



City of Springfield Boards, Commissions & Committees Member Training

❖ City Attorney's Office

❖ October 2021



Thank you for serving on a Council Board, Commission or Committee.



You provide an important service to our City and your participation means a lot to our Council and staff.

Appreciation

Purpose

Council Boards, Commissions and Committees provide an invaluable service to the City

- Detailed study, action and recommendations
- Effective citizen participation is an invaluable tool for local government
- Bringing together persons of wide-ranging interests
- Serving as a steppingstone for the persons interested in seeking elected public office

Public Meetings

- Committee Meetings are subject to Oregon Public Meetings Law
- Notice
- Minutes
- Deliberate and gather information in public
- No email voting or discussion
- Subcommittees are ok but...



Public Meetings post-COVID-19

- New law: virtual meeting with video and/or telephone options without physical meeting location
- Allow testimony by telephone, video, or other virtual means, OR
- Provides a way to submit written testimony, including by email or other electronic methods, that can be considered in a timely manner



Taking Public Testimony



- Part of your role could be taking testimony
- Respectful; Listen
- Not required to respond
- Have consistent process for taking testimony
- Liaison will get information to the Council

Ethics

Committee members are “Public Officials”

Public Officials can be held personally liable for ethics violations

The main areas of concern for ethics are improper use of office and conflict of interest

Public Official ethics are governed by the Oregon Government Ethics Commission

Speaking for the City

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.

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.

Liaisons

Most committees have 2-3 Liaisons

- Council Liaison – City Councilor assigned to a particular committee to serve as a link between the Council and the Committee. Assigned by the Mayor annually.
- Staff Liaison – City staff member assigned to support your committee. This person can be a helpful resource and your first stop for questions.
- Member Liaisons – Committee members are encouraged to attend City Council meetings and may be responsible for providing input to the Council.

Public Records

Broad scope:

A “public record” is any writing that contains information related to the conduct of the public’s business, prepared, owned, used or retained by public body



Questions / Resources

League of Oregon Cities

1201 Court Street NE, Suite 200, Salem, OR 97301

www.orcities.org

Oregon Government Ethics Commission

3218 Pringle Rd. SE, Suite 220, Salem, OR 97302

www.oregon.gov/OGEC

Council Operating Policies and Procedures