



ADMINISTRATIVE POLICIES

SECTION:	General Administration	POLICY #:	209
TITLE:	Bylaws of Advisory Boards, Commissions, Committees, and Councils	PROCEDURE #:	209-A
		ORDER #:	18-096
DEPT:	Board of Commissioners' Office	PROGRAM:	Volunteer Services
ADOPTED:	3/00	REVIEWED:	
		REVISED:	09/18

PURPOSE: The purpose of this policy is to establish rules to 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.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners’ Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

APPLICABILITY: All county advisory boards, commissions, committees, and councils, except limited duration committees.

GENERAL POLICY: Each Marion County advisory board must have bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a board functions and should include expectations of members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws.

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. All advisory boards shall develop bylaws for direction of procedure and operations within 30 days of the first regular meeting.

SUBJECT: BYLAWS OF ADVISORY BOARDS

- 1.2. New and revised bylaws shall be submitted to the Board of Commissioners for review and approval by board order.
- 1.3. Bylaws of advisory boards shall contain the elements of the attached bylaws template as directed by the Board of Commissioners.
 - 1.3.1. Bylaws require the following elements:
 - 1.3.1.1. Name of Board
 - 1.3.1.2. Mission Statement
 - 1.3.1.3. Purpose of Board
 - 1.3.1.4. Goals
 - 1.3.1.5. Membership
 - 1.3.1.6. Termination
 - 1.3.1.7. Attendance
 - 1.3.1.8. Meetings
 - 1.3.1.9. Officers
 - 1.3.1.10. Standing Committees
 - 1.3.1.11. Special Committees
 - 1.3.1.12. Conflicts of Interest
 - 1.3.1.13. Revision or Amendment of Bylaws
 - 1.3.1.14. Community Relations/Public Input
- 1.4. Bylaws are to be reviewed by each advisory board at least every three years.

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

The Board of Commissioners has the authority to implement this policy.

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 03/00

Revised: 11/06
07/12
09/18