CITY OF WILSONVILLE
29799 SW TOWN CENTER LOOP E
WILSONVILLE OREGON
503 682-1011
www.ci.wilsonville.or.us

WELCOME PACKET

DEVELOPMENT REVIEW BOARD MEMBERS

Planning Division
503 682-4960
Contents

1. 2020 Scheduled Meeting Dates

2. Wilsonville Code Sections pertaining to Development Review Board

3. Rosters
   a. City Council
   b. Development Review Board Panel A
   c. Development Review Board Panel B
   d. Planning Commission

4. Informational Pages from City’s Annual Budget
   a. City Information and Statistics

5. Documents relative to “Statement of Economic Interest” filers

6. Public Officials Training & Land Use Decision Making

7. Roberts Rules of Parliamentary Procedures

8. Making Motions: A Sample Motion

9. Elements of a Staff Report

10. Chart of Typical Development Review Process and Duration

11. Reading Plans

12. Web Page Resources, Key to Black Box (packet pick-up box) and link to Adopted City Master Plans, Development Code and City’s Comprehensive Plan

   https://www.ci.wilsonville.or.us/comm-dev/page/documents-reports-master-plans-and-maps

   - Comprehensive Plan
   - Land Use Development Code
   - Water System Master Plan
   - Transportation Systems Plan
   - Bicycle & Pedestrian Master Plan
   - Parks & Recreation Master Plan
   - Transit Master Plan
   - Villebois Village Master Plan
   - Villebois Village Concept Plan
   - Memorial Park Trails Master Plan
   - Stormwater Master Plan
   - Guidelines for WaterWise Landscaping

13. A Quick Reference Guide to Oregon’s Public Meetings Law
2020 Scheduled Meeting Dates
City of Wilsonville  
2020 Scheduled Meeting Dates  
DEVELOPMENT REVIEW BOARD – PLANNING COMMISSION  

<table>
<thead>
<tr>
<th>Development Review Board Panel A</th>
<th>Development Review Board Panel B</th>
<th>Planning Commission Committee for Citizen Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2020</td>
<td>January 27, 2020</td>
<td>January 8, 2020</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>February 24, 2020</td>
<td>February 12, 2020</td>
</tr>
<tr>
<td>March 9, 2020</td>
<td>March 23, 2020</td>
<td>March 11, 2020</td>
</tr>
<tr>
<td>April 13, 2020</td>
<td>April 27, 2020</td>
<td>April 8, 2020</td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>May 25, 2020*</td>
<td>May 13, 2020</td>
</tr>
<tr>
<td>June 8, 2020</td>
<td>June 22, 2020</td>
<td>June 10, 2020</td>
</tr>
<tr>
<td>July 13, 2020</td>
<td>July 27, 2020</td>
<td>July 8, 2020</td>
</tr>
<tr>
<td>August 10, 2020</td>
<td>August 24, 2020</td>
<td>August 12, 2020</td>
</tr>
<tr>
<td>September 14, 2020</td>
<td>September 28, 2020</td>
<td>September 9, 2020</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>October 26, 2020</td>
<td>October 14, 2020</td>
</tr>
<tr>
<td>November 9, 2020</td>
<td>November 23, 2020</td>
<td>November 11, 2020*</td>
</tr>
<tr>
<td>December 14, 2020</td>
<td>December 28, 2020</td>
<td>December 9, 2020</td>
</tr>
</tbody>
</table>

*City Holiday – alternate hearing dates may be scheduled.

<table>
<thead>
<tr>
<th>Panel A Board Members</th>
<th>Panel B Board Members</th>
<th>Planning Commissioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel McKay</td>
<td>Richard Martens</td>
<td>Jerry Greenfield</td>
</tr>
<tr>
<td>Angela Niggli</td>
<td>Shawn O’Neil</td>
<td>Ron Heberlein</td>
</tr>
<tr>
<td>Jean Svadlenka</td>
<td>Samy Nada</td>
<td>Kamran Mesbah</td>
</tr>
<tr>
<td>Ken Pitta</td>
<td>Ellie Schroeder</td>
<td>Phyllis Millan</td>
</tr>
<tr>
<td>Katie Hamm</td>
<td>Nicole Hendrix</td>
<td>Simon Springall</td>
</tr>
</tbody>
</table>

Planning Staff:

Chris Neamtzu          Community Development Director 503 570-1574  neamtzu@ci.wilsonville.or.us
Miranda Bateschell     Planning Director                503-570-1581  bateschell@ci.wilsonville.or.us
Daniel Pauly           Planning Manager                  503 570-1536  pauly@ci.wilsonville.or.us
Kim Rybold             Senior Planner                    503-570-1583  rybold@ci.wilsonville.or.us
Cindy Luxhoj           Associate Planner                 503-570-1572  luxhoj@ci.wilsonville.or.us
Philip Bradford        Associate Planner                 503-570-1623  pbradford@ci.wilsonville.or.us
Georgia McAlister      Assistant Planner                 503-570-1573  gmcalister@ci.wilsonville.or.us
Tami Bergeron          Admin Assistant                   503 570-1571  bergeron@ci.wilsonville.or.us
Shelley White          Admin Assistant                   503 570-1575  swhite@ci.wilsonville.or.us
Wilsonville Code Sections pertaining to Development Review Board
(e) Consider and make recommendations to the City Council on proposed amendments to the text of Chapter Four of the Wilsonville Code and the text of the Comprehensive Plan, including sub elements and facility plans.

(f) Consider and make recommendations to the Wilsonville Urban Renewal Agency Board on proposed redevelopment plans.

(g) Review and make recommendations to the City Council on all Petitions or Applications that are determined to be legislative land use proposals, including proposed policies, code amendments and Comprehensive Plan amendments that are legislative in nature. Before taking final action on any such matters, the City Council shall carefully consider the reports and recommendations of the Planning Commission.

(3) The Planning Commission shall conduct its meetings and deliberations in accordance with the laws of the State of Oregon and the Wilsonville Code. All recommendations made to the City Council by the Planning Commission shall be in writing, except under emergency circumstances, in which case the Planning Director, or the Director’s designee, shall be authorized to convey such recommendations orally.

(4) The Planning Commission shall have all the powers which are now or may hereafter be given to it to perform legislative functions under the laws of the State of Oregon and the Wilsonville Code.

(5) The Planning Director shall be responsible for determining whether a petition or application for a land use proposal is quasi-judicial or legislative in nature, after consultation with the City Attorney.

(Section added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)

2.323 Planning Commission Expenditures.

(1) The Planning Commission shall have no authority to make any expenditures on behalf of the City, or to obligate the City for the payment of any sums of money.

(2) Planning Commission members shall receive no compensation but shall be reimbursed for expenses.

(Added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)

2.330 Development Review Board Purpose and Members.

(1)(a) There is hereby created a Development Review Board for the purpose of reviewing, and taking action on, quasi-judicial land use applications. In the interest of efficiency, the Development Review Board shall sit as two separate panels, each of which is hereby empowered to sit separately and make decisions or recommendations on applications. Each panel of the Development Review Board shall consist of five (5) members who are not elected officials or
employees of the City. One member of each panel shall be designated as a liaison to attend City Council meetings and represent the Development Review Board when applications previously reviewed by the Board require City Council action. The liaison position may be rotated among the Board Members.

(b) Except as provided in this subsection, members of the Development Review Board shall be residents of the City who are appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the City Council. Provided, however, that for the purpose of encouraging participation by the Wilsonville business community, not more than one member of each Development Review Board panel may be appointed who does not reside within the City of Wilsonville if he/she is a property owner, or actively engaged in business or employment in the City.

(Revised by Ord. 518, adopted April 17, 2000)

(c) Not more than one member of each Development Review panel shall be engaged principally in the buying, selling or developing of real estate for profit as an individual, or be a member of any partnership or officer or employee of any corporation engaged principally in the buying, selling or developing of real estate for profit. Not more than one voting member of each panel shall be engaged in the same kind of business, trade or profession.

(2) Development Review Board members shall make every effort to attend all meetings of their respective panels and to notify the chair to prearrange absences other than emergencies. Unexcused absences from three meetings in any calendar year may be grounds for removal.

(3) The members of one panel of the Development Review Board may replace absent members of the other panel at any meeting in order to assure that a quorum is present to conduct business. Three (3) members shall constitute a quorum for each panel.

(4) Each panel of the Development Review Board shall annually elect a person to chair meetings and a vice-chair, who shall be voting members. This election shall take place at the first regular meeting each year.

(5) Notwithstanding the provision of two panels in Section 2.330(1) above, if the Planning Director and the Chair of each panel determine that a development application is of such a large scale that the public interests will be better served by combining the panels, the chairs may call the two panels together, *en banc*, to hear the application. Six members shall constitute a quorum when the two panels convene jointly.

(Section added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)

2.331 Development Review Board Terms of Office.

Each member of the Development Review Board shall serve a two-year term, or until a successor is appointed. Provided, however, that the terms of two (2) of the members of each panel shall expire at the end of calendar year 1996, and the terms of three (3) members of each panel shall expire at the end of 1997. Any vacancy shall be filled for the unexpired term of the predecessor.
in the office. No member shall hold appointment for more than three (3) full consecutive terms, but any person may be appointed again to the Board after an interval of one (1) year. However, an appointee may subsequently be appointed to a maximum of three consecutive two-year terms after completing the unexpired term of another board member.  

(Section added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)

2.332 Development Review Board Powers and Duties.

(1) Except as otherwise provided by law, it shall be the duty of the Development Review Board, and it shall have power to take action on all quasi-judicial land use applications assigned for review to the Planning Commission or Design Review Board in Chapter Four of this Code.

(2) Applications to be reviewed by the Development Review Board typically include: subdivisions and major partitions, other than those processed as “expedited land divisions”, planned developments, site level review of specific development proposals, design review applications, street naming and vacations, zoning variances and conditional use permits, and quasi-judicial amendments to Comprehensive Plan designations or zoning.

(3) The Development Review Board shall conduct its meetings and deliberations in accordance with the laws of the State of Oregon and the Wilsonville Code.

(4) All recommendations made to the Council by the Development Review Board shall be in writing, except under emergency circumstances, in which case the Planning Director, or the Director’s designee, shall be authorized to convey such recommendations orally. Before taking final action on any such matters, the City Council shall carefully consider the reports and recommendations of the Development Review Board.

(5) The Development Review Board shall have all the quasi-judicial powers which are now or may hereafter be given to land use hearings officers or planning commissions under the laws of the State of Oregon and the Wilsonville Code.

(6) The Planning Director shall be responsible for determining whether an application is quasi-judicial or legislative in nature, after consultation with the City Attorney.  

(Section added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)


(1) The Development Review Board shall have no authority to make any expenditures on behalf of the City, or to obligate the City for the payment of any sums of money.

(2) Development Review Board members shall receive no compensation but shall be reimbursed for expenses.  

(Section added by Ordinance 453, dated March 18, 1996, effective May 1, 1996.)
2.338 Referee Selection for Appeals of Expedited Land Division Decisions.

The Planning Director shall maintain a list of persons whom the Director has pre-qualified as having the requisite training, education, and experience to serve as referees for appeals of decisions on expedited land divisions, as provided in ORS 197.375. The rate of compensation shall also be established and listed by the Planning Director. Upon filing of an appeal of a decision on an expedited land division, the Planning Director shall select the referee to perform the personal hearing services at the established rates and at such times and places as the Planning Director shall determine. The list of referees and rates shall be reviewed at least annually by the Planning Director to provide current information.

(Section added by Ordinance 453, dated March 18, 1996, effective May 1, 1996.)

2.350 Library, Library Board and Library Endowment Fund Established

(1) The Wilsonville Public Library, a municipal public library in and for the City of Wilsonville, Clackamas County, State of Oregon, is hereby established under the applicable provisions of ORS Chapter 357.

(2) The Wilsonville Public Library as established by paragraph 1 shall be governed by a Library Board consisting of five (5) persons who are at least 18 years of age, and who are not officials or employees of the City. In addition, one member of the City government, the Mayor or his designee, may sit with the Library Board as an ex officio member to provide liaison with the Council.

2.352 Library Board Members

(1) Members of the Library Board shall be appointed by the Mayor with consent of the Council and may be removed by the Mayor with the consent of the Council. Any vacancy, unless caused by expiration of a term of office, shall be filled by the Council for the unexpired term of the predecessor in the office; and at the expiration of the term of any member, the City Council shall appoint a new member or may reappoint a member for a term of four (4) years. No member shall hold appointment for more than two (2) full consecutive terms, but any person may be appointed again to the Board after an interval of one (1) year.

(2) Library Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Library Board may recommend removal of said member. Removal must be approved by the Council.

2.354 Library Board Powers and Duties
Rosters

City Council
Development Review Board Panel A
Development Review Board Panel B
Planning Commission
2020 ROSTERS

City Council

Tim Knapp, Mayor
Charlotte Lehan
Kristin Akervall
Ben West
Joann Linville

Development Review Board, Panel A

Daniel McKay
Angela Niggli
Jean Svadlenka
Ken Pitta
Katie Hamm

Development Review Board, Panel B

Richard Martens
Shawn O’Neil
Samy Nada
Ellie Schroeder
Nicole Hendrix

Planning Commission

Jerry Greenfield
Ronald Heberlein
Kamran Mesbah
Phyllis Millan
Simon Springall
Aaron Woods
Jennifer Willard
Informational Pages from City’s Annual Budget
City Information and Statistics
City of Wilsonville
Mission Statement

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Key Performance Areas

These Key Performance Areas are over-arching precepts to guide the achievement of the City’s mission.

Quality Education: Wilsonville creates a life-long learning environment that prepares productive, successful citizens.

Fiscal Discipline: Wilsonville exercises fiscal discipline through strategic investments, adequate reserves, sound financial plans and policies with innovative service delivery.

Environmental Stewardship: The most important things for life are clean air, water and soil. Seven generations from now the people living in Wilsonville are thankful that prior decisions and actions preserved these elements as well as our natural systems.

Clear Vision and Community Design: Wilsonville’s clear vision and community design engages citizens to ensure a cohesive community with a high quality of life, physically, economically and socially.

Thoughtful Land Use: Wilsonville balances land uses to create a sense of community that preserves our historical identity.

Well-Maintained Infrastructure: Wilsonville is innovative in proactively building and maintaining clean, attractive and cost effective infrastructure.

Community Amenities and Recreation: Wilsonville has opportunities and facilities for leisure activities, entertainment and social interaction that interest people of all ages.

Welcoming Engaged and Satisfied Residents: The City of Wilsonville embraces diversity and engages and communicates with residents, and responds to changing expectations as technology evolves.

Multi-Modal Transportation Network: Wilsonville’s multi-modal transportation network is safe, inviting and easy to navigate, connecting the City’s neighborhoods to each other and to its commercial areas, employment centers and public and recreational facilities.

Safe, Healthy and Aesthetically Pleasing Community: The ideas of public safety, healthy living and aesthetic values are intertwined in all decision making.

Economic Development: Wilsonville’s economic development promotes an environment that enables existing and new business – small, medium and large – to flourish!

Regional Awareness and Influence: Wilsonville is proactively involved at county, regional, state and federal levels to influence decisions that impact the City.
The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With a population of 25,250, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

Oregon is one of only three states of the contiguous United States to have a coastline on the Pacific Ocean, shared with Washington to the north and California to the south. The Columbia River outlines much of Oregon’s northern boundary, and the Snake River covers much of the eastern boundary. Oregon's ideal Pacific Coast location provides easy access between U.S., Asian, and European markets which makes it appealing to a wide range of business focused on international trading.

The City of Wilsonville is located along Interstate 5, mid-way between the State’s largest city, Portland, and the State capital, Salem. It is approximately 20 miles south of Portland and 30 miles north of Salem. The City is located in two counties – on the western edge of Clackamas County and southeastern edge Washington County. Under Oregon law, each of the state’s cities and metropolitan areas has created an urban growth boundary around its perimeter. The City of Wilsonville is included as part of the Portland metropolitan area’s urban growth boundary.

The City is bisected by Interstate-5 and separated north and south by the Willamette River. Of historical note, the I-5 Bridge over the river is named the Boones Bridge after Alphonso Boone (grandson of Daniel Boone) and his son Jesse who started a river crossing ferry in 1847. This ferry provided an opportunity for the community of Boones Landing to form, which eventually became named Wilsonville after the first postmaster, Charles Wilson, on June 3, 1880. Wilsonville went on to grow with a railroad bridge built over the Willamette in 1908 to allow service to Salem, the state’s Capitol. And, in 1954, Baldock Freeway, now known as I-5, was completed to include the Boones Bridge over the Willamette River providing transportation from the Mexican and Canadian borders.

Today, the City of Wilsonville has outstanding transportation accessibility and networks linking its citizens to the greater Portland area and to Salem. Despite its close proximity to Portland, however, the City should not be termed a bedroom community since its employment base tends to be as large as its population. The City is home to its own dynamic, growing, and diversified economy. The City’s mix of businesses includes established international and regional employers. In addition, the City has a large base of small businesses, in a wide range of industries.

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers as the southern gateway into the Portland metropolitan area along the Interstate 5 (I-5) corridor. Several large companies have made Wilsonville their corporate headquarters. Among the larger are Mentor Graphics and Flir Systems, Inc. Three other large companies, SYSCO, Coca-Cola Bottling Co. of the Northwest, and Rite-Aid, have selected Wilsonville for regional warehouse, bottling, and distribution centers, respectively. The City, however, is not dependent upon any one company for economic vitality. Currently, an estimated 20,000 people are employed at locations throughout the City. Please see the statistics on the following pages for the City’s top 10 employers as of the last audited fiscal year.
PROFILE OF THE GOVERNMENT:
The City operates under the Council Manager form of government. Policy making and legislative authority are vested in the City Council which consists of a Mayor and four Council members. The governing Council is elected to four-year staggered terms by the citizens in a general election. The City Council is responsible for passing ordinances, resolutions, adopting the budget, and hiring the City Manager and City Attorney among other things. The City Manager is responsible for carrying out the policies and ordinances of the Council, managing the day-to-day government operations, and appointing department heads. The Mayor and Council members are non-partisan and serve a four-year term.

PROFILE OF THE BUDGET:
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these goals, objectives, and performance areas established by the City Council for the coming year.

Oregon local budget law is set out in Oregon Revised Statutes 294.305 to 294.565. The City's budget is presented by fund. Budgetary control is at the department level or at the major object category if only one department exists in a fund. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

The City of Wilsonville's budget document is divided into eight major sections outlined below:

1. Readers Guide - This section contains narrative, various statistics and analysis, budget policies and describes the basis of budgeting. It also provides a calendar of the City's budget process, a description of the budget amendment procedures that the City must follow, and a listing of the Council goals.

