

ORDINANCE NO. 4494

An Ordinance Creating A Sister Cities Program And Advisory Board.

Whereas, the Council finds that the dissolution of the Beaverton Sister Cities Foundation in October 2007 creates a need for a program and an advisory board in the Office of the Mayor to continue the purposes of the Foundation, now, therefore,

THE CITY OF BEAVERTON ORDAINS AS FOLLOWS:

Beaverton Code is amended by adding new provisions to Chapter 2.03 to read as follows:

Section 1. Board Created. The Beaverton Sister Cities Advisory Board is created to help guide the development and activities of a Sister Cities Program, whose mission is to encourage cross-cultural understanding and to promote educational and economic exchange between the citizens of Beaverton and our Sister Cities around the world.

Section 2. Functions of Advisory Board and Program.

A. The Board shall serve in an advocacy, fundraising, supporting and ambassadorial capacity and will assist in organizing events and promoting a positive image and good relations for the Sister Cities Program and the City of Beaverton with the community, the region, the state and internationally. Board members work to further advance the planning and implementation of initiatives that support the Sister Cities Program. The board membership will be comprised of 9-15 persons with initial terms of 1, 2 and 3 years. The successor term of each Board position shall be three years.

B. The Program Coordinator and Advisory Board will develop a strategic plan to confirm the Program mission and values and a two or three year plan of goals, objectives and activities. Such community-based activities may include cultural seminars and networking gatherings and a collaboratively-planned multicultural festival, featuring, but not limited to the countries and cultures of Beaverton's Sister Cities. Delegation visits to Beaverton will highlight interaction and exchange with local businesses, education, City and community services and agencies and broad community engagement. International visits to Sister Cities will be organized upon invitation from each Sister City and initiated to recognize special events and anniversaries, with diverse business and community representation invited to join each delegation.

Section 3. Program Funding. The Sister Cities Program shall seek private additional funding in the form of in-kind donations and grants, multi-tiered corporate and organizational sponsorships, and individual and family memberships. The varying levels of sponsorship benefits will correlate with a portfolio of community-based and international activities planned by program staff and the advisory board. The program may offer community memberships with appropriate fees for individuals, families, students and seniors. The City shall hold any such private funding received in trust for Sister Cities Program purposes.

Section 4: Bylaws. The City Council hereby approves bylaws for the Sister Cities Advisory Board attached to this ordinance as Exhibit A. These may be altered, amended or repealed upon thirty days' notice at any meeting of the Sister Cities Advisory Board by a two-thirds majority vote of the incumbent Sister Cities Advisory

Board members. Amendments shall not be effective until approved by the City Attorney for conformance to City Code and ratified by the City Council.

First reading this 3rd day of November, 2008.

Passed by the Council this 17th day of November, 2008.

Approved by the Mayor this 18th day of November, 2008.

ATTEST:



SUE NELSON, City Recorder

APPROVED:



ROB DRAKE, Mayor

**BYLAWS
OF THE
SISTER CITIES ADVISORY BOARD
CITY OF BEAVERTON, OREGON**

I. **CHARTER/PURPOSE.** The purpose of the Beaverton Sister Cities Advisory Board is to help guide the development and activities of the Sister Cities Program, whose mission is to encourage cross-cultural understanding and to promote educational and economic exchange between the citizens of Beaverton and our Sister Cities around the world.

The Board's role is advisory to the Mayor and City Council.

The Board serves in an advocacy, fundraising, supporting and ambassadorial capacity and will assist in organizing events and promoting a positive image and good relations for the Sister Cities Program and the City of Beaverton with the community, the region, the state and internationally.

The Board of Beaverton Sister Cities Program is a standing committee of the City of Beaverton.

Board members work to further advance the planning and implementation of initiatives that support the Sister Cities Program. The Board may recommend general policies and activities and otherwise advise and support the Mayor and City Council. The Board may express its opinion on policy recommendations submitted to it by the Mayor and City Council.

