

ROCKWOOD WEED AND SEED OPERATING PROCEDURES
Gresham, Oregon

ARTICLE I: NAME

SECTION 1. The name of the organization is the Rockwood Weed and Seed Program. The executive Committee of the Steering Committee shall determine the office location. This program shall be governed by these Operating Procedures, in compliance with applicable federal rules and grant requirements and in accordance with any rules and regulations that may be promulgated by the Steering Committee.

ARTICLE II: PURPOSE

SECTION 1: The purpose of the program is as follows:

A. To enrich the quality of life for people residing in the Weed and Seed area by implementing community-based, comprehensive, multi-agency strategies to "weed" out crime violence and drugs, and to "seed" the area with educational, recreational, social and economic development, thereby contributing to a safe environment.

B. To link and integrate federal, state, and local law enforcement and criminal justice efforts with federal, state and local social services, and private sector and community efforts for the purpose of increasing the impact of existing programs and resources and to identify new programs that enhance the efforts of the Rockwood Weed and Seed program.

ARTICLE III: BOUNDARIES

SECTION 1. The boundaries of the Rockwood Weed and Seed program area are as follows: Glisan to Division, 162nd to 202nd. [Census tracts 96.03, 96.04, 96.05, 96.06, 97.02, and 98.01].

ARTICLE IV: STEERING COMMITTEE

SECTION 1. Representative body. The principal representative body of the Rockwood Weed and Seed Program shall be the Steering Committee.

SECTION 2. Committee Membership. The membership of the Steering Committee shall not be fewer than seven (7) or exceed fifty (50) members. Membership shall include representatives of: community-based federal, state and local governments and law enforcement agencies, community residents, not for profit businesses, neighborhood associations, schools, faith community, fraternal and civic organizations. Each selected member will be called the "primary" member. Each primary member will be entitled to submit the name of an alternate affiliated with the same organization as the primary member. The name of the alternate must be

submitted in writing to the Rockwood Weed and Seed Coordinator.

SECTION 3. The alternate may serve for the primary member of the Steering Committee when the primary member is unable to serve or attend a meeting of the Steering Committee or a subcommittee of the Steering Committee. In the absence of the primary member, the alternate shall have all rights, privileges and powers of the primary member under these Operating Procedures. Each member, and their alternate, of the Steering Committee who is selected to represent a specific geographic area (for example, neighborhood association) must reside, work, volunteer or own property in said area.

SECTION 4. Voluntary Resignation. Any Steering Committee member may voluntarily resign at any time by delivering a written letter of resignation to the Rockwood Weed and Seed Coordinator.

ARTICLE V: ELECTION AND SELECTION OF MEMBERS AND OFFICERS

SECTION 1. The officers of the Weed and Seed Programs shall be the Chairperson, the Vice Chair and the Secretary. The officers shall be elected by the Steering Committee. Beginning with the second election of officers in December 2002, the elected officers shall assume office January 1. Their term of office, and the term of office of all future elected officers, shall be two years, with the exception of the first term of the Vice Chair, which shall be one year. The election of the Chair shall take place in odd years. The election of the Vice Chair shall occur in even years with the exception of the first year.

SECTION 2. The Chair shall be the principal representative of the program, and shall be subject to the oversight of the Steering Committee.

SECTION 3. After the first year, elections shall be held at the annual meeting in December. A Nominating Committee appointed by the Steering Committee shall consider candidates for the Chair, and Vice Chair, receive nominations and prepare a recommended slate of candidates to the full Steering Committee at the annual meeting except in special circumstances to fill a mid-term vacancy. Consent of the nominees must be obtained.

SECTION 4. Additional nominations may be made from the floor at the annual meeting. Consent of the nominee must be obtained. All candidates must meet the requirements set forth by these Operating Procedures in Art.5 §5.

SECTION 5. Candidates must have the following qualifications: (1) Reside in, work, volunteer own property or represent a business or organization located or operating in the Rockwood neighborhood and (2) Be a current member of the Rockwood Weed and Seed Steering Committee.

SECTION 6. The Nominating Committee shall conduct the election. Election of officers shall be by ballots cast by official members of the Steering Committee at the time of the election. The Rockwood Weed and Seed Coordinator shall maintain a current list of the primary and alternate

membership of the Steering Committee. Each member may cast only one vote. The primary member is the voter unless they are represented by their alternate. The Nominating Committee shall tabulate the votes and the results shall be announced immediately to the Steering Committee.

SECTION 8. Officers shall be limited to two consecutive terms in the same office except as referenced in Art. 5 §1.

SECTION 9. An officer may voluntarily resign at any time by delivering a written letter of resignation to the Rockwood Weed and Seed Coordinator. Vacancies shall be filled in accordance with Art. 5 and Art. 7 §3.

ARTICLE VI: REMOVAL OF STEERING COMMITTEE MEMBERS AND OFFICERS

SECTION 1. All officers and members or their alternates of the Steering Committee are expected to attend Steering Committee meetings.