2. Fund Summaries - This section includes a series of financial tables of revenues and expenditures, a program budget matrix, and summaries by fund.

3. Fund Revenues - This section provides summary and detail information about each fund and revenue source.

4. Program Expenditures - This section includes proposed expenditures for each department within each program and staffing summary schedules. Department goals, as well as performance measures are provided for each department’s budget with summaries for each program.

5. Capital Projects - This section includes narrative descriptions as well as budgeted financial information regarding the City’s major capital projects. This section is segregated into nine categories: sewer, water, planning, streets, streetscapes, stormwater, transit, facilities, information systems, and parks projects.

6. Debt & Other - This section includes information on all outstanding debt of the City. Other information in this tabbed section includes information on the City’s assigned fund balances.

7. Urban Renewal - This section includes proposed appropriations and explanatory materials for the Urban Renewal Agency. The Urban Renewal Agency is a separate governmental agency from the City of Wilsonville and is required to submit its own budget for adoption by the Urban Renewal Agency Board.

8. Appendix - The appendix contains a variety of other budget-related information to assist the reader’s understanding such as the City’s Fiscal Management Policies and glossary of terms used in the budget document.
City of Wilsonville
Population (25,250)

Mayor & Council

City Attorney
(Appointed)

City Manager
(Appointed)

Municipal Court Judge
(Appointed)

Assistant City Manager

Human Resources & Risk Management

Law Enforcement (Contracted)

Library

Parks & Recreations

Information Services

Community Development

Building

Economic Development

Engineering

Natural Resources

Planning

Finance

Finance Operations

Public Works

Facilities

Roads

Utilities

Water Treatment Plant (Contracted)

Wastewater Treatment Plant (Contracted)

SMART Transit

Fleet

Operations
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1968</td>
<td>Wilsonville incorporates on October 17, 1968.</td>
</tr>
<tr>
<td>1969</td>
<td>Wilsonville citizens vote to adopt the City’s first charter.</td>
</tr>
<tr>
<td>1970</td>
<td>Developers announce plans for a major residential subdivision known as Charbonneau.</td>
</tr>
<tr>
<td>1971</td>
<td>Population approximately 1,000.</td>
</tr>
<tr>
<td>1972</td>
<td>Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents.</td>
</tr>
<tr>
<td>1975</td>
<td>City Council adopts a &quot;General Plan&quot; for growth.</td>
</tr>
<tr>
<td>1979</td>
<td>Marge Heintz, City Recorder, is hired as Wilsonville’s first full-time employee.</td>
</tr>
<tr>
<td>1980</td>
<td>City signs first contract with Clackamas County Sheriff’s Office for police services.</td>
</tr>
<tr>
<td>1982</td>
<td>Wilsonville adopts its first Comprehensive Plan.</td>
</tr>
<tr>
<td>1983</td>
<td>Voters approve Wilsonville’s first tax base: $300,000.</td>
</tr>
<tr>
<td>1984</td>
<td>A new City Hall building opens.</td>
</tr>
<tr>
<td>1985</td>
<td>Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.</td>
</tr>
<tr>
<td>1986</td>
<td>Pete Wall is hired as Wilsonville’s first City Manager.</td>
</tr>
<tr>
<td>1987</td>
<td>Voters approve a bond measure to pay for a new library and park improvements.</td>
</tr>
<tr>
<td>1988</td>
<td>Recession ends, bringing an unprecedented boom in housing and population.</td>
</tr>
<tr>
<td>1989</td>
<td>Wilsonville becomes Oregon’s fastest growing city.</td>
</tr>
<tr>
<td>1990</td>
<td>New library opens.</td>
</tr>
<tr>
<td>1991</td>
<td>Census population: 7,705</td>
</tr>
<tr>
<td>1992</td>
<td>Arlene Loble hired as City Manager.</td>
</tr>
<tr>
<td>1993</td>
<td>Town Center Shopping Center opens.</td>
</tr>
<tr>
<td>1994</td>
<td>Incredible Universe opens, pushing traffic to levels projected for the year 2010.</td>
</tr>
<tr>
<td>1995</td>
<td>Serial levy failure forces a $1 million budget cut and reorganization of departments.</td>
</tr>
<tr>
<td>1996</td>
<td>Voters approve creation of an Urban Renewal District and a bond measure for a new high school.</td>
</tr>
<tr>
<td>1997</td>
<td>Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit).</td>
</tr>
<tr>
<td>1998</td>
<td>Wilsonville High School opens.</td>
</tr>
<tr>
<td>1999</td>
<td>Charlotte Lehan elected Mayor.</td>
</tr>
<tr>
<td>2000</td>
<td>City Council imposes moratorium on new development until a new long-term water supply is identified.</td>
</tr>
<tr>
<td>2001</td>
<td>City voters approve the Willamette River as Wilsonville’s new long-term water source.</td>
</tr>
<tr>
<td>2002</td>
<td>Construction begins on State of Oregon women’s prison and on water treatment facility on the Willamette River.</td>
</tr>
<tr>
<td>2003</td>
<td>Women’s prison facility completed and begins accepting inmates.</td>
</tr>
<tr>
<td>2004</td>
<td>Wilsonville’s water treatment plant becomes operational.</td>
</tr>
<tr>
<td>2005</td>
<td>Expanded library opens.</td>
</tr>
<tr>
<td>2006</td>
<td>Argyle Square opens, greatly expanding Wilsonville’s retail sector with Costco and Target as anchor stores.</td>
</tr>
<tr>
<td>2007</td>
<td>The newly constructed SMART Operations Center and Fleet Facility opens.</td>
</tr>
<tr>
<td>2008</td>
<td>Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet’s WES Train.</td>
</tr>
<tr>
<td>2009</td>
<td>Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.</td>
</tr>
<tr>
<td>2010</td>
<td>Population: 16,510 (PSU Center for Population Research)</td>
</tr>
<tr>
<td>2011</td>
<td>Murase Plaza opens featuring a water park, unique play structures and restrooms.</td>
</tr>
<tr>
<td>2012</td>
<td>A new City Hall building opens at Wilsonville Road and Town Center Loop.</td>
</tr>
<tr>
<td>2013</td>
<td>Public Works and Police Department relocated to the old City Hall building.</td>
</tr>
</tbody>
</table>
### City History Timeline

<table>
<thead>
<tr>
<th>Year</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 2008 | Tim Knapp elected Mayor.  
Local voters approve the creation of a county library district. |
| 2009 | WES Commuter Rail begins Operations. |
| 2010 | Fred Meyer/Old Town Square development begins construction.  
Population: 19,525 (PSU Center for Population Research) |
| 2011 | Old Town Square opens, featuring a 210,000 square foot Fred Meyer store. |
| 2012 | Oregon Institute of Technology opens its Wilsonville campus.  
Lowrie Primary School K-5 opens. |
| 2014 | The City’s Wastewater Treatment Plant is upgraded and expanded.  
Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan.  
Population: 22,700 (US Census Bureau) |
| 2015 | Stein Boozier Barn at Murase Park |
| 2016 | TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County. |
| 2017 | In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road. |
| 2018 | Meridian Creek Middle School opens.  
Council approves a $1,054,000 library remodeling project. |
| 2019 | NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over $4 million. |
### About Wilsonville

#### City Statistics - Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Base Year 2010</th>
<th>Year 2018</th>
<th>% Change</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Culture and recreation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>City Library</td>
</tr>
<tr>
<td>Parks/open space acreage</td>
<td>201</td>
<td>225</td>
<td>12%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Parks</td>
<td>11</td>
<td>12</td>
<td>9%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Picnic shelters</td>
<td>9</td>
<td>10</td>
<td>11%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Water features</td>
<td>3</td>
<td>4</td>
<td>33%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Soccer fields</td>
<td>3</td>
<td>3</td>
<td>0%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Baseball fields</td>
<td>5</td>
<td>5</td>
<td>0%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Tennis courts</td>
<td>2</td>
<td>2</td>
<td>0%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>9</td>
<td>17</td>
<td>89%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Docks (city property)</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>Parks Department</td>
</tr>
<tr>
<td>Community centers</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>Community Services</td>
</tr>
<tr>
<td>Golf Courses (private)</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>Business license</td>
</tr>
<tr>
<td>Movie screens (private)</td>
<td>9</td>
<td>9</td>
<td>0%</td>
<td>Business license</td>
</tr>
<tr>
<td>Amusement centers (private)</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>Business license</td>
</tr>
<tr>
<td>Restaurants (private)</td>
<td>54</td>
<td>68</td>
<td>26%</td>
<td>Business license</td>
</tr>
<tr>
<td><strong>City utilities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Water:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production capacity</td>
<td>15 mgd</td>
<td>15 mgd</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Peak capacity demand</td>
<td>6 mgd</td>
<td>13.5 mgd</td>
<td>125%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Storage capacity</td>
<td>10.2 mg</td>
<td>10 mg</td>
<td>-2%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Number of reservoirs</td>
<td>4</td>
<td>4</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Miles of water pipeline</td>
<td>83</td>
<td>121</td>
<td>46%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Customers</td>
<td>4,731</td>
<td>6,631</td>
<td>40%</td>
<td>Utility Billing</td>
</tr>
<tr>
<td><strong>Wastewater:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment design capacity</td>
<td>2.25 mgd</td>
<td>4 mgd</td>
<td>78%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Average daily treatment</td>
<td>2 mgd</td>
<td>2.85 mgd</td>
<td>43%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Miles of sewer pipeline</td>
<td>72</td>
<td>85</td>
<td>18%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Biosolids, tons/day</td>
<td>1.0</td>
<td>0.8</td>
<td>-19%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Lift Stations</td>
<td>8</td>
<td>9</td>
<td>13%</td>
<td>Public Works</td>
</tr>
<tr>
<td><strong>Stormwater:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average rainfall, inches</td>
<td>42</td>
<td>37</td>
<td>-12%</td>
<td><a href="http://www.homefacts.com">www.homefacts.com</a></td>
</tr>
<tr>
<td>Miles of storm sewers</td>
<td>65</td>
<td>77</td>
<td>18%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Stormwater catch basins</td>
<td>1,823</td>
<td>2,230</td>
<td>22%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Manholes</td>
<td>1,723</td>
<td>2,238</td>
<td>30%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Detention Ponds</td>
<td>10</td>
<td>10</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td><strong>Street lights:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of lights</td>
<td>2,206</td>
<td>3,591</td>
<td>63%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Number of streetlight poles</td>
<td>2,050</td>
<td>2,573</td>
<td>26%</td>
<td>Public Works</td>
</tr>
<tr>
<td><strong>Public Safety:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police calls</td>
<td>5,803</td>
<td>8,571</td>
<td>48%</td>
<td>Clackamas Co Sheriff</td>
</tr>
<tr>
<td>Citations issued</td>
<td>3,470</td>
<td>3,595</td>
<td>4%</td>
<td>Municipal Court</td>
</tr>
<tr>
<td>Number of sworn officers</td>
<td>17</td>
<td>20</td>
<td>18%</td>
<td>Clackamas Co Sheriff</td>
</tr>
<tr>
<td>Fire stations</td>
<td>2</td>
<td>2</td>
<td>0%</td>
<td>Fire District</td>
</tr>
</tbody>
</table>
### About Wilsonville
#### City Statistics - Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Base Year 2010</th>
<th>Year 2018</th>
<th>% Change</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Transportation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City operated:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed routes (daily)</td>
<td>7</td>
<td>9</td>
<td>29%</td>
<td>City Transit</td>
</tr>
<tr>
<td>Demand based trips (annually)</td>
<td>17,703</td>
<td>14,416</td>
<td>-19%</td>
<td>City Transit</td>
</tr>
<tr>
<td>Number of riders (annually)</td>
<td>306,721</td>
<td>290,910</td>
<td>-5%</td>
<td>City Transit</td>
</tr>
<tr>
<td>Miles driven (annually)</td>
<td>667,161</td>
<td>597,013</td>
<td>-11%</td>
<td>City Transit</td>
</tr>
<tr>
<td><strong>Inter-City Connections:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Canby - local trips (daily)</td>
<td>8</td>
<td>12</td>
<td>50%</td>
<td>City Transit</td>
</tr>
<tr>
<td>City of Salem - local trips (daily)</td>
<td>8</td>
<td>8</td>
<td>0%</td>
<td>City Transit</td>
</tr>
<tr>
<td>Tualatin P&amp;R - daily round trips</td>
<td>N/A</td>
<td>35</td>
<td>N/A</td>
<td>City Transit</td>
</tr>
<tr>
<td>Barbur TC - daily round trips</td>
<td>35</td>
<td>25</td>
<td>-29%</td>
<td>City Transit</td>
</tr>
<tr>
<td>TriMet - rail stations</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>City Transit</td>
</tr>
<tr>
<td>TriMet - rail passengers (annually)</td>
<td>304,800</td>
<td>414,432</td>
<td>36%</td>
<td>City Transit</td>
</tr>
<tr>
<td><strong>Streets:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lane miles of paved</td>
<td>65</td>
<td>78</td>
<td>20%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Signal lighted intersections</td>
<td>24</td>
<td>23</td>
<td>-4%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Freeway interchanges</td>
<td>3</td>
<td>3</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Bridges (excluding interstate)</td>
<td>4</td>
<td>4</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Foot bridges</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Street trees</td>
<td>8,000</td>
<td>23,886</td>
<td>199%</td>
<td>Public Works</td>
</tr>
<tr>
<td>Signs</td>
<td>N/A</td>
<td>5,144</td>
<td>N/A</td>
<td>Public Works</td>
</tr>
<tr>
<td><strong>Public Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary schools</td>
<td>2</td>
<td>3</td>
<td>50%</td>
<td>School District</td>
</tr>
<tr>
<td>Middle schools</td>
<td>1</td>
<td>2</td>
<td>100%</td>
<td>School District</td>
</tr>
<tr>
<td>Charter schools</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>School District</td>
</tr>
<tr>
<td>High schools</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>School District</td>
</tr>
<tr>
<td><strong>Building Permits:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial, units</td>
<td>212</td>
<td>256</td>
<td>21%</td>
<td>Building Dept.</td>
</tr>
<tr>
<td>Commercial, value</td>
<td>$19 mil</td>
<td>$40 mil</td>
<td>111%</td>
<td>Building Dept.</td>
</tr>
<tr>
<td>Residential, units</td>
<td>40</td>
<td>260</td>
<td>550%</td>
<td>Building Dept.</td>
</tr>
<tr>
<td>Residential, value</td>
<td>$7 mil</td>
<td>$45 mil</td>
<td>543%</td>
<td>Building Dept.</td>
</tr>
</tbody>
</table>

mg = million gallons  
mgd = million gallons per day  
mil = millions

#### Principal Employers

<table>
<thead>
<tr>
<th>Employer</th>
<th>Type of Business</th>
<th>Number of Employees</th>
<th>Percentage of total City employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor Graphics Corporation</td>
<td>CAD software systems</td>
<td>976</td>
<td>6.1%</td>
</tr>
<tr>
<td>Sysco Portland Inc.</td>
<td>Warehouse &amp; distribution center</td>
<td>568</td>
<td>3.6%</td>
</tr>
<tr>
<td>Rockwell Collins</td>
<td>Aerospace technology</td>
<td>531</td>
<td>3.3%</td>
</tr>
<tr>
<td>Coca Cola Bottling Company</td>
<td>Beverage distribution</td>
<td>378</td>
<td>2.4%</td>
</tr>
<tr>
<td>Precision Interconnect</td>
<td>Medical &amp; Technical Equipment</td>
<td>320</td>
<td>2.0%</td>
</tr>
<tr>
<td>Southern Wine &amp; Spirits</td>
<td>Beverage distribution</td>
<td>300</td>
<td>1.9%</td>
</tr>
<tr>
<td>Costco</td>
<td>Wholesale retail</td>
<td>291</td>
<td>1.8%</td>
</tr>
<tr>
<td>Fred Meyer</td>
<td>Grocer</td>
<td>274</td>
<td>1.7%</td>
</tr>
<tr>
<td>Dealer Spike</td>
<td>Web Hosting</td>
<td>254</td>
<td>1.6%</td>
</tr>
<tr>
<td>DWFritz Automation Inc.</td>
<td>Manufacturing</td>
<td>249</td>
<td>1.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>4,141</td>
<td>26.0%</td>
</tr>
</tbody>
</table>

Reader’s Guide 9
Wilsonville’s demographics are unusual in that home values and education levels are higher than national or regional averages. In addition, average wages exceed those of the metropolitan tri-county area. Wilsonville is a relatively wealthy community with a vibrant business community and is both a great place to raise a family and a great place in which to retire.

