda. It is recommended that each agenda item note an approximate start time and duration. Staff liaisons may choose to provide a script for the Chair or include meeting ground rules.

Webpages

Advisory body webpages will maintain a specific format for consistency.

Conflict Resolution

Disputes or differences of opinion between staff liaisons, Council liaisons and advisory body members shall be discussed with the Assistant/Deputy City Manager responsible to ensure a timely resolution. The City Manager or designee has the authority to make a final determination on issues with advisory bodies that may arise.

Nina Vetter Date: 9-13-22
City Manager