



City of Springfield, Oregon

# Boards, Commissions and Committees Guide

January, 2021

## Welcome to the City of Springfield

Thank you for serving on one of the City of Springfield's Boards, Commissions and Committees.

Springfield's boards, commission and committees provide an invaluable service to the City through their detailed study, action and recommendations. Effective citizen participation is an invaluable tool for local government by bringing together persons of wide-ranging interests and serving as a stepping stone for persons interested in seeking elected public office or who simply wish to offer their help in serving our City.

On behalf of the City Council, I wish to thank each member of a Board, Commission or Committee and extend an invitation to other community members to consider serving.

Sincerely,  
City Recorder

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## **Introduction:**

Springfield's Boards, Commissions and Committees provide an invaluable service to the City through their details study, action and recommendations. They bring together citizen viewpoints that might not otherwise be heard. Persons of wide-ranging interest who want to participate in public service but not compete for public office may choose to be involved in advisory boards, commissions and committees instead. These bodies also serve as a training ground or stepping stone for qualified persons who are interested in seeking elected public offices. They also help fulfill the goals of the City's adopted Citizen Involvement Program to have an informed and involve citizenry.

## **Section 1 - Form of Government**

The City of Springfield has a Council-Manager form of government where the Council is responsible for setting policy and the City Manager's role is to carry out that policy and run the day to day operations of the City.

### **Mayor and Council**

The Mayor and City Council make up the legislative branch of Springfield's City government. Each of the six members of the City Council is elected by citywide vote and represents an area of town called a ward. The Mayor is also elected by citywide vote. The Mayor and City Council members serve without pay as volunteers for four-year terms. City Council duties include adopting ordinances, approving the budget, setting City goals and acting as a formal representative of the City.

### **City Manager**

The City Manager is responsible for directing and coordinating City departments to help meet City Council goals and carry their policy objectives forward.

## **Section 2 - Types of Boards, Commissions and Committees**

The City's Boards, Commissions and Committees originate from different sources. Some are established by state statute, charter provision or ordinance. Others are established by direction of the City Council or the Mayor. The City also participates in intergovernmental committees with our regional partners.

Some examples of standing boards and commissions include the Planning Commission, Historic Commission, Arts Commission and Library Board. There are also standing committees such as the Budget Committee, Museum Committee and Police Advisory Committee. Goal 1 of the State's Land Use Goals also requires the City to appoint certain committees to provide community engagement in planning and land use matters. The Mayor or Council may also establish ad hoc committees for a limited purpose or project.

Unless otherwise provided by state law, the size of each Board, Commission or Committee is determined by the Mayor or Council. When formed, each Board, Commission or Committee will have a specific statement of purpose and function, which the Mayor and Council may re-examine periodically.

### **Section 3 - Membership and Expectations**

#### **Membership**

All Council Boards, Commissions and Committees are part of the City of Springfield and work at the pleasure of the City Council. The Mayor appoints City Councilor Liaison members to most Board, Commissions and Committees and most Boards, Commissions and Committees also have a Staff Liaison as well.

#### **Expectations**

All persons appointed to a Board, Commission or Committee should expect to attend recurring meetings and devote the appropriate amount of time for study of issues and performance of work above and beyond meeting attendance.

Members have an obligation to work cooperatively with other committee members. Committee members should strive to be objective, fair, and courteous with each other, staff and the public.

The Council will vacate a Board, Commission or Committee position if the member has two or more consecutive unexcused absences from meetings in a 12 month period.

The City is committed to equal employment and volunteer opportunity without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital status, political belief, or veteran status. Members are responsible for conducting themselves in accordance with the City's Administrative Regulations on Use of Volunteers, Respectful Place to Work, Whistleblowing Disclosures and Unlawful Discrimination as set out in the Springfield Municipal Code.

### **Section 4 - Appointments, Membership Provisions and Vacancies**

The Council appoints members of Boards, Commission and Committees after an interview and deliberation. In some cases, the Mayor may waive the interview requirement.

The size of each Board, Commission and Committee is generally set by the City Council. For Boards, Commissions and Committees that have Bylaws, amendments will be approved by the Mayor and/or Council. Other rules of procedure governing Boards,

Commissions and Committees can be found in the City Council's Operating Policies and Procedures. ([Springfield City Council Operating Policies and Procedures](#))

The Mayor appoints City Council Liaisons members to most Boards, Commissions and Committees. The City Councilor Liaison is responsible for coordinating with the Staff Liaison and establishing a regular communication channel between the City Council and the respective Board, Commission and Committee. Most committees will also have a staff and member liaison. Member liaisons are encouraged to attend City Council meetings and may be responsible for providing input to the Council. Joint meetings with the City Council may also occur and the Board, Commission or Committee may also send reports and findings to the Mayor and City Council through the City Manager and any budget request will be coordinated with the City Manager consistent with the City of Springfield's budget process.

The role of the Staff Liaisons is to assist the Board, Committee and Commission but they are not employees of that body and directly responsible to their supervisor and the City Manager.

Vacancies shall be publicized in the community and filled as needed.

## **Section 5 - Public Meetings**

All meetings of Boards, Commissions and Committees are subject to the public meetings laws of the State of Oregon and all meeting notices will include date, time, place and principal subjects to be discussed in accordance with Oregon Public Meetings Laws. The Chairperson and Staff Liaison are responsible for the agenda and to ensure that minutes are kept in accordance with Oregon Public Meetings law.

## **Section 6 - Ethics and Accountability**

Members are representatives of the City and are expected to adhere to City policies related to public official ethics as set out in ORS Chapter 244 and applicable City Administration Regulations.

Members should be aware of the need to avoid any instance or appearance of a conflict to interest. In general, committee members should not vote when they have any kind of direct or indirect financial benefit or would avoid a detriment in the action or proposed recommendation. State law also prohibits public officials from using their position for financial gain.

Unless directed by the Council to state the City's official position on federal, state or county legislative matters, members may not lobby before other elected bodies or subcommittees. An individual member is free to voice a position as long as it is clear that they are not speaking as a representative of the City of Springfield.

## **Additional Resources**

League of Oregon Cities

1201 Court Street NE, Suite 200, Salem, OR 97301, 503-588-6550,  
[www.orcities.org](http://www.orcities.org)

Oregon Government Ethics Commission

3218 Pringle Rd. SE, Suite 220, Salem, OR 97302, 503-378-5105,  
[www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

[Springfield City Council Operating Policies and Procedures \(can be found on City website\)](#)