Except as noted, the statistics below are from the 2010 U.S. Census.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area in square miles</td>
<td>7.6</td>
<td>Population</td>
<td>13,991</td>
<td>19,509</td>
</tr>
<tr>
<td>Government</td>
<td>Council/Mgr</td>
<td>Adult education level:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered voters 2016</td>
<td>13,634</td>
<td>High school or higher</td>
<td>93%</td>
<td>89%</td>
</tr>
<tr>
<td>Voted in November 2016</td>
<td>83%</td>
<td>Bachelor’s degree or higher</td>
<td>38%</td>
<td>38%</td>
</tr>
<tr>
<td>Population (July 2018)</td>
<td>25,250</td>
<td>Race:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median home cost:</td>
<td></td>
<td>White</td>
<td>87%</td>
<td>79%</td>
</tr>
<tr>
<td>2000 census</td>
<td>$227,900</td>
<td>Hispanic</td>
<td>7%</td>
<td>12%</td>
</tr>
<tr>
<td>2014 (zillow.com)</td>
<td>$336,200</td>
<td>Asian</td>
<td>2%</td>
<td>4%</td>
</tr>
<tr>
<td>2015 (zillow.com)</td>
<td>$369,900</td>
<td>Black or African Amer.</td>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>2016 (zillow.com)</td>
<td>$402,000</td>
<td>Other</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>2017 (zillow.com)</td>
<td>$416,800</td>
<td>Age and Gender:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 (zillow.com)</td>
<td>$418,600</td>
<td>0 to 19 years</td>
<td>27%</td>
<td>24%</td>
</tr>
<tr>
<td>Assessed values (November 2017):</td>
<td></td>
<td>20 to 44 years</td>
<td>39%</td>
<td>39%</td>
</tr>
<tr>
<td>Residential</td>
<td>49%</td>
<td>45 to 64 years</td>
<td>20%</td>
<td>24%</td>
</tr>
<tr>
<td>Multi-family</td>
<td>12%</td>
<td>65 years and over</td>
<td>14%</td>
<td>13%</td>
</tr>
<tr>
<td>Commercial</td>
<td>13%</td>
<td>Median age (years)</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>Industrial</td>
<td>26%</td>
<td>Male</td>
<td>6,796</td>
<td>9,084</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td>7,195</td>
<td>10,425</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income - Households:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Less than $25,000</td>
<td>18%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25,000 to $49,999</td>
<td>29%</td>
<td>26%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50,000 to $74,999</td>
<td>20%</td>
<td>17%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$75,000 to $99,999</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100,000 or more</td>
<td>18%</td>
<td>22%</td>
</tr>
<tr>
<td>Local businesses:</td>
<td></td>
<td>Households:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licenses issued (7/2017)</td>
<td>1,045</td>
<td>Total Households</td>
<td>5,937</td>
<td>8,405</td>
</tr>
<tr>
<td>Employees (est.)</td>
<td>16,589</td>
<td>with individuals &lt;18 yrs</td>
<td>32%</td>
<td>28%</td>
</tr>
<tr>
<td>Annual payroll (est.)</td>
<td>$978 mil.</td>
<td>with individuals &gt;64 yrs</td>
<td>23%</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Average household size</td>
<td>2.34</td>
<td>2.31</td>
</tr>
</tbody>
</table>

Sources: U.S. Census Bureau, Census 2000 & 2010 / Portland State University Population Research Center
Documents relative to “Statement of Economic Interest” filers
DRB Members,

ORS 244.050 specifically identifies certain public officials who are required to complete and file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission (OGEC). Your position with the City of Wilsonville requires you to file. You have 90 days from the date you received a system-generated email from OGEC to create a username, password, confirm your pre-filled personal profile information is correct, and electronically submit to the OGEC.

You should have received an invite token from the OGEC.

If you have not already done so, please click on the link below to enter the system and create your account now.


All filings are submitted electronically through the Commission’s Electronic Filing System (EFS). SEI filings are due on April 15 of each year. You will be notified by system-generated email when the filing window is open to you.

OGEC can be reached directly for questions or information at:

Oregon Government Ethics Commission
Address: 3218 Pringle Rd SE, STE 220
Salem OR, 97302-1544
Phone: 503-378-5105
Email: ogec.mail@oregon.gov
Website: www.oregon.gov/OGEC

Please do not fail to respond to the email notification! ORS 244.350(4)(c) prescribes assessment of a penalty of $10 for each of the first 14 days the SEI is late and $50 for each day thereafter that passes after the filing deadline date, up to a maximum of $5000.

• You are required to electronically file no later than April 15th. Please contact the Commission at 503-378-5105 if you have questions. The electronic filing system is available 24-hours a day and 7 days a week. There is no exception to the April 15 filing deadline, even though it may fall on a holiday of weekend.
Statement of Economic Interest Filer

Electronic Filing System Instructional Handbook

Oregon Government Ethics Commission
3218 Pringle Rd SE, Ste 220
Salem OR 97302-1680
Phone: 503-378-5105
www.oregon.gov/OGEC

Revised February 2019
TABLE OF CONTENTS

Introduction ......................................................................................................... 2
How to create your user profile ........................................................................ 3-4
Logging into the Electronic Filing System............................................................ 5
Dashboard........................................................................................................... 5
Forgot password ................................................................................................. 6
Forgot username ................................................................................................. 7
Forgot security question answers ..................................................................... 7-8
How to request resignation of position .............................................................. 8
How to request appointment of position .............................................................. 9
Token id instructions for SEI filer ......................................................................... 9
Date of appointment .......................................................................................... 10
Filing a report ............................................................................................... 10-12
System requirements ........................................................................................ 13
FAQ's ................................................................................................................ 13
Annual Verified Statement of Economic Interest (SEI).................................. 14-20

DISCLAIMER

This training material is issued by the Oregon Government Ethics Commission (Commission) pursuant to ORS 244.340 Continuing Education Program. This publication is intended for educational and training purposes only and should not be used as a substitute for a review of the specific statutes and rules. There may be other laws or regulations not within the jurisdiction of the Commission that apply to actions or transactions described in this training material. Do not reproduce or distribute without the express written permission of the Commission.
There are approximately 5,500 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission by April 15 of each calendar year.

Public officials who are required to file reports are specified in ORS 244.050. Please refer to that section of the law to see if your specific position requires you to file these forms. In general, public officials who hold the following positions are required to file:

- State public officials who hold elected or appointed executive, legislative or judicial positions. This includes those who have been appointed to positions on certain boards or commissions.
- In counties, elected officials, such as commissioners, assessors, surveyors, treasurers and sheriffs must file, as do planning commission members and the county’s principal administrator.
- In cities, all elected officials, the city manager or principal administrator, municipal judges and planning commission members must file.
- Administrative and financial officers in school districts, education service districts and community college districts must file.
- Some members of the board of directors for certain special districts must file.
- Candidates for some elected public offices are also required to file.

The Commission staff has identified the positions held by public officials who must file the SEI form and has them listed by jurisdiction. Each jurisdiction [city, county, executive department, board or commission, etc.] has a person who acts as the Commission’s point of contact for that jurisdiction [OAR 199-020-0005(1)].

The contact person, otherwise known as the Jurisdictional Contact, or JC, for each jurisdiction has an important role in the annual filing of the SEI forms. It is through the contact person that the Commission obtains the name and email address of each public official who is required to file. When there is a change, through resignation, appointment or election, in who holds a position, the Jurisdictional Contact makes the necessary changes in the Electronic Filing System. If there is a change in the filer’s email address, it is the filer’s responsibility to make the change in their personal account.

As with other provisions in Oregon Government Ethics law, it is each public official’s personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15. Those public officials who must file a SEI form are well served if the Jurisdictional Contact ensures that the email address entered for the public official is one that is checked regularly. It can be a personal email address.
NOTE: You will only have 90 days to create your personal account. If you have any additional filing requirements under ORS Chapter 244, each assignment by a Jurisdictional Contact will list your positions in your one personal account profile. Once you have created your initial new account, if you hold more than one position, all positions should be located under Current Positions Held. Verify that they are listed. If not, notify the Jurisdictional Contact for the missing position.

You will have only one user profile and account regardless of how many positions you hold as a required filer, or if you leave your position as a required filer position at a later date.

How to get started?

1. Locate the system-generated email from the Oregon Government Ethics Commission.
   
   Locate the email link within the email.

2. Click on the link or copy the link into your web browser address bar. It will open the default web browser on your system and present the “Create a New Account” interface. Complete all fields. Many of the fields are prepopulated with information provided during seat/position assignment process. The User Name field is not changeable due to security reasons. Contact the Oregon Government Ethics Commission administration if you have questions.
3. To complete this process you will:

- Select a user name; this is not changeable.
- Select a password. Passwords must have a minimum of:
  - One upper case letter
  - One lower case letter
  - One numerical digit, and
  - One special character- Refer to special character list in text help.
  - Must be at least 8 and not more than 20 characters long.
- Create two password security questions. For password retrieval purposes, the security question answers are case and space sensitive. Note: If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.
- Verify the pre-populated personal profile information is correct. It is the SEI filer’s responsibility to maintain their profile information.
- Have the option of identifying an alternate contact person to receive duplicates of the email reminder notices sent to you in your position(s) as a SEI filer.

4. After confirming all information is correct, select CONTINUE.

5. Verify Registration. You will now be asked to verify your personal profile information. Select CONTINUE.

6. Confirmation. If you have successfully registered, the CONFIRMATION page will appear naming the jurisdiction you have registered for. You will receive a system-generated email confirming that you have successfully registered.

7. Once you have created your personal profile, you will now select GO TO MY ACCOUNT to view your account.

   NOTE: You can edit only your own personal profile information. You cannot substitute another individual to your assignment. When you need to change personal information, such as mailing address or email address, click on the drop down arrow next to your name in the upper right corner of your account page. Choose “Edit My Profile.”
LOGGING INTO THE ELECTRONIC FILING SYSTEM

When logging into the system after the initial account creation, you will be directed to the SEI dashboard.

Future logins will direct you to the “Choose Role” page first, where you will select your role. Available roles have a checkmark. Roles that may be added have a plus mark.

Select the “Statement of Economic Interest (SEI) Filer” role to get to the SEI dashboard.

DASHBOARD

The Dashboard provides access to your Reports, Documents uploaded to support your report, and email Communications sent by the system. Upon initial login creation, you will be taken directly to your SEI dashboard; thereafter, you must select your role before entering the dashboard.

If you hold other roles, you will have a separate dashboard for each of those roles.

1. You may navigate between views of your dashboard by using the tab based system. The default view will be the Reports tab.

2. Any email notices sent by the system will be viewable in the Communications tab. Click on the Subject link to view the text of the communication.

3. Documents are anything provided to the agency as part of your report filing. The system does not allow direct upload of documents by the filer for security purposes, but documents may be sent to the agency at ogec.mail@oregon.gov noting the SEI filer name, Jurisdiction, report year, and requesting the document be attached to your filing. The OGEC Administrator will then attach the document to the filed report. Documents may be viewed through the Documents tab.
1. From the Electronic Filing System Sign In page, select the “Forgot password?” navigation link.

2. “Forgot Your Password” window displays.

3. Enter your user name. Select Reset Password

4. Answer security questions. Security question answers are case and space sensitive. If your security question answer contains more than one word, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.

   Security question answers are case sensitive! Should be Datsun not datsun.

5. Select a new password. Passwords must contain at least 8 characters, at least one upper case letter, at least one lower case letter, at least one number and at least one special character. Passwords are case sensitive.

6. If you have trouble with the reset, call OGEC staff at 503-378-5105 who can send you a reset directly.
FORGOT USERNAME

1. From the Electronic Filing System Sign In page, select the “Forgot username?” navigation link.

2. “Forgot Your Username” window displays.

3. Enter your email address. Select

4. You will be routed back to the Sign In page. A system generated message will appear in the body of the page. The message should read: “We found an account for, your email address appears here. An email will be sent to that address.”

5. The system will generate an email from ogec.notification@egov.com. The message states the purpose of receipt of this email is to respond to a request for your username. This email will provide all usernames listed under the email address used.

6. Select the username for your SEI account.

FORGOT SECURITY QUESTION ANSWERS

You will need to request a password reset.

1. Email or call Administrative staff at the Commission.

2. Your email request must specifically request a password reset.

3. A system-generated email will notify you of a request to reset the password. You will receive instructions in this email to log into the Electronic Filing System to create a new password. This reset request is only active for 24 hours.
4. In the system header (top right corner of the web page), locate the drop down arrow next to your name. Click on “Edit My Profile” to view and edit your account.

5. Select “Security Questions”

6. View and amend your security questions.

7. Select Save and Return.

HOW TO REQUEST RESIGNATION OF POSITION

Contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed, and advise them of your resignation.

You will not have the option of resigning and removing yourself in the Electronic Filing System.

If you hold the position on April 15th of the required filing period, you will be responsible for filing the required report.

Example: If you held a position anytime during the period of April 16th of the previous year through April 15th of the current year, you would be required to file the SEI. If however, you resigned your position on April 14th or before, you would not have a filing requirement. If you have any questions regarding the filing requirements found in ORS Chapter 244, contact staff at the Oregon Government Ethics Commission.

Once the Jurisdictional Contact has removed you from the assigned position, you will receive a system-generated email advising you of this action.
HOW TO REQUEST APPOINTMENT OF POSITION

Contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed to advise them of your appointment.

You will not have the option of adding yourself in the Electronic Filing System.

Once the Jurisdictional Contact has assigned you to your position in the system, you will receive a system-generated email invitation to create your personal profile account.

TOKEN ID INSTRUCTIONS FOR SEI FILER

The “Invite Token” is a system-generated confirmation code.

If you cannot locate your system-generated email invitation from the Oregon Government Ethics Commission, ogec.notifications@egov.com, with your invitation link, the following instructions will guide you through the registration process using the invite token.

To obtain the invite token, contact the Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed or the Oregon Government Ethics Commission 503-378-5105. You will use the system-generated invite token to register. Once you have this code, follow these steps:

NOTE: You will only have 90 days to create your account.

2. From the Welcome page, select the “Register as a new user” navigation link.
3. From the “Choose Role” page, select the “Statement of Economic Interest (SEI) Filer” role.
4. In the SEI Filer Name field, key in the invite token code.
5. Select Continue Registration.
DATE OF APPOINTMENT

The Jurisdictional Contact enters the date of appointment information when inviting you to create an account. If you believe that it is incorrect, contact the JC who can make the correction.

FILING A REPORT

Reports are filed annually. If there is a reporting requirement, and when the filing window is open, you will receive an email notice from the system sent to the email address you have on file in your account. If you do not hold the office on April 15th of the current year, and the JC has removed you from the assignment prior to April 15th, you will not have a requirement to file.

You may be precluded from filing based on the appointment date entered when the registration was created. The system will determine if there is a filing requirement and make the option available. If there is no filing requirement, the option to file will not be available.


2. Select SEI role, and from the Reports view of Dashboard, select the File a New Report button at the bottom of the screen.

3. If you have filed electronically in past years, this report will pre-populate with last year’s information that you entered, and default to the current year’s report. Review and make any necessary changes.

4. Complete all sections of the form. If you have nothing to report for a section, select the Check here for none checkbox. Note that for each section where you do have information, click the Add an Item button. You may enter as many items as necessary. Each new row is added independently.
5. For additional help on any section of the form, select the icon and a pop-up window will open with additional information.

6. If you must stop before completing the form, and would like to return to file later, select **Save and file later**.

7. When you save the report, you will see it display with a **Pending** status in the Reports tab of the dashboard. You may edit the saved report at any time by selecting the edit icon in the row the report is in. **It is important to note that completed reports are due by April 15th.** A **Pending** report will not qualify as a filing.
8. When the form is complete, select **Submit**.

9. **Electronic signature.** You will be prompted to sign your name to complete the filing. Type your first and last name as it appears in your personal profile. Click “Confirmed” then select “File Report”.

You will see the screen change to “**Report Successfully Filed.**” If you do not see this prompt, the system may return you to the portion of the report that needs more information. Once corrected, you can successfully file. If you complete a Pending report, you will now see the status change from **Pending** to **Filed** in the Reports tab of the dashboard.

If you are assigned to more than one jurisdiction, you will be required to complete only one report, and you will see your multiple positions listed.

During the reporting period beginning March 15, you will have access to complete the current year’s disclosure information. If it is not during a reporting period and you have already completed your current report, a message will display “**No new reports are due at this time.**”

It is important to note that the **filing deadline is always April 15**, even if that date falls on a weekend or holiday. The electronic filing system is available 24-hours a day and 7 days a week for your convenience.
Oregon.gov websites are compatible with most popular web browsing software.

<table>
<thead>
<tr>
<th>Mobile devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can view the Electronic Filing System on a mobile device. This application, due to tabularized data displays, may not translate well to all mobile devices. It is recommended that, minimally, a tablet device or larger be used for the best experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the session’s time out?</td>
</tr>
<tr>
<td>Yes. The session will time out after 15 minutes of inactivity.</td>
</tr>
<tr>
<td>Can I tab between fields?</td>
</tr>
<tr>
<td>Yes.</td>
</tr>
<tr>
<td>Once I file electronically, can I switch back to paper?</td>
</tr>
<tr>
<td>No. Since 2016, all required filers must continue to file electronically.</td>
</tr>
<tr>
<td>Can anyone get a password to file electronically?</td>
</tr>
<tr>
<td>No. Only those statutorily identified can access the Electronic Filing System for filing purposes.</td>
</tr>
<tr>
<td>Are the disclosure questions different?</td>
</tr>
<tr>
<td>No. The questions are statutorily mandated and have not changed.</td>
</tr>
<tr>
<td>The system is not accepting my email address the way I entered it?</td>
</tr>
<tr>
<td>Try entering your email address in all lowercase letters.</td>
</tr>
</tbody>
</table>
Statement of Economic Interest
ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will have 90 days from the date you receive a system-generated email from the Oregon Government Ethics Commission (Commission) to create a username, password, confirm your pre-filled personal profile information is correct, and electronically submit to the Commission.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of $10.00 for each of the first 14 days the SEI is late and $50.00 for each day thereafter, up to a maximum of $5,000 [ORS 244.350(4)(c)].

Annual Verified Statement of Economic Interest Filing Instructions:

- ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.
- If you hold more than one position that is required to file, you will electronically file only one report.

The most common errors officials make in filing are:

(a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. (The question does include the public position you hold.) Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income.

(b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box prior to question 7. The questions need to be answered only if the conditions described in the instructions apply to your responses.

- Please do not fail to respond to the email notification! ORS 244.350(4)(c) prescribes assessment of a penalty of $10 for each of the first 14 days the SEI is late and $50 for each day thereafter that passes after the filing deadline date, up to a maximum of $5000.
- You are required to electronically file no later than April 15th. Please contact the Commission at 503-378-5105 if you have questions. The electronic filing system is available 24-hours a day and 7 days a week. There is no exception to the April 15 filing deadline, even though it may fall on a holiday of weekend.
STATUTORY REFERENCES

Item 4-A, ORS 244.020(7)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(7)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

(i) On an officially sanctioned trade-promotion or fact-finding mission; or

(ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

“Honorarium” means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]
"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official.

[ORS 244.020(11)]

Questions requiring disclosure:

1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:
   
   A. If you or a member of your household were an officer or director of a business (see definition of "business") during the previous year, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.) [ORS 244.060(1) & (2)]

   You will list the Business Name, Business Address, Title of Office, Held by Whom, and a Description of the Business.

   B. List the names under which you or members of your household did business (see definition of "business" above) during the previous year:

   You will list the Business Name, Title of Office, Business Address, Held by Whom, and a Description of the Business.

2. SOURCES OF INCOME: Identify the sources of income received by you or a member of your household, 18 years of age or over, who during the previous year produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.) [ORS 244.060(3)]

   You will list the Name of the Source, Address of the Source, and a Description of the Source.