II. **MEMBERSHIP.** The Board shall consist of not less than nine and not more than 15 members. Official terms of office of Board members shall begin January 1st of the year following appointment, unless the member is appointed to fill an unexpired term, in which case the Board member shall serve until the end of the term he or she was appointed to fill. Each member of the Board shall serve for a term of one to three calendar years. The terms of members of the Board shall be staggered so that no more than one-third of the Board members end their tenure each year. All appointments to the Board shall be made by the Mayor with confirmation from City Council.

Decisions on renewal of a Board member will be made by the Mayor in consultation with the Program Coordinator/ Liaison for the Office of the Mayor.

Upon completion of a term, a member who does not continue with the Board shall be designated an "emeritus board member." Emeritus board members will be kept informed of Board activities and invited to continue close association with the Program. Emeritus members are regarded as ex-officio members of the Board and are welcome to attend meetings regularly and be heard, though may not vote or be considered as a member of a quorum.

Members shall be deemed public officials for purposes of Oregon's government ethics laws.

III. OFFICERS AND COMMITTEES. The Chair and Officers of the Board will be elected by the Board. The Chair will serve no more than two consecutive one-year terms or until a successor is elected, whichever is later. The Chair will chair meetings of the Board and work with the Program Coordinator/ Liaison for the Office of the Mayor in formulating agendas. Standing committees and their chairs will be appointed by the Chair of the Board.

IV. MEETINGS. Regular meetings of the Board shall be held at such times and places as are determined by the Board. Board members shall receive written notice of said meetings by an agenda remitted to them before meetings. All meetings shall comply with the requirements of Oregon Public Meetings Law.

V. BOARD FORMULATION. Members shall be deemed public officials for purposes of Oregon's government ethics laws

Board membership staggering will proceed as follows:

Following Year 1: the terms of one-third of Board memberships (classified one year) will expire. New members or re-appointed members will fill the open seats.

Following Year 2: the terms of one-third of Board memberships (classified two years service) will expire. New members or re-appointed members will fill the open seats.

Following Year 3: the terms of one-third of Board memberships (classified three years service) will expire. New members or re-appointed members will fill the open seats.

Once the original cycle is established, up to 5 expirations and up to 5 appointments or reappointments per year will happen.

VI. DUTIES OF THE BOARD. Duties of the Board shall be to fulfill the mandate set forth in the enabling ordinance of the Beaverton Sister Cities Board passed by the City of Beaverton. In addition, the Board shall support the development of the Sister Cities Program through:

- a. Development of strategic plans
- b. Submitting requests and recommendations for the annual program budget
- c. Establishing standing sub- and ad hoc committees
- d. Recommending program policies
- e. Conducting activities through projects and events to support:

- 1) Fundraising and resource development;

- 2) Promotion of cross-cultural understanding and exchange between the community of Beaverton and its Sister Cities;
- 3) Community support and public relations and outreach.

Members will be expected to contribute annual financial support to the Board and/or other donations according to the individual's ability and personal financial situation.

VII. REMOVAL, RESIGNATION AND RECALL OF THE BOARD. The Board may recommend to the Mayor that any individual Board member be removed for sufficient cause. Any member of the Board may submit his or her resignation in writing to be effective at the time designated and, if not designated, at such time as a written resignation is received by the Board. Two unexcused absences or three consecutive excused absences by a Board member from regularly scheduled Board meetings can be construed as sufficient cause for the remaining Board members to recommend to the Mayor to remove said absent Board member from the Board.

VIII. VACANCIES ON THE BOARD. Vacancies in any Board position shall be filled by appointment from the Mayor, with confirmation from City Council. Those so appointed shall hold office until such position would normally terminate.

IX. OFFICERS. Officers of the Board shall be a Chair, Vice-Chair, and Secretary together with such other officers as the Board from time to time may require.

