

**KLAMATH COUNTY
ADMINISTRATIVE ADVISORY
COMMITTEE BYLAWS**

1. Name.

This advisory board will be known as the Klamath County Administrative Advisory Committee (AAC).

2. Mission.

The Administrative Advisory Committee (AAC) will consider and recommend to the Klamath County Board of Commissioners changes to Klamath County administrative policy affecting the operations of multiple departments or provision of services to the public. The Administrative Advisory Committee shall consider legal, financial, and technological requirements in making recommendations to the Board.

3. Membership.

The Administrative Advisory Committee shall be composed of permanent representatives of the following departments: BOCC staff member, Finance, Human Resources, Tax, Assessor, Information Technology, and Clerk. Four other positions will be filled by an annual rotation of department representatives selected to give broad representation to the Klamath County's service providers.

4. Termination.

a. Removal by Board of Commissioners. All members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a member on its own motion or upon the recommendation of the Committee.

b. Resignation. Resignations by members shall be submitted in writing to the Committee Chair and announced at the next meeting. The Chair shall forward a copy of the resignation to the Board of Commissioners and request a replacement.

c. Reasons for dismissal. The Board of Commissioners may remove a member when it determines that it is in the interest of the Committee or the County to do so.

5. Attendance.

All members are expected to attend scheduled meetings. Members shall inform the AAC in advance of the meeting the member will not attend.

6. Meetings.

a. The AAC will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings, minutes/audio will be available upon request. The AAC will meet on an as needed basis.

b. Meetings are generally held at the Klamath County Government Center, 305 Main Street, Room 214, Klamath Falls, Oregon. Members may attend either in person or electronically so long as persons in person and electronically can both hear and communicate with each other.

c. The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.

d. Decision making procedure. Each member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute a final decision. Majority is defined as a majority of the appointed members.

e. The secretary will cause meeting minutes/audio to be prepared. Minutes/audio will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and the substance of any discussions on any matter and reference to any document discussed at that meeting.

f. Agenda items may be placed on a meeting agenda by any Committee member, any Klamath County Commissioner, or any Klamath County Department Head. The agenda will be posted/available at least five (5) days prior to a regular meeting.

7. Officers.

a. Members of the committee will elect the Chair, Vice-Chair and Secretary on an annual basis.

b. Chair responsibilities. The Chair will act as leader of the convened meeting and as the parliamentarian. The Chair will enforce Committee directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official representative of the Committee and shall be the spokesperson to the Board of Commissioners.

c. Vice-Chair responsibilities. In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor Vice-Chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

d. Secretary responsibilities. Ensuring meetings are effectively organized and minutes/audio are taken. Maintaining effective records and administration.

e. Vacancies or removal of officers. The Board of Commissioners may remove a Chair or Vice-Chair on its own motion or upon the recommendation of the Committee when it

determines that it is in the interest of the Committee or the County to do so. If the Chair is removed, the Vice-Chair will assume the Chair's position. If the Vice-Chair is removed, the Committee will elect a replacement.

f. Compensation. Members shall not be compensated.

8. Amendment to Bylaws.

a. The Administrative Advisory Committee may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Committee shall be forwarded to the Board of Commissioners for its approval. Bylaws will be submitted to the Board of Commissioners by the Committee Chair every three years for review and approval.

b. Initiated by Board of Commissioners. Under certain circumstances, the Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Committee for review and consultation prior to the Board of Commissioners' adoption.

c. Distribution. Upon the Board of Commissioners' approval of bylaw amendments, the Board of County Commissioners Office will make any required revisions to the bylaws and distribute them to all members of the Committee.

9. Community Relations/Public Input.

Any member of the public will be welcome to attend and provide comment at Committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair or the Vice-Chair and/or staff of the Board of Commissioners. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**ADOPTED BY THE ADMINISTRATIVE ADVISORY COMMITTEE, this 17
day of January, 2023.**

W. M. Long
Committee Chair

**APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS,
this ____ day of January, 2023.**

Chair

Commissioner

Commissioner