3. REAL PROPERTY: List all real property (residential, commercial, vacant land, etc.) in which, during the previous year, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, located within the geographical boundaries of the public entity you serve. (Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.) [ORS 244.060(4)(a)] Do not list your principal residence. [ORS 244.060(4)(b)]

   You will list a Description of the real property and the Address.
4. **OFFICE RELATED EVENTS:**

   **A.** List the amount of any expenses with an aggregate value exceeding $50 provided to you during the previous year when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), which is an exception to gift restrictions. *(Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(5)]

   You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

   Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding $50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

   **B.** List the amount of any expenses with an aggregate value exceeding $50 provided to you during the previous year when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. *(These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(6)]

   You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

5. **HONORARIA:** List all honoraria *(see definition)* allowed in ORS 244.042, with a value exceeding $15, received by you or a member of your household during the previous year. [ORS 244.060(7)]

   You will need the **Date, Organization Name, Nature of Event and Amount.**

   Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding $15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during the previous year. *(Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.)* [ORS 244.090(1)]

   You will need the **Name of the Lobbyist, the Name of the Business and the Type of the Business.**
PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

7. **INCOME OF $1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of $1,000 during the previous year, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. [ORS 244.060(8)]

You will need to report the **Income Source**, **Address** and **Description**.

8. **DEBT OF $1,000 OR MORE:** Respond only if you or a member of your household owed a debt of $1,000 or more to a person during the previous year, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.) [ORS 244.070(1)]

You will need to list the **Name of Creditor**, **Date of Loan**, and **Interest Rate of Loan**.

9. **BUSINESS INVESTMENT OF MORE THAN $1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business of more than $1,000 during the previous year, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.) [ORS 244.070(2)]

You will list the **Business Name**, **Address**, and a **Description of the Business**.
10. **SERVICE FEE OF MORE THAN $1,000:** Respond only if you *(not your business)* received a fee of more than $1,000 during the previous year from a person for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Do not list fees if you are prohibited from doing so by law or a professional code of ethics.)* [ORS 244.070(3)]

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official’s personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15th.

If you have any questions regarding the Annual Verified Statement of Economic Interest please contact the Oregon Government Ethics Commission.

Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem, OR 97302-1680  
Phone: 503-378-5105  
Website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)  
Email: [oge.c.mail@oregon.gov](mailto:oge.c.mail@oregon.gov)

**Additional Training Resources:**

- Instructional videos -
  - SEI Filer Account Set up [https://www.oregon.gov/OGEC/Pages/efs.aspx](https://www.oregon.gov/OGEC/Pages/efs.aspx)

- Online webinars -
  - The training calendar is available on the Oregon Government Ethics Commission’s website at [Training Resources](https://www.oregon.gov/OGEC/Pages/efs.aspx).
    - To schedule an online training session, open the calendar located at the bottom of the web page and click on the email link within the calendar;
    - or email [oge.c.training@state.or.us](mailto:oge.c.training@state.or.us) to register for a webinar.
Public Officials Training & Land Use Decision Making
Ministerial Decisions

- Also known as administrative decisions
- Involve little or no discretion on the part of the decision maker
  - A decision is routine, and
  - There are clear standards or the application of criteria is mechanical.
- Examples:
  - Issuance of building permits
  - Approval of final plats for subdivisions
- These decisions made by staff are occasionally reviewed by the DRB on appeal.

Quasi-Judicial Decisions

- A process of decision that resembles what judges do
- Judges:
  - Have laws to guide them,
  - Take evidence from affected parties,
  - Hear arguments, and
  - Make decisions about what should be done.
- Quasi-judicial decisions involve the application of existing laws, regulations, policies, or standards to facts to arrive at a decision.
- The DRB reviews and takes action on quasi-judicial based land use applications in Wilsonville.
**Quasi-Judicial Decisions**

- In the decision-making process, the panels:
  - Apply standards set out in the development code or Comprehensive Plan, and
  - Follow a procedure that endeavors to be fair.
- Fair procedures require:
  - Notice to parties,
  - Un-biased decision makers,
  - A decision confined to the record, and
  - Findings.
- No policy judgments are involved. All policy decisions, and the discretion that may be exercised, are reserved for the Planning Commission and City Council.

**Legislative Decisions**

- Legislative decisions **make policy**
- Occur when the Planning Commission recommends the adoption of text amendments to the comprehensive plan or the development code
- They **affect the community as a whole**, rather than small, localized segments
- Have few guidelines or limitations other than compliance with statewide goals or applicable elements of the comprehensive plan
- They are reflections of the City’s “public interest”
- Generally attended by notice in the newspaper and more open hearings and findings requirements

**Ex Parte Contact**

- Refer to **off-the-record communications** between an interested party and a member of the DRB before whom the interested party’s action is pending, or before whom it may likely come in the future
- Occur **outside the formal proceedings** and concern the merits of the proposed quasi-judicial land use action
  (1000 Friends of Oregon v. Wasco Co. & Knapp, 12 Or LUBA 315, 321 (1986).)
Ex Parte Contact

- In quasi-judicial settings, where set policies and criteria are applied to specific individuals or situations (e.g. subdivisions, small area plan and zone changes, etc.), ex parte contacts could jeopardize a proceeding if they deny the decision maker the benefit of an unbiased view of both sides of the issue.
- If approached by a party who attempts to communicate on the merits of an application outside of the formal hearing, an official should politely remind the party that the official does not want to prejudge the matter and urge the party to testify at the hearing or to contact City Staff with questions.

Conflict of Interest

- Includes both potential and actual conflicts of interest
- Potential conflicts arise when a public official takes official action that could financially impact:
  - the public official,
  - the official's relatives, or
  - a business with which the official or relative is related
- Actual conflicts arise when a public official takes an official action that would financially impact the official, a relative, or an associated business.

Public Meeting

- “The Oregon form of government requires an informed public aware of the deliberations and decision of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.” ORS 192.630,
- These ensure that meetings of governing bodies at which decisions about public business are made:
  - Are open to the public,
  - The public has adequate notice of the time and place of the meetings, and
  - The meetings are accessible to those wishing to attend.
Communications between a quorum of members of a governing body via personal computers (email) are subject to all Public Meeting law requirements if the communication constitutes:

- A decision, or
- A deliberation toward a decision for which a quorum is required, or
- A gathering of information on which to deliberate.

The same notice and opportunity for public access must be provided when meetings are conducted by electronic means.

---

Email: Danger of “Reply All”

Some communications to the entire group are permissible if they do not involve deliberation or a gathering of information on which to deliberate.

- If a staff member sends a packet of information out to all DRB board members and one member hits “Reply All” to ask a substantive question about an upcoming hearing item, and then another member responds with “Reply All”, you have likely held a public meeting and violated public meeting laws.
- However, if a DRB board member has a question and replies only to the sender staff person with the same question, no public meeting laws are violated.

Because of this danger, if you wish to communicate with staff or one DRB board member, do not copy anyone else on your email.

---

Texting

Texting during meetings can raise suspicions of impropriety, failure to pay attention to the matter at hand, or both.

Therefore, it is recommended that you avoid reviewing or sending texts during a meeting, except in the case of an emergency.
I. EX PARTE CONTACTS

A. The Requirement of an Impartial Tribunal. The Oregon Supreme Court in *Fasano*¹ and the state legislature² have recognized that in a quasi-judicial decision the parties before a quasi-judicial body are entitled to an unbiased decision, based solely on the evidence. If you have received an ex parte communication, you have been given information that may have rendered you biased for or against one side of the issue. If you receive communications from only one side of the controversy, you can never be sure that the other side could not have effectively rebutted this information if they had known about it. By the same token, in order for the public to accept the fairness of your decisions, they must know that you are making that decision fairly. Fairness has generally been interpreted by the courts to require a decision based solely upon the evidence presented at the hearing.

B. What Is an Ex Parte Communication? *Ex Parte* is a Latin term, which is defined as “on one side only; by or for one party; done for, in behalf of, or on the application of, one party only.” In practical terms, for an ex parte communication to exist, three tests must be met:

1. The communication must be regarding the merits of a given question or proposal.

2. The communication must concern a question which is before or which subsequently comes before the decision maker for action.

3. The communication must be received in a context whereby those parties who might disagree with the communication are not afforded an opportunity to respond.

“Ex parte contact includes all information relevant to the matter at hand gained outside the formal proceedings and not in the record. While ex parte contacts may affect … impartiality, the risk to the integrity of … proceedings from ex parte contacts is that the decision may be made on the basis of facts not disclosed in the record. The risk is reduced when information gained ex parte is made part of the record by disclosure in the proceeding. The function of disclosure is therefore corrective. Failure to disclose information gathered ex parte, on the other hand, will invalidate the decision.”³

---

¹ *Fasano v. Washington County*, 264 Or. 574 (1973).
² ORS 227.180(3) through (5). See paragraph 4.
C. Ex Parte Contact Rule Modified by the Legislature. The right to an impartial tribunal, as expressed in the *Fasano* case, has since been modified by the legislature. The statutes now provide that no decision shall be invalid due to an ex parte contact, or bias resulting from an ex parte contact, with a public official deciding a matter if:

1. The member places on the record the substance of a written or oral ex parte communication concerning the decision; and

2. Has a public announcement of the content of the communication made at the first hearing following the communication where action will be considered or taken on the subject to which the communication related. ORS 227.180(3).

In other words, if you receive an ex parte communication, you must disclose it. In order to effectively disclose an ex parte communication, you must do more than simply note that you had a conversation with a given citizen on a given date concerning the subject in question. Your disclosure must contain enough information so that the party who was affected by the communication has an opportunity to effectively rebut it. If you simply disclose that you had a conversation without going into some detail concerning the information that you received, there is no way that the party affected will have a true opportunity to present an effective rebuttal. Remember, the communication you received may have contained false information. The best way to determine whether the information is true or not is to give all parties affected an opportunity to respond, so that you can make an informed decision. The quality of your decision will be improved if you make sure that the party affected by an ex parte communication has a fair opportunity to rebut it.

A strong word of caution: With quasi-judicial matters where you are in the role of the neutral trier of fact, i.e., the judge, I strongly discourage any ex parte contact. Notwithstanding the above, such contact remains grounds for appeal to the Circuit Court.

D. Effective Disclosure of Ex Parte Communications. An effective disclosure of an ex parte communication must include the following:

1. The name of the person who communicated with you;

2. The approximate date, time, and place of the communication; and

3. A detailed summary of the information shared with you (give special attention to any facts or information that you believe and that is likely to influence your decision) and your detailed responses.
II. THE DOLAN\textsuperscript{4} DECISION (for Quasi-Judicial Land Use Matters)

A. **Brief Review of Facts.** This case involved exactions required by the City of Tigard for a development permit to Mrs. Dolan to double the size of her plumbing supply store (A-Boy Plumbing) in downtown Tigard and to pave the previously unpaved parking lot. The City required, among other things, a dedicated greenway and pedestrian/bicycle pathway. Dolan appealed the dedication conditions on the basis they were not related and therefore amounted to an uncompensated taking of her property. She lost appeals at LUBA, the Oregon Court of Appeals, and the Oregon Supreme Court.

B. **The U.S. Supreme Court Holding.** The U.S. Supreme Court found that the City had demonstrated the “essential nexus” between the dedications and the projected impacts of the expansion as required in *Nollan v. California Coastal Commission*. The Court used this case as an opportunity, however, to expand on *Nollan* to define the degree of connection necessary between the proposed exactions and the projected impact of the development. The Court answered this issue by reducing the complex constitutional requirement under the Takings Clause in the Fifth Amendment (“nor shall private property be taken for public use without just compensation”) to “rough proportionality”:

> “No precise mathematical calculation is required, but the City must make some sort of individualized determination that the required dedication is related both in nature and extent to the proposed development’s impact.”

The Court found a nexus existed between the City’s requirement of a greenway and flood control, but that the City went too far when it required the greenway to be dedicated. The Court determined that the City never articulated why a public greenway, as opposed to a private one, was required in the interest of flood control. The Court found this to be a taking of Dolan’s property rights in that it took her ability to exclude persons from her property, “one of the essential sticks in the bundle of rights that are commonly characterized as property.”

In addition, the Court held that the City failed to demonstrate that the additional number of vehicle and bicycle trips generated by the development reasonably related to the City’s requirement for a dedication of the pedestrian/bicycle pathway easement. The Court quoted with favor the dissent in the Oregon Supreme Court involving *Dolan*:

> “As Justice Peterson of the Supreme Court of Oregon explained in his dissenting opinion, however, ‘[t]he findings of fact that the bicycle pathway system could offset some of the traffic demand is a far cry from a finding that the bicycle pathway system will, or is likely to, offset some of the traffic demand.”

The Court said the City must make some effort to quantify its findings in support of the dedication for the pedestrian/bicycle pathway beyond the conclusory statement that it could offset some of the traffic generated.

C. Dolan Doctrine.

1. *Dolan* makes it clear that the City can deny a permit for development if the impacts of the development are mitigated.

2. If land dedications are required as a result of the conditions of approval, the burden is on the City to prove it meets the requirements of *Dolan*.

3. The City must quantify the effects of development but does not have to be mathematically precise in measuring effects against exactions. The formula must be “roughly proportional” or reasonable in nature and extent.

D. Dolan Details.

1. *Never use the “c” word.* The Supreme Court rejected Tigard’s pedestrian-bicycle pathway dedication condition largely because the planning commission used the word “could” instead of “would” in its findings. Although the Court said it was not requiring a “precise mathematical calculation,” at least some effort should be made to quantify findings to avoid generalized or conclusory statements. If your findings say the dedication or exaction “could” alleviate a project’s impact, this should tip you off that your analysis is inadequate and must be refined to enable you to say “would.”

2. *Individually tailor findings to the specific project.* Don’t automatically assume that just because the plan requires certain dedications that you have satisfied the City’s burden to show the required degree of connection. Remember that *Dolan* requires some sort of individualized determination to be made.

3. *Reserve land or require a use restriction where it achieves the same purpose as a dedication.* The Supreme Court faulted Tigard for imposing the dedication of the floodplain portion of Dolan’s property instead of merely prohibiting Dolan from building upon the floodplain. The Court placed a very high value on Dolan’s right to exclude others from the floodplain area, a right she would forfeit with the dedication. If a reservation or use restriction achieves the same purpose as an outright dedication, then a very specific analysis must be done to demonstrate why the dedication is essential. (In many situations, property owners may willingly accept the dedication as a way to avoid liability and maintenance concerns.)
III. MAKING LAND USE DECISIONS

Newly appointed Planning Commissioners and DRB Board Members often take seats believing that land use decisions are made based on each individual’s opinion. That is, each person votes according to what he or she thinks is in the best interest of the community. They are often surprised to learn that state law requires that there be criterion against which the decision must be made and procedures that must be followed.

Recent trends include increased scrutiny by the courts and increased community sophistication and involvement. Consequently, more than ever before, the Commission, the DRB, and the City Council must make their decisions accurately, fairly, and consistently. Thus, your land use decisions must be made consistent with the Wilsonville Comprehensive Plan and the Wilsonville Zoning Code.

The same holds true on land use matters called up to the City Council. Although a Council member may personally find a development is awful or ugly, personal beliefs cannot impact your final decision. Your interpretation of the Code and the law must prevail.

A. Quasi-Judicial Function. What does “quasi-judicial” mean? When a governmental body (such as the City Council and the DRB) applies law to a particular set of facts or circumstances to reach a decision, the decision is “quasi-judicial” because the governmental body is taking an action similar to that taken by a judge. “Quasi” means nearly, almost, or like. Traditionally, “court-like” procedures of government have come to be known as “quasi-judicial” because they are like those procedures used by courts.

How does one “act like a judge”?

1. Decisions are to be based on testimony (evidence) received at a hearing.

2. Decisions are based on whether or not the applicant has met the criteria in the planning action to be heard.

3. Decisions are also determined on whether or not the opportunity has countered successfully the applicant’s evidence on the criteria.

4. Decisions are based on relevant evidence.

5. Decisions are impartial and based on the evidence, not personal preference or policy decisions.

Essentially, this means that the hearings must be fair and impartial. The elements that are used to determine the fairness of the hearing has been determined by the Oregon courts.

They are:
1. All parties have a right to be heard.

2. Parties have a right to present and rebut evidence.

3. Parties have a right to an impartial hearing with no pre-hearing or ex parte contacts determining the outcome.

4. Parties have a right to findings of fact.

5. Parties have a right to a record of the proceedings.

B. Legislative Functions. The City Council, most of the time, is the legislative branch of City government. (The DRB does not perform a legislative function, but the Planning Commission does.) Legislative hearings on land use changes, additions, and updates to the Comprehensive Plan are all part of the duties of the City Council. This is where you want to encourage communication from the citizenry. Unfortunately, it is the area where there is, generally speaking, the least citizen involvement. When the ordinances or community rules for land use are changed, the broadest viewpoints are needed to make informed decisions on those changes.

C. Summary.

1. Decide all legislative actions based on the relevant criteria.

2. Apply relevant evidence to the criteria.

3. State reasons for accepting or refusing controverted evidence.

4. Be fair to all parties. Do not entertain ex parte contacts.

5. Come to the hearing with a “clean slate” mind set.

6. Make decisions based only on evidence presented at the hearings.

7. Declare any bias you have.

8. Make sure that your mind set is such that if you were one of the parties you would be comfortable having someone with your mind set hear your application.


10. Encourage participation in the legislative process.

11. Give yourself a pat on the back for your valuable service to your community.
IV. ETHICAL PRINCIPLES FOR PLANNING

According to the *Oregon Ethics Guide*, “A public office is a public trust.” Issues that come before the Development Review Board can involve a conflict of values and interests, and often there are significant private dollars at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

A. **DRB Board Members Should:**

1. Exercise fair, honest, and independent judgment in your roles as decision-makers and advisors;

2. Make public disclosure of all “personal interests” you may have regarding any decision to be made in the planning process in which you serve, or are required to serve, as advisor or decision-maker;

3. Define “personal interest” broadly to include any actual or potential benefits or advantages that you, a spouse, family member, or person living in your household might directly or indirectly obtain from a planning decision;

4. Abstain completely from direct or indirect participation as a decision-maker in any matter in which you have a direct personal interest, and step away from the dias while such a matter is under deliberation;

5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence your objectivity as an advisor or decision-maker in the planning process;

6. Do not participate as an advisor or decision-maker on any plan or project in which you have previously participated as an advocate;

7. Do not use confidential information acquired in the course of your duties to further a personal interest;

8. Do not discuss confidential information acquired in the course of your duties except when required by law;

9. Do not misrepresent facts or distort information for the purpose of achieving a desired outcome;

10. Do not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service; and

11. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics that are protected under civil rights laws and regulations.
B. **Summary of Ethical Principles for Public Officials.**

1. Public officials serve the public interest.

2. Public officials recognize the right of citizens to influence decisions.

3. Public officials recognize the long range nature of planning decisions.

4. Public officials strive to expand choice and opportunity for all persons.

5. Public officials encourage the coordination of activities and efforts in accommodation of all interests.

6. Public officials avoid conflicts of interest and disclose them and recuse themselves when they occur.

7. Public officials are thorough and diligent.

8. Public officials do not seek or offer favors to special interests.

9. Public officials do not disclose or improperly use confidential information for financial gain.

10. Public officials ensure equal access to public records and ensure that all relevant information is disclosed at public meetings.
## Social Media

### Best Practices

1. The Internet is not anonymous, nor does it forget. If you can find it, so can others.
2. There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.
3. Social Media may be subject to Public Records law and also has Open Meeting law implications.