- a. **DUTIES OF THE CHAIR.** The Chair shall preside over all meetings of the Board, call the Board together whenever he or she deems necessary and generally discharge the duties as are properly required of him or her by the Board. The Chair, in consultation with the Program Coordinator/Liaison for the Office of the Mayor, shall prepare the agenda for all Board meetings.
- b. **DUTIES OF THE VICE-CHAIR.** The Vice-Chair shall preside over all meetings of the Board in the absence of the Chair. The Vice-Chair otherwise shall exercise such powers and perform such duties as properly shall be determined by the Board.
- c. **DUTIES OF THE SECRETARY.** The Secretary shall keep the minutes of all official Board meetings and submit them to the Office of the Mayor for timely distribution. The Secretary shall act as parliamentarian.
- d. **ELECTION AND TERM OF OFFICERS OF THE BOARD.** Each officer on the Board shall be elected by the Board for a one year term and shall serve for no more than two terms of one year's duration each in any office. Elections shall be held at the November meeting of the Board each year, and officers shall assume office on the following January 1st. With the exception of the initial year of the Board, all officers of

the Board shall serve on the Board at least one year before becoming eligible for office. The Executive Committee shall make recommendations for officers to Board. In October of each year the Executive Committee shall submit a slate of officers to the general Board.

- e. **VACANCIES.** Vacancies in the position of Chair, Vice-Chair, and Secretary, regardless of cause, shall be filled by majority vote of the remaining members of the Board, and those elected to fill such positions shall hold office until the next regularly scheduled election as described in subsection d above.
- f. **EXECUTIVE COMMITTEE.** The three officers of the Board and the Program Coordinator/Liaison for the Office of the Mayor, acting Ex Officio, shall constitute an Executive Committee. The Executive Committee shall perform such functions as properly shall be determined by the Board. The duties of the Executive Committee shall be to act as a steering committee for the Board specifically recommending to the Board appropriate projects and sub-committees.

X. THE MEETINGS OF THE BOARD.

- a. **SPECIAL MEETINGS.** Special meetings of the Board may be called at any time at the discretion of the Chair and shall be promptly called upon written request of any three members of the Board to the Chair. Such meetings shall be held at the location designated by the Chair.
- b. **NOTICE OF BOARD MEETINGS.** Notice of all regular and special Board meetings shall be as given to the public in compliance with the applicable statutes of the State of Oregon, and notice of special meetings shall be given to each Board member either in writing or by telephone at least 24 hours prior to the meeting time. Failure to give such notice shall not of itself void any action properly taken by the Board.
- c. **QUORUM AND VOTE.** One-half of the appointed Board constitutes a quorum and shall be required in order to transact business, take official action, or to consider any decision on a budgetary matter.
- d. **ORDER OF BUSINESS.** Business at both regular and special meetings of the Board shall be conducted according to Robert's Rules of Order Revised. Any Board Member may introduce any

business not included in the scheduled agenda at the discretion of the presiding officer.

- e. **THE FISCAL YEAR.** The fiscal year of the Beaverton Sister Cities Program shall run from July 1st to June 30th.
- f. **OPERATING BUDGET.** The Program Coordinator/Liaison for the Office of the Mayor shall be responsible for drafting requests for an operating budget in conjunction with the Board. The Board shall have the power to review the budget and recommend changes.

XI. STAFF LIAISON TO THE BEAVERTON SISTER CITIES BOARD. The Mayor's Office shall designate a Sister Cities Program Coordinator to serve as a liaison between the Mayor's Office and the Sister Cities Advisory Board. The duties of the Program Coordinator and any additional staff shall be as determined by the Mayor

XII. AMENDMENTS. These Bylaws may be altered, amended or repealed upon thirty days' notice at any meeting of the Board by a vote of at least two-thirds of the Board. Amendments shall not be effective until approved by the City Attorney for conformance to City Code and ratified by the Council.

Approved and adopted by the Beaverton Sister Cities Board on _____, 2008.



Revised at Second Reading of Ordinance
on 11/17/08.