



ADMINISTRATIVE POLICIES

SECTION:	General Administration	POLICY #:	209
TITLE:	Bylaws of Advisory Boards	PROCEDURE #:	209-A
		ORDER #:	12-73
DEPT:	Board of Commissioners' Office	DIVISION:	
ADOPTED:	3/00	REVIEWED:	REVISED: 7/12

PURPOSE: To establish policy whereby the Marion County Board of Commissioners will ensure consistent content of the bylaws of Marion County public advisory boards, committees, commissions and councils (hereinafter referred to as “advisory boards”).

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

APPLICABILITY: All county advisory boards except limited duration committees.

GENERAL POLICY: Bylaws of advisory boards will contain the elements of the attached bylaws template as directed by the Board of Commissioners.

POLICY GUIDELINES:

1. **Responsibilities:** All advisory boards shall develop bylaws for direction of procedure and operations within 30 days of the first regular meeting. New and revised bylaws shall be submitted to the Board of Commissioners for review and approval.
2. **Exceptions:** Limited duration committees that are created by the Board of Commissioners or the Chief Administrative Officer to serve for a period of time less than 90 days are not required to submit bylaws for approval.
3. **Implementation:** Bylaws are to be developed or revised based on the standardized template included in the procedures section of this policy.
4. **Periodic Review:** Bylaws are to be reviewed by each advisory board every three years.

Adopted: 3/00
 Revised: 11/06
 7/12