### Best Practices (continued)

4. There are no deletions from the Internet- your old posts, even if deleted by you or Facebook, can be subpoenaed.
5. Do not use your title unless it is official business.
6. Do not blog, post, tweet when you are angry, frustrated, or intoxicated with respect to city related matters.
7. Do not return fire with respect to city related matters.
How to Handle the Dreaded ‘Reply All Moment’

By David Pogue

Jan. 17, 2019

You know what the English language needs? A word for the hot, sickening feeling you get when you accidentally hit “Reply All,” subsequently broadcasting a private message to a much larger group. Maybe we should call it e-barrassment. Or forwardboding. Or Sents insensibility.

In any case, we asked you to share your best (or worst) Reply All horror stories and how you handled them with us by email or Twitter — and wow, did you come through. Clearly, people who’ve committed this act never forget it.

“OK, so I was online dating a lot,” Shirley Goldberg remembered. After each date, she liked to send a summary to her girlfriend. “On the day I hit ‘Reply to All,’ I had four emails open, one of them directed to the entire staff of my school. Somehow I got the emails mixed up.”

On this occasion, her summary read: “Met Bob yesterday at the diner for coffee. Nice guy but I’m not interested. He has an overbite and a lisp.”

The next day, the other teachers in the lunchroom shot her “quite a few meaningful looks.” One of them accused her of being a “dentalist.”

Then there’s the therapist Robyn Renée, who got her text-message threads confused. She wound up texting one of her therapy clients with a message intended for her ex-husband. (The client’s response: “I didn’t realize I made you so angry!”)

Bob Pyle and his wife both worked in the same Wall Street firm. One day, he corrected a bunch of typos in a document she had written — and accidentally shared his critique with 200 people in the company. “About an hour later, my boss came into work, passing my door on the way to his office,” he explained, and said, “Sleeping on the couch tonight?”
And Erin Weltzien was once part of a group chat whose topic drifted into complaining about a co-worker, Jen, flaunting her “newly enhanced breasts.” The subject promptly changed when the participants read, in the chat window: “This is Jen’s father! Please take me off this list!”

How to handle a bad Reply All

Over the years, the perpetrator/victims of Reply All accidents have developed some devious dodges to avoid reputational ruin.

When one hapless fellow invited family and friends to come watch him in a glassblowing demonstration, a bad cut-and-paste omitted the word “glass.” The result, wrote his wife, was “a shocking offer.”

Her solution: She made him resend a corrected version of the same message four times. Her hope was that the flood of identical emails would minimize the amount of attention attracted by the first one.

It worked. “Happily, we never had any responses to the initial rude offering,” she said.

Some people resort to deception. Janet Katz told people she was the victim of a computer virus. “I blame a small child — son, niece, nephew, whatever,” Roanne Martin said.

Sharyn Tom pointed out that you don’t have to defuse the fallout alone. “Enlist someone you have good rapport with to Reply All to your Reply All, and say something funny to cut the tension, like, ‘Great story, bro, we appreciate the update!’” she suggests. “The other person helps by taking the focus and embarrassment away from you, and pivots into humor or something useful.”

In general, though, the wisest course seems to be quick action and a huge helping of humble pie.

“I just call it what it is by sending yet another Reply All message like: ‘Well, that was awkward,’” Sheryl Moore wrote. “Usually that is met with kind and understanding replies.”

Or, as Cassandra Kiger put it, “You own it, make apologies, spend 48 hours in shame, and move on.”

Five ways to avoid Reply All nightmares

Most people endure a botched Reply All episode only once. After that searing experience, you’re unlikely to make the same mistake again.

But you can avoid the fiasco in the first place. Here’s how:

- **Enter the address last.** Jeff Branzburg has cultivated the habit of clicking Forward, not Reply, when answering messages. That way, the Address box of every reply starts out empty. “Compose the email, and only then go back and enter the address(es),” he says. This technique
requires extra steps, but it guarantees you’ll never accidentally Reply to All.

- **Give yourself an “Oh no!” window.** In some email programs, you can set up a freakout delay. Your email will wait 60 seconds (or more) after you click Send, giving you a window in which to realize your gaffe and stop the message in its tracks.

  You can set this up in Microsoft Outlook or in Gmail. If you’re a Mac person, you need the free version of a plug-in called Mail Butler to add this feature to Apple’s Mail program.

  “The ‘oh no filter’ gives you enough time to correct errors,” Gerard Stijntjes notes. “I’ve shared it around at work and it is helping.”

If Microsoft Outlook dominates your email life, as it does in many organizations, you have three additional safety nets at your disposal:

- **Remove the Reply All button on your end.** The Reply All button can’t ruin your life if it doesn’t exist, can it? In Outlook, you can move the button to a remote Siberian outpost on the toolbar so it’s harder to hit by mistake. (Here’s how to do it.)

  The beauty of this toolbar surgery is that it doesn’t fully deprive you of the Reply to All function. When you really intend to trigger it, you can always choose the equivalent menu command. “Problem solved, as far as I’m concerned,” Andreas Molke noted.

- **Remove the Reply All button on their end.** If you and your recipients are all using Microsoft Outlook, you can, weirdly enough, disable their Reply All buttons on messages you send. As @NYG_Steve notes, it’s your way of preventing other people from making Reply All gaffes based on your original message. All you need is the free NoReplyAll add-in for Outlook.

- **Undo send.** Lara F. recommends using Microsoft Outlook’s Recall command, which magically deletes a message from the recipients’ Inboxes before they’ve opened it. Alas, it works only when you and you recipients are in the same company (using the same Microsoft Exchange server), you all use Outlook, and each recipient hasn’t yet seen the message.

In all other circumstances, this command winds up sending a second email that says, for example, “Casey Robin would like to recall the message, ‘My boss is a toxic, sniveling misanthrope.”

Unfortunately, that message may serve only to draw more attention to the first one.

**What else is wrong with Reply All**

The Reply All button should be considered armed and dangerous. In law firms and government departments, it can transmit confidential information to people who shouldn’t have it. In any company, its use can become a drag on efficiency and sanity. (Every time you send “Thanks!” and “You’re welcome!” emails on a thread of 850 employees, that’s 850 people who must manually delete those messages, usually quietly cursing your name.)
Things get really bad when a Reply All storm touches down. That’s when one reply to the entire organization inspires hundreds of people to Reply All with “Please take me off this list” messages, which triggers round after round of “Me too” and “Stop hitting Reply All!” (and “Out of Office” messages, each also going to everyone on the list). The quantity of messages explodes geometrically until the entire outfit is brought to its knees.

What email programs need, of course, is some kind of built-in protection against Reply All tragedies. Apple, Microsoft and Google should offer an option that produces an “Are you sure?” message before your message is actually sent.

Until then, be careful out there. You don’t deserve this kind of — what’s the right word for it? — humiliation.

In the next Crowdwise: Some of the things people say to grieving friends and relatives — “Well, she’s in a better place now,” or “Well, at least you still have other children” — don’t provide comfort, and may actually make things worse.

What are some of the worst examples you’ve experienced? And what can people say or do that’s actually helpful? Bonus points if you speak from experience. Email us at crowdwise@nytimes.com.
Roberts Rules of Parliamentary Procedures
ROBERT’S RULES

Parliamentary Procedure 101

Thanks to Alison Kean of Metro on whose presentation much of this material is based

Question 1: What Is Parliamentary Procedure?

Answer: It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.
Question 2: How can you determine the number required for a quorum for a committee meeting?

Answer: By reading the Bylaws to see if a quorum is specifically defined. If not, then a quorum is a majority of the membership.

Question 3: Name some motions that require 2/3 vote. (i.e. at least twice as many votes in favor of the motion as there are against.)
Answer:
• Objection to consideration of a question
• Postpone to a date/time certain
• Previous question
• Suspend the rules
• Limit debate

Question 4:
What are the four basic types of motions?

Answer:
1. **Main Motions**: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions**: Their purpose is to change or affect how a main motion is handled, and, are voted on before a main motion.
3. **Privileged Motions**: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. (An interruption of consideration of main and subsidiary motions)
4. **Incidental Motions**: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.
Question 5:
Name some Subsidiary Motions.

Answer:
Subsidiary Motions Include:
• Amend
• Commit or refer
• Postpone to a certain time
• Limit debate
• Extend debate
• Lay on the table
• Take from the table
• Previous question
• Postpone indefinitely

Question 6:
Name some Privileged Motions.
Answer:
Privileged Motions Include-
• Fix time of next meeting
• Adjourn
• Call for orders of the day (enforcement of schedule/agenda)
• Point of order

Question 7:
Name some Incidental Motions.

Answer:
Incidental Motions Include-
• Withdrawal of motion
• Rule suspension
• Objection to the consideration of the question (requires 2/3 vote)
• Division of the question (dividing a motion into 2 stand-alone motions)
• Consideration by paragraph (dividing resolution or document into paragraphs)
Question 8:
Does a passage of a motion to amend adopt the motion as amended?

Answer:
No. Its adoption does not adopt the motion as amended – the motion remains pending in its modified form. An amendment must be germane – that is, closely related to the subject of the main motion. An amendment can be hostile to the spirit of the original motion and still be germane. But an amendment cannot be the equivalent to a rejection of the original motion (i.e. improper for amendment to simply add word “not”).

Question 9:
Can the maker of a motion decide whether to accept a so-called “friendly amendment”?
Answer:
No. Once the motion has been stated by the chair it is no longer the property of the mover, but of the assembly. Any amendment, “friendly” or otherwise, must be adopted by the full body, either by a vote or unanimous consent.

Question 10:
How can a voting member stop debate on a motion in order to move the vote forward?

Answer:
By moving or “calling” the previous question.
• Ends debate and calls for a vote on a pending motion
• Cannot be amended or have subsidiary motion added
• Requires 2/3 vote for passage
Question 11: Can a member accomplish this by shouting out “Move the previous question”?

Answer: No. Members must have the floor by being recognized by the Chair, otherwise they are out of order.

Question 12: How does a member divide a motion?
Answer:
A “motion to divide the question” divides a motion into two or more separate motions (each part must be able to stand on its own).

Question 13:
Is it true that once a quorum has been established, it continues to exist no matter how many members leave during the course of the meeting?

Answer:
No. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present.

• If the chair notices the absence of a quorum, he or she should declare this fact, at least before taking any vote or stating the question on any new motion.

• Any member noticing the apparent absence of a quorum can and should make a Point of Order to that effect whenever another person is not speaking.
Question 14: Do abstention votes count?

Answer: No. The phrase “abstention votes” is an oxymoron— an abstention is a refusal to vote.

- To abstain means to refrain from voting and, as a consequence, there can be no such thing as an “abstention vote”.
- Abstentions have no effect on the outcome of a vote unless the vote requires a majority of the members present, in which case an abstention will have the same effect as a “no” vote.

Question 15: Should proxy votes be counted?
Answer:
No, unless the bylaws authorize it.

- Proxy voting is incompatible with the essential characteristics of a deliberative assembly.

Question 16:
Can motions be put to a vote before the debate is over?

Answer:
No, if members wish to debate is, the debate can only be cut short by a 2/3 vote.
Question 17:
Can an identical motion be brought forward at the same meeting after a decision has already been made?

Answer:
No. The identical motion would be out of order. A motion may be reconsidered at another general meeting with a 2/3 majority vote.

Question 18:
Are personal remarks allowed in a debate?
Answer: No. They are out of order.

“Robert’s ‘Rules of Order’ are the rules of a fight; they are intended to prevent unfair advantage and to give the minority a fighting chance.”
— H.S. Elliott
While many groups use Roberts Rules to run structured and effective meetings, the Office of Student Activities recommends that student organizations follow the spirit of parliamentary procedures, and not get caught-up in the technicalities, manipulation of rules, and the rigid implementation of rules designed only to enable the free flow of ideas and communication.

**INDEX:**
- Parliamentary Procedure-Its Purpose and Use
- General Principles of Parliamentary Procedure
- Parliamentary Terms
- A Standard Agenda
- Transacting Business at a Meeting
- Summary of Steps in Handling a Motion
- Types of Motions-Definitions and Examples
- Precedence of Motions
- Other Rules Governing Consideration of Motions
- Tips on Parliamentary Procedure
- Committees
- Elections

**I. PARLIAMENTARY PROCEDURE-ITS PURPOSE AND USE**

Parliamentary law is a system of maintaining order in organizations. It provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.

Respect for law is a basic characteristic of democratic government. This respect is clearly shown by a willingness to practice an orderly method of procedure in organizations so as to follow the will of the majority, to protect the rights of the minority, and to protect the interests of those absent.

The use of parliamentary procedure in itself, however, does not insure that these ideals will be met. Everyone involved with an organization must also work to create an atmosphere of trust, mutual respect, and shared purpose.

Robert's Rules of Order was written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The most recent edition of the work, Robert's Rules of Order Newly Revised (1970), is the accepted authority for almost all organizations today. This pamphlet, Fundamentals of Parliamentary Procedure, is based on that book.
II. GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE

Every member of an organization should be familiar with the following simple rules and customs:

- All members have equal rights, privileges, and obligations; rules must be administered impartially.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business the simplest and most direct procedure should be used.
- Logical precedence governs introduction and disposition of motions.
- Only one question can be considered at a time.
- Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus have obtained the floor.
- No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

III. PARLIAMENTARY TERMS

Addressing the Chair: Getting the chair's attention by saying, e.g., "Madam Chairwoman," "Mr. Chairman," "Madam President," or "Mr. Moderator."

Agenda: Order of business; program of a business meeting.

Ad Hoc Committee: Committee established for a specific purpose, for a particular case.

Adjourn: To end a meeting.

Announcing the Vote: In announcing the vote on a motion, the chair should:
(1) report on the voting itself, stating which side has prevailed;
(2) declare that the motion is adopted or lost; and
(3) state the effect of the vote or order its execution.

For a voice or rising vote in which no exact count is taken, the chair might say, for example, "The ayes have it, the motion carries, and the brochure will be published." For a vote in which an exact count is taken, the chair might say, "There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester."

Ballots: Slips of paper for voting.

Carried: Passed or adopted; used in referring to affirmative action on a motion.

Caucus: Private session in advance of a scheduled meeting.

Chair: the Chair, Chairman, Chairwoman: To preside over; the presiding officer.

Chairman/Chairwoman Pro Tem: Presiding officer for the time being.

Commit: To refer to a committee.
Committee of the Whole: Designation of all of the members of an assembly present at a meeting as members of an ad hoc committee; working as a committee of the whole allows an assembly to function informally (e.g., to have unlimited debate).

Convene: To open a session.

Division of the Assembly; a Division: A vote retaken for the purpose of verifying a voice vote or show of hands; a division may be ordered by the chair or by a single member.

Division of the Question: A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.

Election by Acclamation: Election by unanimous consent; used when only one person has been nominated for an office.

Ex-officio: By right of office.

Expunge: To eliminate part of a motion by crossing out or drawing a line around words; one never erases, since the original text may be needed for the minutes.

Germane: Closely related, relevant; amendments and debate must be germane to the question at hand.

Having the Floor: Having been recognized by the chair to speak.

Immediately Pending Question: The last motion stated by the chair.

In Order: Correct according to rules of parliamentary procedure.

Main Motion: A motion which brings before the assembly some new subject upon which action of the assembly is desired.

Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.

Minutes: Written records of business transacted.

Motion: A proposal by a member, in a meeting, that the assembly take a particular action.

Nominate: To propose an individual for office.

Obtaining the Floor: Securing permission to speak.

Orders of the Day: Agenda for a meeting.

Parliamentarian: Parliamentary adviser to the presiding officer.

Pending Question: A motion awaiting decision.

Plurality: In an election, the largest number of votes given a candidate when three or more candidates are running; a plurality that is not a majority never elects anyone to office except by virtue of a special rule previously adopted.

Point of Information: Request for information concerning a motion.

Precedence: Take Precedence: Priority in rank; to outrank.

Previous Question: Motion which, if adopted, orders an immediate vote.

Proxy: A person authorized to vote for another.

Question of Privilege: A device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, e.g., a motion to turn the air conditioner up or a motion to close the windows so that people can hear.

Quorum: The minimum number of members who must be present at a meeting for business to be legally transacted.

Recess: A short intermission.
Recognize: To allow someone to obtain the floor in order to speak.
Rescind: To repeal, annul, cancel, or revoke formally.
Resolution: Motion used to express the sentiment of a group, usually beginning with the words "resolved that...."
Rising Vote: A vote taken by having members stand.
Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
Second: To indicate support for consideration of a motion by saying: "I second the motion."
Slate: List of candidates.
Unanimous (or General) Consent: A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the chair's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.
Voice Vote: A vote taken by having members call out "aye" or "no" at the chair's direction.
Yield: To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.

IV. A STANDARD AGENDA

If an organization's established rules do not specify an order of business, parliamentary law provides the following standard agenda for a meeting:

- Call to order
- Reading and approval of minutes
- Reports of officers and standing committees
- Reports of ad hoc committees
- Unfinished business
- New business
- Announcements H. Adjournment

V. TRANSACTING BUSINESS AT A MEETING

A. Quorum:

- A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted.
- An organization, in its established rules, may define its own quorum.
- In the absence of such a provision, the quorum is a majority of the entire membership.

B. Obtaining the Floor:
• Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time.
• If two or more members rise to seek recognition at the same time, the member who rose and addressed the chair first after the floor was yielded is usually entitled to be recognized. A member cannot establish "prior claim" to the floor by rising before it has been yielded.

C. Introducing Business (Making Motions):

• Business may be introduced by an individual member or by a committee.
• Business is always introduced in the form of a motion.

D. Seconding a Motion:

• After a motion has been made, another member, without rising and obtaining the floor, may second the motion.
• A second merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.
• A motion made by a committee requires no second, since its introduction into the assembly has been approved by a majority of the committee.
• The purpose of a second is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced.