SECTION 2. Removal for Unexcused Absences

A. Any officer, member and/or alternate, who misses three (3) consecutive regular meetings of the Steering Committee, without notice to the Rockwood Weed and Seed Coordinator, may be subject to removal as a Steering Committee member in accordance with the procedures of this Article.

B. The Rockwood Weed and Seed Coordinator may recommend to the Chair to place on the agenda of the next regularly scheduled Steering Committee meeting a call for a vote to remove the member.

C. If a vote is called for the removal of a member under this section, the vote of two-thirds (2/3) of the Steering Committee present at a meeting where a quorum exists, as defined by Art. 8 §7 is required to remove the member.

SECTION 3. Removal of an officer or Member for Cause due to Willful Misconduct. Any member of the Steering Committee may be removed from membership for willful misconduct.

A. Willful misconduct includes: unauthorized solicitation of funds and or goods on behalf of Rockwood Weed and Seed, and/or unauthorized representation of the Rockwood Weed and Seed program to the media, city or county officials or any other body.

D. If willful misconduct is brought to the attention in writing of the Executive Committee as defined in Art. 10 §1, the Chair shall advise the member of the allegations and give the member at least ten (10) days' opportunity to respond to the allegations in writing at least ten (10) working days prior to the Executive Committee meeting where the allegations may be considered. Following its consideration of the matter, the Executive Committee will bring its recommendation regarding removal of the member to the Steering Committee.

E. If a vote is called for the removal of a member under this section, the vote of two-thirds (2/3) Steering Committee present at a meeting where a quorum exists is required to remove the member.

ARTICLE VII: VACANCIES

SECTION 1. Whenever a vacancy exists, the vacancy shall be filled by the Steering Committee within sixty (60) days, if practicable, from the date on which the vacancy is declared through delivered resignation of a member.

SECTION 2. Vacancies in the Steering Committee shall be filled by a majority vote of the Steering Committee where a quorum exists, after a member nominates an individual.

SECTION 3. A special election consistent with the nominating and eligibility sections of Article V shall fill mid-term vacancies in the positions of the Chair, Vice Chair and Secretary; the newly elected officer shall serve for the remainder of the original officer's term.

ARTICLE VIII: MEETINGS

SECTION 1. Regular meetings. Regular meetings of the Steering Committee shall be held at least six (6) times per year if possible, at a location designated by the Coordinator. Notice of such meeting, including time, place and agenda shall be given to all members at least seven (7) working days in advance of the designated meeting. To the extent practicable, all written communications and meetings will be linguistically appropriate.

SECTION 2. Executive Meetings. Regular meetings of the Executive Committee shall be held at least two weeks prior to Steering Committee meetings.

SECTION 3. Notice. Written notice stating the place, date, time and agenda of each regular and executive meeting shall be mailed, hand or electronically delivered to each Steering Committee member at least five (5) working days prior to such meetings.

SECTION 4. Special Meetings. The necessity to call a special meeting must coincide with issues or events that present an immediate danger to the public health, safety, or welfare of the program, and which require emergency action. A special Steering Committee meeting may be called by the Chair or any five (5) members of the Steering Committee and may be scheduled by any procedure which is fair under the circumstances and necessary to protect the public interest.

SECTION 5. Notice for Special Meetings. Notice of all special meetings of the Steering Committee shall state the agenda, place, time and date of the meeting and shall be provided in writing or electronically, whenever possible, at least forty-eight (48) hours prior to the special meeting. The agenda of special meetings shall be limited to only those items for which the special meeting is called.

SECTION 6. All regular, special or committee meetings (except those issues that involve personnel matters or are otherwise exempt under Oregon Law) shall be open to the general public.

SECTION 7. Quorum. The presence of one-third (1/3) of the members of the Steering Committee shall constitute a quorum. In the absence of a quorum, business may be conducted. However, any vote taken in the absence of a quorum shall not be binding.

SECTION 8. Voting. Each member of the Steering Committee present at the time a vote is called for shall be entitled to one (1) vote. A motion, proposal or other matter voted on by the members shall be approved, and binding upon the Steering Committee if approved at a Steering Committee meeting where a quorum is present.

SECTION 9. Minutes and Correspondence. The Rockwood Weed and Seed Secretary, or his or her designee, is responsible for correspondence and for ensuring that the minutes of each Steering Committee meeting and each Executive Committee meeting are taken. If the Rockwood Weed and Seed Secretary is absent, the Chair shall appoint a member to take the minutes. Minutes of the previous Steering Committee meetings shall be distributed to all Steering Committee members no fewer than five (5) working days prior to the next Steering Committee meeting. The minutes shall be made available to the public upon request. Minutes of the previous Executive Committee meetings shall be distributed to all members no fewer than five (5) working days prior to the next Executive Committee meeting.

