

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 22-03-29-02

In the Matter of APPROVING THE BYLAWS  
FOR THE FACILITIES STANDING  
COMMITTEE

**WHEREAS**, the Board established the Facilities Standing Committee to provide recommendations to the Board regarding County owned facilities; and

**WHEREAS**, Lane Manual 3.506(1)(c) requires that Board committees are responsible to prepare bylaws for review by legal counsel and submit the reviewed bylaws to the Board for approval; and

**WHEREAS**, the Board has previously approved bylaws for the Facilities Standing Committee in October 2021,

**WHEREAS**, County staff have revised the bylaws to include the Courts, and County Counsel within Article III (Membership) of the Facilities Standing Committee, and

**NOW, THEREFORE**, the Board of County Commissioners of Lane County ORDERS as follows:

1. The revised bylaws for the Facilities Standing Committee are approved, as presented to the Board with this Order.

**ADOPTED** this 29th day of March, 2021.



Pat Farr, Chair  
Lane County Board of Commissioners

# **FACILITIES COMMITTEE BYLAWS**

## **ARTICLE I**

### **NAME**

The name of the Standing Committee is the Facilities Standing Committee ("Committee").

## **ARTICLE II**

### **PURPOSE**

The Facilities Committee is an advisory committee created by the Lane County Board of Commissioners ("Board") under the policy established in Section 3.660 of the Lane Manual. The purpose of the Committee is to provide recommendations to the Board regarding County owned and leased facilities in the following areas:

- The Capital Improvement Program (CIP) for County facilities,
- Real Property acquisitions and sales,
- Facilities maintenance and custodial Services
- Construction and remodel activities, and
- Use of County facilities.

Matters for the Committee's consideration are described in Article V of these bylaws.

## **ARTICLE III**

### **MEMBERSHIP**

#### **A. MEMBERSHIP, VACANCIES, AND TERMS**

1. As provided in Section 3.660 of the Lane Manual, the Committee comprises the following members:
  - Two Lane County Commissioners, as appointed by the Board,
  - Three Department Directors, at least one of whom must be elected, as appointed by the Board.
  - The County Administrator, ex officio, and
  - The County's Director of Operations, ex officio.
2. In addition to the members of the Committee, each of the following Departments and Offices must select a representative to the Committee, and must inform the Facilities & Capital Improvements Manager of the selection:
  - Assessment & Taxation,
  - County Administration,
  - District Attorney,
  - Health & Human Services,
  - Human Resources,
  - Public Works,
  - Sheriff,
  - Technology Services,
  - Courts, and
  - County Counsel

3. Vacancies. The procedure for filling vacancies on the Committee will be:
  - For Committee members appointed by the Board, by appointment by the Board,
  - For Committee members serving ex officio, by the successor officer, and
  - For Department and Office representatives, by vote of the Committee members.
4. Terms. The terms of the members and representatives will be:
  - For Committee members appointed by the Board, one year, which may be extended indefinitely through the Board's annual committee assignments,
  - For Committee members serving ex officio, for so long as the member holds the designated position, and
  - For Department and Office representatives, for so long as appointed by the Department or Office.
5. Staff Liaison. The Capital Improvements Supervisor will be the staff liaison to the Committee.

## **B. OFFICERS AND STAFF**

1. Chair and Vice-Chair
  - At the first meeting following adoption of these bylaws, the Committee must appoint a Chairperson and Vice-Chairperson from among its members. Excepting the first appointment, the term of office shall be one year. The first appointment shall complete the calendar year in which the appointment is made and continue through December the following year. A new Chairperson and Vice-Chairperson must be elected during the Committee's first regular meeting in January each year.
  - The term of the Chair and Vice-Chair will commence upon election, and each will serve until the election of a new Chair and Vice-Chair as provided in this section, except in case of resignation, removal, or replacement by vote of the Committee.
  - In case of vacancy occurring in the office of Chairperson or Vice Chairperson, the Committee will fill the same by an election at its next regular meeting.
2. The Facilities and Capital Planning Manager will act as the Secretary of the Committee. The Secretary, with the approval of the Committee, may designate an Acting Secretary to serve in the absence of the Secretary.