E. Placing a Motion Before the Assembly:

• After a motion has been made and seconded, the chair repeats the motion verbatim, thus placing it before the assembly for debate and action.
• During the brief interval between the making of a motion and the time when the chair places it before the assembly by restating it, the maker of a motion may modify or withdraw it simply by stating the intention to do so; after the motion has been restated by the chair, it is officially before the assembly and must be dealt with appropriately (e.g., adopted, rejected, postponed).

F. Debate:

• Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon; this right cannot be interfered with except by a motion to limit debate.
• All discussion must be confined to the immediately pending question and to whether or not it should be adopted.
• While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly.
• In an organization that has no special rule relating to the length of speeches, a member can speak no longer than 10 minutes unless he or she obtains the consent of the assembly; such permission can be given by unanimous consent or by means
of a motion to extend debate. Likewise, debate may be curtailed by a motion to limit debate.

- No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so.
- Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day.
- During debate, no member can attack or question the motives of another member.
- The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

G. Amendments:

- As noted above, before a motion has been restated by the chair, the maker has the right to modify his or her motion or to withdraw it entirely. After it has been restated by the chair, however, a motion may be modified only by means of an amendment.
- There are six ways to amend a motion: a. Add words, phrases, or sentences at the end of a motion; b. Insert words, phrases, or sentences; c. Strike words, phrases, or sentences; d. Strike and insert words, phrases, or sentences; e. Strike and add words, phrases, or sentences; and f. Substitute whole paragraphs or an entire text.
- Only two amendments (primary and secondary) may be pending on a main motion at any time.
- Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution.
- An amendment must be germane to the question under consideration.

H. Voting:

- Unless special rules apply, a majority decides. A majority is more than half of the votes cast by persons legally entitled to vote, excluding blank ballots or abstentions.
- Unless otherwise provided for, voting is by voice vote.
- If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot. In other cases, the presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his or her vote will affect the result; i.e., he or she can vote either to break or to create a tie.
- A member has no right to explain his or her vote" during voting since that would be the same as debate at such a time.
- Any member may request a division of the assembly if there is uncertainty as to the true result of the vote.

I. Announcing a Vote:
In announcing the vote on a motion, the chair should: a. report on the voting itself, stating which side has prevailed; b. declare that the motion is adopted or lost; and c. state the effect of the vote or order its execution.

For a voice or rising vote in which no exact count is taken, the chair might say, for example, "The ayes have it, the motion carries, and the brochure will be published." For a vote in which an exact count is taken, the chair might say, "There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester."

J. Adjournment:

A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker.

A motion to adjourn is not in order when the assembly is engaged in voting or verifying a vote.

If the motion to adjourn is voted down, it may be made again only after the disposition of some business.

The motion to adjourn is out of order when the assembly is arranging for the time and place of the next meeting.

When it appears that there is no further business to be brought before the assembly, the chair, instead of waiting for a motion, may simply adjourn the meeting.

VI. SUMMARY OF STEPS IN HANDLING A MOTION

- A member rises and addresses the presiding officer.
- The presiding officer recognizes the member.
- The member states the motion.
- Another member seconds the motion.
- The presiding officer restates the motion, thus placing it before the assembly for consideration.
- The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
- The presiding officer takes the vote.
- The presiding officer announces the result.

VII. TYPES OF MOTIONS—DEFINITIONS AND EXAMPLES

A. Privileged Motions: Motions which do not relate to the pending question but have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

- Adjourn: Terminates the meeting. "I move that we adjourn."
- Recess: Permits a short intermission in a meeting. "I move that we recess for 10 minutes" or ". . . until 2:00" or ". . . until called to order by the chair."
• Raise a question of privilege: Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. "I rise to a question of privilege affecting the assembly."

• Call for the orders of the day: Requires that the adopted agenda or order of business be followed. "Mr. Chairman, I call for the orders of the day" or "Madam President, I demand the regular order."

B. Subsidiary Motions: Motions which assist the assembly in treating or disposing of a main motion. They have the effect of hastening action upon, delaying action upon, or modifying the main motion.

• Lay on the table: Lays a pending question aside temporarily when something more urgent has arisen. "I move to lay the question on the table" or "I move that the motion be laid on the table."

• Previous question: Ends debate and orders an immediate vote. "I move the previous question" or "I move we vote immediately on the motion."

• Limit or extend debate: Modifies debate by limiting or extending the number or length of speeches. "I move that debate be limited to one speech of two minutes for each member" or "I move that the speaker's time be extended three minutes."

• Postpone to a certain time: Defers consideration to a definite day, meeting, or hour, or until after some particular event. "I move that the question be postponed until the next meeting" or "I move to postpone the motion until after the address by our guest speaker."

• Refer to a committee: Gives a motion more detailed attention or permits it to be handled in privacy. "I move to refer the matter to the Program Committee."

• Amend: Modifies a main motion by inserting, adding, striking, striking and inserting, striking and adding, or substituting some specific language. "I move to amend by adding the words . . ." or "by striking . . ." or "I move to substitute for the pending motion the following: ...."

• Postpone indefinitely: Disposes of a question without bringing it to a direct vote. "I move that the motion be postponed indefinitely."

C. Main Motion: A motion which brings business before the assembly and which can be made only while no other motion is pending. "I move we have a banquet."

D. Motions that Bring a Question Again Before the Assembly: Motions which bring up a previously considered question.

• Reconsider: Allows a question previously disposed of to come again before the assembly as if it had not previously been considered. The motion to reconsider can be made only by a member who voted on the prevailing side and only on the same day the original vote was taken. The motion is debatable only if the motion to be reconsidered is itself debatable. "I move to reconsider the vote on the motion relating to the annual banquet."
• Discharge a committee: Takes a matter out of a committee's hands and places it again before the assembly as a whole. "I move that the committee considering what band to hire for the benefit dance be discharged."
• Rescind a motion previously adopted: Voids a motion previously passed. "I move to rescind the motion passed at the last meeting relating to where we will go on the ski trip."
• Take from the table: Allows the assembly to resume consideration of a motion previously laid on the table. "I move to take from the table the motion relating to presenting plaques to graduating members."

E. Incidental Motions: Motions which deal with questions of procedure and arise out of another pending motion or item of business. With the exception of the motion to appeal from the ruling of the chair, they are not debatable.

• Point of information: Inquires as to the facts affecting the business at hand and is directed to the chair or, through the chair, to a member. "I rise to a point of information" or "A point of information, please."
• Parliamentary inquiry: Requests the chair's opinion—not a ruling—on a matter of parliamentary procedure as it relates to the business at hand. "I rise to a parliamentary inquiry" or "A parliamentary inquiry, please."
• Division of the assembly: Calls for a verification when a member doubts the accuracy of a voice vote or show of hands. "Division!" or "I call for a division."
• Division of a question: Permits a motion to be divided into two or more parts in order that they may be considered separately. "I move to divide the motion so that the question of purchasing decorations can be considered separately."
• Withdraw a motion: Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. "Mr. Chairman, I move that I be allowed to withdraw the motion."
• Objection to consideration: Suppresses business that is undesirable or that might prove damaging to the organization. "Madam President, I object to the consideration of the question."
• Suspend the rules: Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take. "I move to suspend the rules which interfere with considering the motion to hold a get-acquainted happy hour for new members."
• Appeal from the ruling of the chair: Challenges a ruling of the chair. A majority vote sustains the ruling. "I appeal from the decision of the chair."
• Point of order: Challenges an error in procedure and requires a ruling by the chair. "I rise to a point of order" or "Point of order!"

VIII. PRECEDENCE OF MOTIONS

Since only one question may be considered at a time, the sequence in which motions may be taken up is fixed by parliamentary law.
The *main motion* is the basic motion and all other legitimate motions are taken up and acted upon before the main motion is finally disposed of. Any privileged motions introduced are of such urgency or importance that they must be promptly acted upon. Subsidiary and incidental motions which are introduced must be given priority so that the action finally taken on the main motion will accurately reflect the will of the assembly.

*Motions that bring a question again before the assembly* are similar in status to main motions in that they can be considered only when no other business is pending.

*Privileged and subsidiary motions* have the highest status and are arranged in an explicit order of precedence. Privileged motions come first in the order of precedence and among themselves have the following ranking: (1) adjourn, (2) recess, (3) raise a question of privilege, and (4) call for the orders of the day. Subsidiary motions follow in the order of precedence and have the following ranking among themselves: (5) lay on the table, (6) previous question, (7) limit or extend debate, (8) postpone to a certain time, (9) refer to a committee, (10) amend, and (11) postpone indefinitely.

*Incidental motions* are not ranked in the formal order of precedence. Since they arise out of--are "incidental" to--some other pending question, the incidental motions are decided as they arise. An incidental motion would be out of order, however, if it were not legitimately related to the business at hand.

**IX. OTHER RULES GOVERNING THE CONSIDERATION OF MOTIONS**

Not all motions require recognition or a second. Not all motions are debatable or amendable. Some motions do not require a vote or permit reconsideration. The following table summaries the rules related to each of the types of motions defined in Part VII.

**RULES GOVERNING THE CONSIDERATION OF MOTIONS**

<table>
<thead>
<tr>
<th>Name of Motion</th>
<th>Requires Recognition ?</th>
<th>Require a Second ?</th>
<th>Debatable ?</th>
<th>Amendable ?</th>
<th>Vote Required ?</th>
<th>May Be Reconsidered ?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Adjourn</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>2. Recess</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>3. Raise a question of privilege</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>--</td>
<td>no</td>
</tr>
<tr>
<td>4. Call for the orders of the day</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2/3(2)</td>
<td>no</td>
</tr>
<tr>
<td><strong>Subsidiary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motions: (1)</td>
<td>5. Lay on the table</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------</td>
<td>-----</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>6. Previous question</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>7. Limit or extend debate</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>8. Postpone to a certain time</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>9. Refer to a committee</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>10. Amend</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>11. Postpone indefinitely</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>Main Motions</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
<td>yes</td>
</tr>
<tr>
<td>Motions that Bring a Question Again Before the Assembly:</td>
<td>Reconsider</td>
<td>no</td>
<td>yes</td>
<td>yes(4)</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>Discharge a committee</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>maj. or 2/3(5)</td>
</tr>
<tr>
<td></td>
<td>Rescind</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>maj. or 2/3(5)</td>
</tr>
<tr>
<td></td>
<td>Take from the table</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>Incidental Motions:</td>
<td>Point of information</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Parliamentary inquiry</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Division of the assembly</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Division of a question</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Negative(6)</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>negative(6)</td>
</tr>
<tr>
<td>Objection to consideration</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>negative(6)</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>no</td>
</tr>
<tr>
<td>Appeal from the chair's ruling</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>maj. or tie</td>
<td>yes</td>
</tr>
<tr>
<td>Point of order</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>--</td>
<td>no</td>
</tr>
</tbody>
</table>

Note 1: In order of precedence.

Note 2: Must be enforced on the demand of one member unless it is set aside by a two-thirds vote.

Note 3: Only an affirmative vote may be reconsidered.

Note 4: The motion to reconsider is debatable only if the motion to be reconsidered is itself debatable.

Note 5: Requires either a simple majority (with prior notice), or a two-thirds vote, or a majority of the entire membership.

Note 6: Only a negative vote may be reconsidered.

X. TIPS ON PARLIAMENTARY PROCEDURE

A. Since the secretary is responsible for keeping accurate records of business transacted, the chair may require that main motions, amendments, or instructions to a committee be in writing.
B. It is a general rule that no member should be present in the assembly when any matter relating to himself or herself is under consideration.
C. A question cannot be postponed beyond the next regular meeting.
D. Calls of "Question! Question!" by members from their seats are not motions for the previous question and are simply informal expressions of individual members' desires to proceed to a vote; these calls are disorderly if made while another member is speaking or seeking recognition.
E. A question laid on the table remains there until taken from the table or until the close of the next regular meeting. If not taken up by that time, the question dies.
F. Abstentions do not count in tallying the vote; when members abstain, they are in effect only attending the meeting to aid in constituting a quorum.
G. Working as a committee of the whole enables the full assembly to give detailed consideration to a matter under conditions of freedom.
approximating those of an ad hoc committee. In such a committee, the results of votes taken are not final decisions of the assembly but are taken up by the assembly as committee recommendations. The proceedings of a committee of the whole are not entered in the minutes of the assembly.

H. Motions are out of order that present essentially the same question as a motion already considered at the same meeting.

I. All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. Members, however, can appeal from the decision of the chair, move to suspend the rules, or move a reconsideration—depending on the circumstances of the chair's ruling. A member can make such an appeal or motion whether or not the order involved applies to him or her personally.

XI. COMMITTEES

A. While committees are not necessarily limited as to membership, most committees are composed of from five to nine members. When the committee is small, formal parliamentary procedure is abandoned in doing the group's business. That is, during a committee meeting, a formal motion, a second, formal debate, and a vote are not necessary since decisions can often be reached quickly by unanimous consent. However, even in a committee meeting, if a subject is controversial and spirits rise, the chair may resort to using formal procedure in order to facilitate the committee's work.

B. Characteristics of an Informal Committee Meeting

- Recognition is not required in order to speak.
- The presiding officer participates as freely as any other member.
- Committee business is discussed without any motions.
- Discussion is neither limited nor suppressed.
- Most decisions are made by consensus, though votes may be taken.
- Formal procedure is invoked when necessary.

C. Types of Committees

- Standing committees are permanently established and may be composed of appointed, elected, or ex-officio members.
- Special committees or ad hoc committees are temporarily established for a special purpose or to complete a particular task. Members may be appointed, elected, designated to serve ex-officio, or named in the motion which creates the committee.

D. Duties of the Presiding Officer

1. The person who presides at a committee meeting is responsible for helping the committee organize itself and for seeing that its work is accomplished. To meet that responsibility, he or she should:
• Bring the tools the committee needs to do its work—a copy for each member of a list of committee members with addresses and phone numbers; a concise statement of the committee's task, its duties and powers, or a statement of its instructions from the organization or its president; a copy of rules or policies of the organization which apply to the committee's work; and reports of previous committees or any other materials which will be useful;
• Call meetings to order on time;
• Start discussion with a few comments on the nature of the committee's task;
• Keep the discussion on track by following an agenda and avoiding irrelevant topics;
• Draw quiet members into the discussion;
• Avoid the temptation to dominate the discussion or to dictate what should be done—committees are created because a group decision is desired;
• Divide the work or appoint subcommittees when necessary, giving everyone a job;
• Encourage members to share in preparing the committee's report and, if a formal report is required, have them vote on it at a meeting;
• Submit formal committee recommendations separately from the report;
• Help members enjoy working on the committee by getting things done and leaving everyone with a sense of accomplishment; and
• Share the credit for what the committee has done with everyone who has helped by publicly recognizing members' contributions.

2. The person who presides over a committee is also responsible for reporting on the committee's work to the rest of the organization. Such a report can be given orally or in writing and usually contains both a description of the committee's work and a statement of its findings. The report is usually accompanied by a statement of the committee's recommendations, if any, which can then be taken up by the whole assembly.

XII. ELECTIONS

An organization's established rules normally set forth the date for elections, the method of nominating candidates, the procedure for voting, the votes required to elect, and the terms of office. In general, however, the following procedures are accepted:

• Nominations may be offered from the chair, from the floor, by a committee, or by write-in ballot.
• Nominations may be closed by the chair when it appears that no more nominations will be offered, or they may be closed by a two-thirds majority vote. A motion to close nominations is in order only after a reasonable opportunity to make nominations has been given.
• Voting is usually done by voice, by roll call, by ballot, or by "acclamation" (when only one candidate has been nominated).
Making Motions: A Sample Motion
MEMORANDUM

TO: DRB Member  
FROM: Barbara A. Jacobson, City Attorney  
DATE: January 23, 2020  
RE: Making Motions – a Refresher

I. Introduction

Below is a recap of basic parliamentary procedure, along with sample motions to cover most everything you may encounter at a public hearing.

II. Basic Meeting and Motion Procedure

- The Chair calls the meeting to order (see the attached script for more detail).
- The Chair reads the prehearing statements about the hearing and testimony.
- Only those who are recognized by the Chair may speak during the hearing.
- The Chairperson is generally addressed as Mr. Chairman, Madam Chairwoman, or other proper title, where preference is expressed.
- During the hearing, members may ask questions of the applicant or staff, or clarify or expand upon issues raised by other DRB members.
- Once the hearing is closed, members may consult with staff but not the applicant or members of the audience.
- In order to discuss the matter after the hearing is closed, a motion must be made. This is the time for debate and discussion among the members but it may not occur until a motion is made and seconded, but before the question is called. The Chair asks, “Do I have a motion?”
- After being recognized, the DRB member who wishes to discuss a topic should state: “I move that _______________(description of desired action).” If there is a motion and there is no second, the motion dies. If seconded, Parliamentary
Rules require that the Chair re-state the motion and then call for discussion. (Prior to the Chair's restatement of the motion, the motion maker may amend the motion.)

- Once the motion is restated, the motion is discussed and voted on. If any member wants to modify the original motion, that member must move to amend the original motion ("I move that the current motion be amended to . . . "). If the amending motion fails to get a second, it dies.
- Because our decision making bodies are not so procedure bound, the bodies have often discussed the motion after it is seconded, without a restatement by the Chair. This enables the motion maker to withdraw and remake the seconded motion, or accept an amended motion without the formal amendment process discussed above. This is a matter of group preference. Therefore, in the past, for motions that are likely to change with discussion, debate occurs after the initial motion is seconded but before it is repeated by the chair to allow for more formal amendment. This panel can elect to follow Robert's Rules, or continue with the less formal approach.
- If debate has been exhausted, the Chair may ask, "Is there any further discussion?" and/or "Are you ready for the question?" If there is no further discussion, the Chair will restate the motion ("The motion before the Board is to ________."). [Note: Chairs will obviously have to take notes sufficient to restate the motion for the benefit of the body and the transcriptionist. All members should also have notes in order to correct any error or discrepancy.] The Chair then calls for the vote ("All in favor, say aye; all opposed, nay.").
- The Chair announces the vote, and follows with post-hearing statements (e.g., announcing appeal process — see script).
- At the end of the meeting, the Chair asks for a "motion to adjourn."

III. Sample Motions

The following are examples of common motions to be made, based upon what happens during testimony.

1. If staff announces any proposed corrections or changes to the staff report: If, as often happens, staff announces changes or corrections to the staff report, then you will say, "I move to amend the staff report as read into the record by Sylvester Staffer."