ARTICLE IX: RESPONSIBILITIES AND POWERS OF THE STEERING COMMITTEE

SECTION 1. The general powers and responsibilities of the Steering Committee are as follows:

- A. Provide direct oversight and management of Rockwood Weed and Seed program goals, objectives and budget.
- B. Approve program changes.
- C. Document program activity.
- D. Evaluate the program.
- E. Develop and implement activities that are consistent with the goals and objectives of the Rockwood Weed and Seed initiative.
- F. Coordinate the activities of Rockwood Weed and Seed committees and task forces.
- G. Enter into and monitor contracts for services.
- H. Develop policies and rules of procedures for the Steering Committee, Standing and Subcommittees subject to applicable federal, state and local regulations and policies.

ARTICLE X: COMMITTEES OF THE STEERING COMMITTEE

SECTION 1. Executive Committee. The Executive Committee shall consist of the Chair, Vice Chair and Secretary and chairs of any standing sub-committees of the Steering Committee. The

Executive Committee shall be responsible for assisting in the annual application for Rockwood Weed and Seed funds by approving the application process. The Executive Committee shall be responsible for the following:

- A. Establishing the Steering Committee agenda.
- B. Recommendations for action to the Steering Committee.
- C. Monitoring and reviewing contracts for services.
- D. Fiscal decisions otherwise within the scope of the Steering Committee under exigent circumstances when funds must be expended prior to the next scheduled regular Steering Committee meeting.

SECTION 2. Standing Committees. Standing committees shall include, but not be limited to, the following: Enforcement and Community Policing, Prevention and Intervention, and Neighborhood Restoration as defined by the Rockwood Weed and Seed plan. Chairs or Co-Chairs of the Standing Committees are appointed by the Standing Committees and confirmed by the Steering Committee.

SECTION 3. Ad Hoc Committees. The Steering Committee may appoint ad hoc committees to carry out specific activities of the program. Ad hoc committees shall be temporary and are to be utilized by the Steering Committee to address matters that arise because of specific needs, problems, or changes that affect the operation, goals, and objectives of the program.

SECTION 4. Term of Standing and ad hoc Committee Membership. Each member of any standing or ad hoc committee shall serve until the next annual meeting of the Steering Committee and until a successor is appointed, unless such committee shall be abolished.

SECTION 5. Quorum at Standing and ad hoc Committee Meetings. A simple majority of the members of any standing or ad hoc committee shall constitute a quorum of such committee.

ARTICLE XI: COMPENSATION AND CONFLICTS OF INTEREST

SECTION 1. Compensation. Steering Committee members and members of Standing or ad hoc Committees of the Steering Committee shall serve without salary. The Steering Committee may recommend reimbursement for approved expenses incurred by members in the performance of their duties. No member of the Steering Committee, Standing or ad hoc Committees may solicit or receive funds, gifts or other compensation on behalf of the Weed and Seed project unless approved by the Steering Committee. Reasonably priced plaques and certificates given by the program to a member of the program in recognition of exemplary service are not considered to be gifts under this section.

SECTION 2. Conflict of Interest. No member or immediate family member shall be interested, directly or indirectly, in any contract relating to the operations conducted by the program, unless:

- A. Authorized by a two-thirds (2/3) vote of the members present at a meeting where a quorum is present and where such member is not necessary to ensure a quorum, and;

B. The fact and nature of the interest shall have been fully disclosed and known to the members of the Steering Committee present at the meeting at which the contract is so authorized.

ARTICLE XIII: INSPECTION OF PROGRAM RECORDS

SECTION 1. The program records, membership lists, and records will be kept in a secure location and available upon request minutes of the Executive and Steering Committee meetings shall be kept by the Coordinator or, in the absence of a designated Coordinator, by the Rockwood Weed and Seed Secretary and shall be open to inspection during regular office hours, or in the absence of an office, by requesting a copy from the Coordinator or Secretary. Fiscal records will be available in accordance with the policies and procedures of the fiscal agent.

ARTICLE XIV: FISCAL YEAR

SECTION 1. The fiscal year of the program shall begin on the first day of October and shall end on the last day of September of each year. The fiscal year of the program shall be in accordance with all applicable laws and statutes of the State of Oregon and those pertinent requirements and regulations of federal, state, Multnomah County and City of Gresham funding sources.

ARTICLE XV: FISCAL MATTERS

SECTION 1. All program contracts will be subject to Multnomah County fiscal monitoring practices.

SECTION 2. The Steering Committee will be responsible for fiscal decisions. In the event that fiscal decisions must be made prior to the next regular meeting of the Steering Committee, the Executive Committee is authorized to act under Art. 10 §1 (D).

SECTION 3 . It is the responsibility of the Coordinator to review program expenses by way of a written or verbal report at each regular meeting of the Steering Committee.

ARTICLE XVI: AMENDMENT OF OPERATING PROCEDURES

SECTION 1. These Operating Procedures may be amended by a 2/3 vote following a second reading, occurring no fewer than 30 days after the first reading where a quorum is present at a regular Steering Committee meeting. Recommended changes must be in writing and distributed by mail or electronically at least seven (7) days in advance of the first reading.