2. If there is a change captured by a new exhibit: If a party (usually a proponent) modifies the proposal by way of a new exhibit to be entered into evidence, then the movant states: "I move to amend the staff report description of the proposal on page ___ of ___ as provided by Exhibit ___." If new conditions or findings are similarly incorporated in an exhibit, make the same kind of motion. ("I move to amend Finding / PF Condition ___ on page ___ of the staff report to incorporate Finding / Condition ___ on Exhibit ___ to read _________________." — or — "I move to amend condition of approval PF ___ on page ___ of the staff report to read _______________.") Be sure to state page numbers, making clear whether the page numbers refer to the staff report or to the new exhibit.
3. **If a change is verbalized at the meeting and is relatively complex:** If the City Attorney or another staff member has clearly read into the record the substance of amendments to the proposed enactment, condition, or finding, then the movant should state: “I move to amend Finding ___ on page ___ of the staff report as read into the record by the City Attorney.” If the change is easy to state in its entirety, please do so yourself. For example, “I move to replace the word ‘may’ on line ___ of the proposed resolution with the word ‘must.’”

4. **If there is a proposed change after the Chair restates the motion:** If the Chair has restated the motion and someone wants to change it further, then movant states: “I move to amend the main motion by adding ______ / deleting ______.” If the amending motion is seconded, the Chair will restate the amended motion. Following discussion, the Chair will call for a vote.

5. **Practical Example:** What if a motion is made that you agree with in part but not in full? For example, a motion is made to approve a resolution. You would be willing to approve the resolution but without the requested height waiver that is currently allowed by the resolution. What do you do? After the main motion has been made and seconded and repeated by the chair, but before the vote, you can make a secondary motion to amend the first motion. “Chairman O’Neil, I move to approve the resolution, amended to remove the height waiver.” If that secondary motion is seconded, then that is the motion that is voted on before the main motion. If it passes, the main motion fails. If it fails and there are no further secondary motions, the chair calls the question for the main motion. If the main motion passes and there are no other motions, the hearing is closed. Thus, anyone who doesn’t like the main motion has the opportunity to offer an alternative motion in the form of a secondary motion to amend, which will be considered and voted on before the main motion.

### IV. Tips

1. It is helpful, as a matter is brought forward, for members to decide who will be making the motion. Too often, the Chair asks for a motion and nobody has kept careful notes of the changes or can articulate the desired motion. All members should be following the discussion and noting the proposed changes, but the actual motion maker must track all the elements of the motion. Preferably, he or she writes the motion prior to making it. Keep in mind that if the motion is not completely clear to the Board, then any changes that are to be made by a motion can be misinterpreted. Note that the Chair of the DRB is empowered to make a motion, as are all DRB members.

2. All remarks should be addressed to the Chair or the body as a whole, not to individual DRB members, except for specific questions to the staff, applicant, City Attorney, or person providing testimony.

3. Keep remarks brief, specific, and germane to the pending question.

4. Members are required to be impartial and courteous.
5. Voting is a duty of every DRB member. Absent compelling circumstances, including but not limited to conflict of interest, members should not abstain from voting.

6. *Tip for making clear motions:* The most common motion is to adopt a staff report and to approve the resolution proposed by the staff report. However, in the course of the presentation, the staff report may have changed. Therefore, the following is suggested as the clearest way to make a motion that first amends the staff report and then passes the Resolution:

   The first motion is a motion to amend the staff report. Following passage of the motion to amend the staff report, a member should make a motion to adopt the Resolution. Because the Resolution language adopts the staff report as amended, the second motion is simply: “I move to adopt Resolution No. ____.”
Elements of a Staff Report
ELEMENTS OF A STAFF REPORT
DRB TRAINING

DEVELOPMENT REVIEW BOARD RESOLUTION:

· The document, once adopted by the DRB, that approves, approves with conditions (or denies) the application(s) and adopts that staff report (with any amendments to it during the public hearing) including the findings and conditions of approval it contains.

· This also adopts the exhibits (as may be modified) entered into the record unless removed from the record by the applicant.

STAFF REPORT

YELLOW PAGES

PROJECT INFORMATION:

· Who the property owner is.

· Who the consultant(s) is (are): In many cases it is often a consultant or contractor who acts as the applicant and who will supply the application materials.

· What is being proposed: brief overview of what the applicant is proposing and what permit types (Stage 1, Site Design Review, etc.) the applicant/owner is requesting approval of.

· Where the project is: Vicinity map.

APPLICABLE CRITERIA:

· What Development Code and Comprehensive Plan criteria staff has determined are applicable to the proposed application. Only section numbers are listed on this page. An expanded list (with titles) of the applicable criteria may be found at the end of the staff report.

SUMMARY/ISSUES:

· Applicant's description of request. Narratives supporting applications come in wide variety of formats. If the applicant has provided a succinct summary of the project, staff provides it in the staff report. Otherwise staff will refer you to the summary contained in the applicant's narrative.

· Staff Summary: a summary of issues as identified by staff.
STAFF RECOMMENDATION:

· Staff recommendation for the applicant's request(s).

PROPOSED CONDITIONS OF APPROVAL:

· These are the conditions of approval staff is proposing that would bring the proposed request/project into compliance with the City's adopted master plans and codes.

· The City's Building, Engineering, and Natural Resources Divisions will often provide conditions for the proposed application. These conditions will be prefaced BD, PF and NR respectively.

EXHIBITS – Staff, applicant’s, public testimony and other.

WHITE PAGES – FINDINGS: What Development Code and Comprehensive Plan criteria the DRB must consider in approving or denying a site development permit or sign permit.

Findings of Fact

Conclusionary Findings
Chart of Typical Development Review Process and Duration
City of Wilsonville Planning Division
Typical Development Review Process and Overall Duration

Abbreviations:  DRB = Development Review Board  CC = City Council  LUBA = Oregon Land Use Board of Appeals  

Note: All durations are approximate; 120 days = 17 wks + 1 day

Preapplication Conference
2 - 3 weeks overall

Application Preparation and Submittal
1 week (suggested minimum)

Completeness Review
Staff will confirm whether complete, or detail deficiencies, in writing.
4 weeks

If not complete, prepare revisions; take up to 5 months

Process Application (Administrative)
3 weeks

Appeal Period
2 weeks

DRB Hearing (evidentiary)
4 weeks

DRB Continuance
If needed, and requested by applicant.
4 weeks
(Applicant must agree to waive the 120-day period)

Appeal Period
2 weeks

CC Hearing
4 weeks

CC Continuance (if necessary)
2 weeks

Appeal Period to LUBA
3 weeks

LUBA Appeal Hearing
Duration Undeterminable

After deemed complete, local decision required to be completed within 120-days, per ORS 227.178, as illustrated between these two points.
Reading Plans
READING PLANS

• HOW TO USE ARCHITECT’S AND ENGINEER’S SCALES

HOW TO READ:

• SITE PLAN
• GRADING PLAN
• UTILITY PLAN
• LANDSCAPE PLAN
• TOWNSHIP GRIDS, SECTIONS AND TAX LOTS
Construction plans are drawn to scale so that the boundaries of the building site and all views of the building and its parts can appear on a set of plans. A scale drawing must be in exact proportion to the actual size of the building and its parts. Generally speaking, the larger the size of an object, the smaller the scale will be. For example, a smaller scale is used for site plans that show the full size of a lot. A larger scale can be used for the different plan views of a building. Individual detail drawings take up less space and can be drawn to the largest scale. The scale used will always be identified below or next to a drawing.

The three types of rules used to draw plans to scale are the architect's scale, engineer's scale, and metric scale. The rules are available in flat or triangular shapes. Persons reading the plans can use these rules to check or find dimensions omitted from the drawings. (See Figure 4-1).

**Architect's Scale**

The triangular architect's scale is used to scale plans drawn to English measurement. The ten choices of scale shown on it follow:

- \(3/32'' = 1'-0''\)
- \(1/8'' = 1'-0''\)
- \(3/16'' = 1'-0''\)
- \(1/4'' = 1'-0''\)
- \(3/8'' = 1'-0''\)
- \(1/2'' = 1'-0''\)
- \(3/4'' = 1'-0''\)
- \(1'' = 1'-0''\)
- \(1-1/2'' = 1'-0''\)
- \(3'' = 1'-0''\)

**Figure 4-1.**

The three types of scale rulers used for drawing linear measurements on construction plans are the architect's scale, engineer's scale, and metric scale. (Drawings here are enlarged slightly for easier reading.)
The 1/8", 1/4", 1/2" and 1" scale on the architect's scale ruler are used here to measure 4'-6".

Figure 4-2b.
As an example, on the 1/4" scale, each one-fourth of an inch in the drawing represents 1 foot (1'-0") of the actual building size. This scale is written as 1/4" = 1'-0" and will usually appear directly below the drawing. The 1/8" scale is often used on plot plans that show the size of a full lot. Floor plans and elevations are often drawn to 1/4" scale. Detail drawings are usually proportionately larger and may be drawn to 1/2", 3/4", or 1" scale.

The faces of the architect's scale rule contain scales at the upper and lower edges. Each edge has two scales. One scale begins from zero and reads from the left to right. A second scale that is twice as large begins from zero and reads from right to left. For example, the upper edge of one face shows a 1/8" scale reading from left to right, and a 1/4" scale reading from right to left.

The closer graduations to one side of the zero marks show inches and fractions of an inch. The divisions vary with the scaling size. For example, there is room for only six marks to the left of the zero mark on the 1/8" scale. Therefore, each graduation represents 2 inches. There is room for 48 marks to the right of the zero mark on the 1" scale. Therefore, each graduation represents one-fourth of an inch. (See Figure 4-2a & b). Scale can also be found mathematically. (See Unit 28 for math procedures and exercises.)

**Engineer's Scale**

The engineer's scale is used most often for dimensions covering a broader area such as site (plot) plans, surveys, subdivision maps, and landscape plans. The different faces of the engineer's scale show inches divided into decimal parts. The six choices shown on it follow:

- 1" = 10'
- 1" = 20'
- 1" = 30'
- 1" = 40'
- 1" = 50'
- 1" = 60'

For example, on the 1" = 10' scale, each inch is equal to 10 feet, with each division of the inch representing 1 foot. The 10 feet can also be read as 100 feet, with each division representing 100 feet. As another example, the 1" = 50' scale means that each inch on the rule equals 50 feet, with each division representing 1 foot. The 50 feet can also be read as 500 feet, and each division would then represent 10 feet. (See Figure 4-3.)

---

![Figure 4-2a](image)

Measuring with the architect's scale ruler.
Figure 4-3.
The 1" = 10' scale on the engineer's scale rule can also be read as 1" = 100", and 1" = 1000'. The measurement shown above is 18.00' when the scale is 1" = 10'.

**METRIC SCALE**

The metric scale is used when construction plans are drawn with metric linear measurements. Some metric drawings express longer measurements in meters carried out to three decimal places and millimeters for smaller section-view and detail drawings. However, the usual method is to show all linear measurements in millimeters. (A meter contains 1000 millimeters.) Following are some commonly used metric-scale ratios:

1:20
1:25
1:50
1:75
1:100
1:125

For example, the length of a wall drawn to a 1:20 scale means that 1 millimeter on the drawing is equal to 20 millimeters of the actual size of the wall. The length of a wall drawn to 1:125 scale means that 1 millimeter on the drawing is equal to 125 millimeters of the actual size of the wall; therefore, this scale would be used for drawings covering a much wider area than those using the 1:20 ratio. (See Figure 4-4.)

**Figure 4-4.**
Both of these metric scales are measuring 2600 millimeters. The 1:20 ratio is used for drawing larger details and section views. The 1:125 ratio is used for plans that cover a large area such as site plans, foundation plans, and floor plans. (The 1:125 scale has been enlarged here for easier reading.)
### SYMBOLS AND ABBREVIATIONS
### SURVEY AND SITE PLANS

#### PLAN VIEW SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>WATER MAIN</td>
</tr>
<tr>
<td>S</td>
<td>SEWER LINE</td>
</tr>
<tr>
<td>G</td>
<td>GAS LINE</td>
</tr>
<tr>
<td>E</td>
<td>ELECTRIC CABLE</td>
</tr>
<tr>
<td>-----</td>
<td>PROPERTY LINE</td>
</tr>
<tr>
<td>----</td>
<td>PROPERTY CORNER</td>
</tr>
<tr>
<td>---</td>
<td>UTILITY TRENCH</td>
</tr>
<tr>
<td>------</td>
<td>NATURAL GRADE</td>
</tr>
<tr>
<td>-------</td>
<td>CONTOUR LINE</td>
</tr>
<tr>
<td>--------</td>
<td>FINISH GRADE</td>
</tr>
<tr>
<td>-----------</td>
<td>CONTOUR LINE</td>
</tr>
</tbody>
</table>

#### SECTION VIEW SYMBOLS

- NORTH ARROW

#### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM ELEV</td>
<td>Bench Mark Elevation</td>
</tr>
<tr>
<td>CATV</td>
<td>Cable Television</td>
</tr>
<tr>
<td>E</td>
<td>East</td>
</tr>
<tr>
<td>EXIST</td>
<td>Existing</td>
</tr>
<tr>
<td>N</td>
<td>North</td>
</tr>
<tr>
<td>PL</td>
<td>Property Line</td>
</tr>
<tr>
<td>PUE</td>
<td>Public Utility Easement</td>
</tr>
<tr>
<td>R</td>
<td>Radius</td>
</tr>
</tbody>
</table>
Before construction can begin, the exact boundaries (property lines) of the building site (lot) must be established. The topographical features of the property, such as the differences between heights (elevations) and slopes, must also be recorded. This work is normally done by licensed surveyors or civil engineers. They obtain their initial information from a plat plan (discussed in this unit) covering the area where the construction will take place. Plat divisions are the result of a national system of rectangular township grids developed over many years by the federal government.

Township Grids and Sections

The township grids are based on north-to-south meridian lines and east-to-west base lines running at 24-mile intervals. Each 24-mile square is divided into 16 townships bordered by township lines running east to west, and range lines running north to south. Each township is divided into 36 sections that are each one mile square. A township section is further divided into smaller areas later identified by plat plans. (See Figure 6-1).

Reading the Plat Plan

Plat plans, also called subdivision maps, define the borders of land divisions in a given geographical area. (The term plat plan should not be confused with plot plan.) A plat plan is not part of a set of construction drawings. It is discussed here because the plat plan contains information directly affecting the design and construction of the building. Plat plans are usually available from the city or county recorder’s office or other local government agencies. Plat plans are subject to change, so it is important to get information from the very latest plat plan available. A plat plan shows the street locations within the boundaries of the plan. Each street is identified by its name, and the street width is often included. All the lots bordering the streets in the area are identified by number and are legally recorded. Their dimensions are shown, and reference points are identified from which the property lines can be measured.

Survey and Site Plans

The plat plan may also provide information about utility easements that allow for the passage of utility services through a property. Such services include sewer lines, gas lines, water pipes, and electrical lines. Another type of easement pertains to the right of passage over a particular property. From all this information a survey plan and/or site plan can be developed and included with a set of working drawings.
I. The township is located three township squares south of the base line and three township squares east of the principal meridian.

II. Its position is identified as T3S (Township 3 South) and R3E (Range 3 East).

III. In this example the surveyor is identifying Section 7 that can be further divided into plat plans.

---

7. End-of-arc point. This short line establishes the end of the arc at the southeast side of the cul-de-sac semicircle.

8. Street centerline (CL). Dimensions are given in both directions from the centerline. The front property line of Lot #120 is found by measuring 26'-0" from the street centerline. The straight property line sections of Lots #119, #121, and #127 are also measured from this street centerline.

9. Street name. All streets adjoining the lots are named in the plat plan.

10. Street center monument. This is a permanent aluminum-capped monument embedded in the surface of the street. It identifies the center of Steves Boulevard in the area of the cul-de-sac.

11. End-of-arc point. This short line establishes the end...
Key to Black Box (packet pick-up box) and link to Adopted City Master Plans, Development Code and City’s Comprehensive Plan

https://www.ci.wilsonville.or.us/comm-dev/page/documents-reports-master-plans-and-maps
Paper copies of the following are available upon request:

Land Use Development Code

Comprehensive Plan

Parks and Rec Master Plan
Web Page Resources

City of Wilsonville Web Pages:
- Home: http://www.ci.wilsonville.or.us
- Planning: https://www.ci.wilsonville.or.us/planning
- Planning Commission: http://www.ci.wilsonville.or.us/planningcommission
- Development Review Board: http://www.ci.wilsonville.or.us/drb
- Documents and Maps: https://www.ci.wilsonville.or.us/comm-dev/page/documents-reports-master-plans-and-maps
- City Code: https://www.ci.wilsonville.or.us/administration/page/city-charter-and-code
- Wilsonville Maps: http://www.wilsonvillemaps.com:8080/maps/
- SMART Transit: http://www.ridesmart.com
- Wilsonville Library: http://www.wilsonvillelibrary.org

State of Oregon
- ODOT: http://www.oregon.gov/ODOT
- Oregon Revised Statutes (ORS): https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx
- OR Administrative Rules (OAR): http://arcweb.sos.state.or.us/banners/rules.htm

Metro Home page: http://www.metro-region.org

Clackamas County: https://www.clackamas.us/

Washington County: http://www.co.washington.or.us

Wilsonville Chamber of Commerce: http://www.wilsonvillechamber.com/
MEMORANDUM

TO: DRB Member

FROM: Barbara Jacobson, City Attorney

DATE: January 23, 2020

RE: Public Meetings

The law concerning what constitutes a “Public Meeting” has become far more complex and vexing for public officials with the escalating use of emails and text messages as means of communication. The handy “Reply All” feature on the email has become a land mine for public officials in terms of inadvertent violations of the public meetings laws. The following memo contains excerpts from the Attorney General’s Public Records and Meetings Manual that should be reviewed and used as guidance. As the fairly recent Lane County case of Dumdi v. Handy et al. teaches us, use of email between public officials can lead to embarrassing violations of public meetings laws, very expensive litigation for the taxpayers and, in some cases, the imposition of hefty personal fines against a public official that cannot be reimbursed by the public body.

Summary of Public Meetings/Public Records Law

ORS 192.630 governs Oregon’s policy of open decision-making by “governing bodies,” which definition includes advisory boards that make recommendations to the governing body.

"The Oregon form of government requires an informed public aware of the deliberations and decision of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly."

This open decision making policy is given effect by the law’s substantive provisions. These provisions are intended to ensure, among other things, that meetings of governing bodies, at which decisions about public business are made, are open to the public (ORS 192.630(1), (2)); that the public has notice of time and place of the meeting (ORS 192.640); and that the meetings are accessible to those wishing to attend (ORS 192.630(4), (5)).
Public Meetings Laws Complicated By Electronic Devices

Public Meetings Law expressly recognizes that meetings may be conducted by electronic communication and that such meetings are subject to the same Public Meetings Law requirements (ORS 192.670(1)). The same notice and opportunity for public access must be provided when meetings are conducted by electronic means. Communications between a quorum of members of a governing body via personal computers are subject to all Public Meetings law requirements if the communication constitutes a decision (or a deliberation toward a decision for which a quorum is required) or a gathering of information on which to deliberate. (Attorney General’s Public Records and Meetings Manual, page 7.)

Although less than a quorum can discuss a matter via email or text messaging, it becomes tricky when other members that can cause a quorum to be reached are intentionally or inadvertently copied. For example Member 1 emails Member 2, and Member 2 responds and copies Member 3. Assuming three (3) is a quorum, you have a deliberation or a gathering of information on which to deliberate. Had Member 2 responded only to Member 1, there generally would not be a problem. Likewise if Member 2 responded to Member 1 only, and then sent a separate email only to Member 3, there still might not be a problem, unless by doing so there is a concerted effort to garner votes for an upcoming matter by Member 2 serving as a go between. In the above instance where a quorum is copied, it does not matter if not all three members actively respond. Danger: Reply All feature!! Some communications to the entire group are permissible if they do not involve deliberation or a gathering of information on which to deliberate. For example if a staff member sends the packet of information out to all board members and one member hits “Reply All” to ask a substantive question about an upcoming hearing item, and then another member responds with reply all, you have likely held a public meeting. On the other hand, if a board member has a question and replies only to the sender staff person with the same question, no public meetings laws are violated. Because of the danger of the Reply All feature, if you wish to communicate with staff or one board member, do not copy anyone else on your email.

Another word of caution: Texting during meetings can raise suspicions of impropriety, failure to pay attention to the matter at hand, or both. Therefore, it is recommended that you avoid reviewing or sending texts during a meeting, except in the case of an emergency.

If you have any questions regarding public meetings laws, feel free to contact me.
Protecting the public’s right to know

A QUICK REFERENCE GUIDE TO OREGON’S PUBLIC MEETINGS LAW

For local and state officials, members of Oregon boards and commissions, citizens, and non-profit groups

This guide is published as a public service by Open Oregon: a Freedom of information Coalition and the Oregon Attorney General’s office.
A Time Saving Reference

This guide is brought to you free of charge as a joint project between Open Oregon: A Freedom of Information Coalition and Oregon Attorney General Hardy Myers. Funding for this booklet came from the National Freedom of Information Coalition through a grant from the John S. and James L. Knight Foundation.

How to Use This Guide

This summary is intended as a quick reference to the Oregon Public Meetings Law. The entire law may be found in Oregon Revised Statutes 192.610 to 192.690. Additional information may be obtained by sending an e-mail request to info@open-oregon.com or visiting www.open-oregon.com.

For a comprehensive analysis of the law, refer to the latest edition of the Attorney General's Public Records and Meetings Manual, available for a nominal fee by calling (503) 378-2992 or writing to Department of Justice, Administrative Services, 1162 Court Street NE, Salem, Oregon 97301-4096.

What is Open Oregon?

Open Oregon: A Freedom of Information Coalition is a non-profit educational and charitable organization with a single purpose: to assist and educate the general public, students, educators, public officials, media and legal professional to understand and exercise:

• Their rights to open government.
• Their rights and responsibilities under the Oregon public meetings and records laws.
• Their rights under the federal Freedom of Information Act.

Open Oregon is a 501(c)(3) non-profit corporation.
The Spirit of Oregon’s Public Meetings Law

The Value of Openness

Understanding the letter of the Public Meetings Law is critical. Equally important is understanding and committing to the spirit of that law. Public bodies should approach the law with openness in mind. Open meetings help citizens understand decisions and build trust in government. It is better to comply with the spirit of the law and keep deliberations open.
“Government accountability depends on an open and accessible process.”

Hardy Myers
Oregon Attorney General

“Public bodies must conduct business in public - it's really that simple.”

Bill Bradbury
Oregon Secretary of State
Honorary Co-Chair, Open Oregon

“Oregon needs to protect its tradition of openness.”

Dave Frohnmayer
President, University of Oregon
Honorary Co-Chair, Open Oregon
Oregon’s Public Meetings Law

“Open government” or “sunshine” laws originally were enacted nationwide in the early 1970s because of growing public unhappiness with government secrecy. As a result, every state and the District of Columbia enacted laws requiring government to conduct its business openly, rather than behind closed doors.

Open government laws benefit both government and the public. Citizens gain by having access to the process of deliberation - enabling them to view their government at work and to influence its deliberations. Government officials gain credibility by permitting citizens to observe their information-gathering and decision-making processes. Such understanding leads to greater trust in government by its citizens. Conversely, officials who attempt to keep their deliberations hidden from public scrutiny create cynicism, erode public trust and discourage involvement.

Policy

Oregon’s Public Meetings Law was enacted in 1973 to make sure that all meetings of governing bodies covered by the law are open to the public. This includes meetings called just to gather information for subsequent decisions or recommendations.

The law also requires that the public be given notice of the time and place of meetings and that meetings be accessible to everyone, including persons with disabilities.

The Public Meetings Law guarantees the public the right to view government meetings, but not necessarily to speak at them. Governing bodies set their own rules for citizen participation and public comment.
Who is covered?

Because questions often arise about what groups must comply with the public-meetings law, it is useful to look at the definitions in the law. The law says that any “governing body” of a “public body” is required to comply. It offers these definitions:

- A “public body” is any state, regional, or local governmental board, department, commission, council, bureau, committee, subcommittee, or advisory group created by the state constitution, statute, administrative rule, order, intergovernmental agreement, bylaw or other official act.

- A “governing body” is two or more members of a public body who have the authority to make decisions for or recommendations to a public body on policy or administration. A group without power of decision is a governing body when authorized to make recommendations to a public body, but not when the recommendations go to individual public officials.

**Example**

- A school board must meet in public.
- So must most advisory committees that the school board creates, such as a budget committee.
- But if the school board chair asks several business leaders to meet with him to discuss future building needs, that meeting may be held in private.

Private bodies, such as non-profit corporations, do not have to comply with the public-meetings law, even if they receive public funds, contract with governmental bodies or perform public services.

**Example**

- A school district contracts with Regence BlueCross BlueShield of Oregon to provide health insurance for district employees. The BlueCross BlueShield board of directors is not required to meet in public.

Public agencies contracting with private bodies may require a private body to comply with the law for pertinent meetings. Federal agencies are not subject to Oregon’s Public Meetings Law.
What is a Public Meeting?

A public meeting is the convening of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information. Decisions must be made in public, and secret ballots are prohibited. Quorum requirements may vary among governing bodies.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A county commission’s goal-setting retreat is a public meeting if a quorum is present and they discuss official business.</td>
</tr>
<tr>
<td>• A training session for the commissioners is not a public meeting, unless a quorum is present and the commissioners discuss official business.</td>
</tr>
<tr>
<td>• A staff meeting absent a quorum of commissioners, whether called by a single commissioner or a non-elected official, is not a public meeting.</td>
</tr>
</tbody>
</table>

Meetings accomplished by telephone conference calls or other electronic means are public meetings. The governing body must provide public notice, as well as a location where the public may listen to or observe the meeting.

Governing bodies must hold their meetings within the geographic boundaries of their jurisdiction. However, a governing body may meet elsewhere if there is an actual emergency requiring immediate action or to hold a training session, when no deliberation toward a decision is involved.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A library board is free to rotate meetings at different libraries in its district, but it may not meet outside its district.</td>
</tr>
</tbody>
</table>

Federal and state law requires that meetings be held in places accessible to individuals with mobility and other impairments.
What is Exempt from the Law?

On-site inspections, staff meetings and gatherings of associations to which a public body or its members belong are not considered public meetings. Chance social gatherings are not considered meetings as long as no official business is discussed.

Example

- Three out of five city councilors inspect a new landfill site. Their inspection does not constitute a public meeting, unless they deliberate toward a decision on a city matter.

- Later, the three city councilors attend a League of Oregon Cities conference. Again, this is not a public meeting, unless the councilors discuss official city business.

- That evening, the three councilors chat during a concert intermission. As long as they talk about the music, this is not a public meeting. But if they stray into discussion of official city business, then it is.

Also exempt from the Public Meetings Law are:

- Meetings of state or local lawyers assistance committees.
- Meetings of medical peer review committees.
- Meetings of multidisciplinary teams reviewing child abuse and neglect fatalities.
- Judicial proceedings. However, see Oregon Constitution, Section 10.
- Review by the Workers’ Compensation Board and the Employment Appeals Board of hearings on contested cases.
- Meetings of the Energy Facility Siting Council when it reviews and approves security programs.
- The Oregon Health and Science University regarding presidential selection process, sensitive business matters, or meetings of faculty or staff committees.
- Mediation by the agricultural mediation service program.
For some entities, the deliberation process alone is exempt, although information-gathering and decision-making must be public. This applies to the State Board of Parole, the Psychiatric Security Review Board, and state agencies conducting hearings on contested cases under the Administrative Procedures Act.

**Notice of Meetings**

Governing bodies must give notice of the time, place and agenda for any regular, special or emergency meeting.

Public notice must be reasonably calculated to give actual notice to interested persons and media who have asked in writing to be notified of meetings and general notice to the public at large.

Governing bodies wishing to provide adequate notice should strive to provide as much notice as possible to ensure that those wishing to attend have ample opportunity – a week to 10 days for example.

At least 24-hour notice to members of the governing body, the public and media is required for any special meeting, unless the meeting is considered an emergency meeting. Appropriate notice is required for emergency meetings and should include phone calls to media and other interested parties. Notice for emergency meetings must also cite the emergency.

A meeting notice must include a list of the principal subjects to be considered at the meeting. This list should be specific enough to permit citizens to recognize matters of interest. However, discussion of subjects not on the agenda is allowed at the meeting.

---

**Example**

*The State Board of Higher Education plans to discuss building new college campus in Burns. An agenda item that says “Discussion of public works” would be too general. Instead, the agenda should say something like “Discussion of proposed Burns campus.”*
Executive Sessions

Governing bodies are allowed to exclude the public - but generally not the media - from the discussion of certain subjects. These meetings are called executive sessions.

Executive sessions may be called during any regular, special or emergency meeting. A governing body may set a meeting solely to hold an executive session as long as it gives appropriate public notice. Notice requirements for executive sessions are the same as for regular, special or emergency meetings. However, labor negotiations conducted in executive sessions are not subject to public notice requirements.

Notice of an executive session must cite the specific law that authorizes the executive session. This authorization also must be announced before going into the executive session.

Governing bodies may formally specify that the media not disclose information that is the subject of the executive session. Governing bodies should not discuss topics apart from those legally justifying the executive session. Media representatives may report discussions that stray from legitimate executive session topics and are not required to inform the governing body when they intend to do so.

No final action may be taken in executive session. Decisions must be made in public session. If a governing body expects to meet publicly to make a final decision immediately after an executive session, it should try to announce the time of that open session to the public before the executive session begins.

Example

- City councilors meet in executive session to discuss the city manager’s performance. A local reporter attends. During the meeting, the councilors discuss whether the city should put a bond measure on the next ballot. The reporter may write a story on the council’s bond-measure discussion, because that discussion was not allowed under the executive session rules. The reporter may not write about the city manager’s performance.
Executive Sessions Criteria

Executive sessions are allowed only for very limited purposes. Those include:

1. To consider the initial employment of a public officer, employee or staff member, but not to fill a vacancy in an elected office, or on public committees, commissions or advisory groups. These sessions are allowed only if the position has been advertised, standardized procedures for hiring have been publicly adopted, and the public has had an opportunity for input on the process. Executive sessions are not allowed to consider general employment policies.

2. To consider dismissal, discipline, complaints or charges against a public official, employee, official, staff or individual agent, unless that person requests a public hearing.

3. To review and evaluate the job performance of a chief executive officer, or other officer or staff member, unless that person requests an open hearing. Such evaluation must be pursuant to standards, criteria and policy directives publicly adopted by the governing body following an opportunity for public comment. The executive session may not be used for the general evaluation of agency goals, objectives, programs or operations, or to issue any directive to personnel on the same.

4. To deliberate with persons designated to conduct labor negotiations. The media may be excluded from these sessions.

5. To conduct labor negotiations if both sides request that negotiations be in executive session. Public notice is not required for such meetings.

6. To consider records that are exempt by law from public disclosure.

7. To consult with counsel concerning litigation filed or likely to be filed against the public body. Members of the media that are a party to that litigation, or represent a media entity that is a party, may be excluded.

8. To consult with persons designated to negotiate real property transactions.
9. To discuss matters of trade when the governing body is in competition with other states or nations.

10. To negotiate with a private person or business regarding public investments.

11. To discuss matters of medical competency and other matters pertaining to licensed hospitals.

12. To consider information obtained by a health professional regulatory board or State Landscape Architect Board as part of an investigation of licensee or applicant conduct.

13. To discuss information relating to the security of: a nuclear power plant; transportation of radioactive materials; generation, storage or conveyance of electricity, gas hazardous substances, petroleum, sewage or water; and telecommunications and data transmission.

---

**Media at Executive Sessions**

Media representatives must be allowed to attend executive sessions, with three exceptions. Media may be excluded from:

- Strategy discussions with labor negotiators.

- Meetings to consider expulsion of a student or to discuss students’ confidential medical records.

- Meetings to consult with counsel concerning litigation to which the media or media representative is a party.

A governing body may require that specific information not be reported by the media. This should be done by declaration of the presiding officer or vote. In the absence of this directive, the executive session may be reported. Any discussion of topics apart from those legally justifying the executive session may be reported by the media.
The media also is free to report on information gathered independently from executive session, even though the information may be the subject of an executive session.

**Example**

- A reporter attends the executive session on the city council’s discussion of the city manager’s performance. Afterwards the reporter asks a councilor what she thinks of the city manager’s performance. She shares her criticism. The reporter may use that interview to develop a story, even though the reporter first heard the information at the executive session.

**Minutes**

Written, sound, video or digital recording of minutes are required for all meetings.

The meetings law says minutes must be made available within a “reasonable time” after each meeting, but does not specify the time. Generally, this time frame should not exceed three weeks. Minutes must be preserved for a “reasonable time.” This is generally interpreted to be at least one year. Minutes of many governing bodies are subject to records retention rules and schedules established by the State Archivist.

**Minutes must indicate:**

- Members present
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- The result of all votes by name of each member (except for public bodies consisting of more than 25 members). No secret ballots are allowed.
- The substance of discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes are not required to be a verbatim transcript and the meeting does not have to be tape recorded unless so specified by law. Minutes are public record and may not be withheld from
the public merely because they will not be approved until the next meeting. Minutes of executive sessions are exempt from disclosure under the Oregon Public Records Law. Governing bodies are allowed to charge fees to recover their actual cost for duplicating minutes, tapes and records. A person with a disability may not be charged additional costs for providing records in larger print.

**Enforcement**

County district attorneys or the Oregon Attorney General's Office may be able to answer questions about possible public meetings law violations, although neither has any formal enforcement role and both are statutorily prohibited from providing legal advice to private citizens.

Any person affected by a governing body's decision may file a lawsuit in circuit court to require compliance with or prevent violations of the Public Meetings Law. The lawsuit must be filed within 60 days following the date the decision becomes public record.

The court may void a governing body's decision if the governing body intentionally or willfully violated the Public Meetings Law, even if the governing body has reinstated the decision in a public vote. The court also may award reasonable legal fees to a plaintiff who brings suit under the Public Meetings Law.

Complaints of executive session violations may be directed to the Oregon Government Ethics Commission, 3218 Pringle Road SE, Suite 220, Salem OR, 97302-1544; 503-378-5105, for review, investigation and possible imposition of civil penalties.

Members of a governing body may be liable for attorney and court costs both as individuals or as members of a group if found in willful violation of the Public Meetings Law.
For additional copies of this guide or information about Open Oregon, contact:

Open Oregon: A Freedom of information Coalition
PO Box 172, Portland, Oregon 97207-0172
info@open-oregon.com
www.open-oregon.com

Additional resources:

- Oregon Attorney General’s Public Records and Meetings Manual, available by calling 503-378-2992 or writing to Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096; www.doj.state.or.us/oregonians/pubs.shtml

- Oregon Revised Statutes 192.610 to 162.690, the Oregon Public Meetings Law, available in most libraries and on the internet at .www.leg.state.or.us.

- Oregon Newspaper Publishers Association, 503-624-6397. Offers legal advice to member newspapers and general information about public records and meetings requirements; www.orenews.com

- League of Oregon Cities, 1201 Court St. NE, Salem, OR 97301. 503-588-6550; www.orcities.org

- Association of Oregon Counties, 1201 Court St. NE, Salem, OR 97301. 503-585-8351; www.aocweb.org

- Oregon School Boards Association, 1201 Court St. NE, Salem, OR 97301. 503-588-2800; www.osba.org

- Special Districts Association of Oregon, PO Box 12613, Salem, OR 97301-0613, 503-371-8667; www.sdao.com

Open Oregon Board of Directors
Honorary co-chairs:
• Dave Frohnmayer,
  President, University of Oregon
• Bill Bradbury, Oregon Secretary of State

Directors:
• Bryan Brumley, President, Bureau Chief, The Associated Press
• Lisa Phipps, Vice President, Mayor, Rockaway Beach
• Kenneth Lewis, Treasurer, Portland Attorney
• Judson Randall, Secretary, Adviser, Student Publications, Portland State University
• Diana Banning, Portland City Archivist
• Duane Bosworth, Attorney, Davis Wright Tremaine
• Therese Bottomly,
  Managing Editor, The Oregonian
• Nick Budnick,
  Society of Professional Journalists
• Tim Doran, Editor,
  The Bulletin, Bend, Oregon
• Cindy Gibbon, Multnomah County Library
• Tim Gleason, Dean, University of Oregon School of Journalism
• Mary Beth Herkert,
  Oregon State Archivist
• Laurie Hieb, Executive Director, Oregon Newspaper Publishers Association
• Gail Holmes, League of Women Voters
• Phil Keisling, Former Oregon Secretary of State, Pro DX
• Kevin Neely, C&E Systems
• Norman Turrill, League of Women Voters

November 2007
Protecting the public's right to know