## **C. OFFICERS' DUTIES**

1. The Chairperson has the duty to: preside at all meetings of the Committee, enforce observation of the bylaws, decide all questions of order, offer for consideration all motions regularly made, apportion duties among the members of the Committee, call all special meetings, appoint all necessary subcommittees, and perform such other duties as the office may require. The Chairperson must conduct the meeting in an orderly fashion, in general accord with the principles of *Roberts Rules of Order*, latest edition.
2. In the absence of the Chairperson, the Vice Chairperson will perform the Chairperson's duties.
3. In the absence of the Chairperson and Vice Chairperson, the Committee will elect a temporary chairperson for the particular meeting in question.
4. The Secretary will provide information and services required by the Committee, prepare a draft agenda for each meeting, and keep complete records of Committee activities.

## **ARTICLE IV**

### **MEETINGS**

#### **A. MEETING SCHEDULE AND FORMAT**

1. **Quorum.** A majority of the members of the Committee, which must include at least one of the Commissioner members, will constitute a quorum of the Committee.
2. **Calendar of Meetings.** The Committee will meet on the first Monday of each month from 2:00 p.m. to 3:00 p.m., local time, at the Board of Commissioners Conference Room, 125 E. 8th Avenue, Eugene Oregon.
3. **Meeting Organization**
  - **Remote Participation.** To the extent practicable, or as circumstances necessitate, Committee members and representative may participate and vote in Committee meetings remotely by use of telephone or video conferencing options that provide two-way real-time audible communications.
  - **Scheduling.** The date, place and hour of any meeting may be changed by affirmative act of the Committee, and the hour of any meeting may be changed by the Secretary, if adequate notice can be given to the public and all interested parties.
  - **Adjournment.** Meetings will be adjourned as soon as the Committee has completed all current business of the Committee. All meetings must adjourn at the end of the hour unless the Committee, by majority vote, decides to extend business beyond that time.
  - **Effect of defeat of motion.** When a motion has been made to approve an agenda item and the motion is defeated by proper vote, and no later alternative motion is made for approval, the defeat of such motion to approve will be deemed a complete denial of the matter before the Committee, without further separate motion to deny and vote thereon.

## **ARTICLE V**

### **RESPONSIBILITIES OF THE COMMITTEE**

#### **A. COMMITTEE RESPONSIBILITIES**

1. The Committee will study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: (a) are purchased or undertaken at intervals of not less than five years, (b) have a useful life of at least five years, and (c) have an estimated cost over \$50,000, including design and project-related costs. County departments and offices must, not later than September 30 of each year, submit to the Capital Improvements office, using forms prepared by that office, descriptions of all their anticipated projects requiring action during the ensuing five years. The Committee will, for each project submitted, consider the relative need, impact, timing, and cost of the required expenditure and the effect each project and expenditure will have on the financial position of the County.
2. After evaluation, the members of the Committee will prioritize the submitted projects, and by majority vote determine which projects are recommended for funding in the next fiscal year and the following years.

3. The Committee will cause to be prepared an annual report recommending the prioritized list of Capital Improvement projects for the next fiscal year, and a Capital Building Improvement Program including recommended capital improvements for the following five fiscal years. The report must be submitted to the Board of Commissioners for consideration and approval, based on the available budget, as provided by the Budget and Financial Planning Manager. Following the adoption of the report, no appropriation will be made for a capital improvement requested by a department, office, board, or commission unless the proposed capital improvement is considered in the Committee's report.
4. The Capital Improvement Program, after adoption by the Board, will authorize the expenditure on approved projects of funds from departmental budgets or other designated funds for surveys, consultant services, options, appraisals, and construction contract; however, no such expenditure may be incurred on projects which have not been approved by Lane County through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.
5. The Committee's report and the Capital Facilities office's recommended Capital Budget will be published and made available in a manner consistent with the distribution of the Capital Improvement Plan.

**B. CONFLICTS OF INTEREST**

In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which the member has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.210. A disqualified member shall not be considered as being present for the purpose of determining whether a majority vote has been cast.

**ARTICLE VI**

**NOTICES AND RECORDS**

**A. COMMITTEE'S RESPONSIBILITIES FOR NOTICES AND RECORDS**

The Committee is responsible to review and approve all Committee meeting minutes.

**B. STAFF'S RESPONSIBILITIES FOR NOTICES AND RECORDS**

1. The Secretary is responsible to prepare minutes for each meeting, and present the prepared minutes to the Committee for approval at its next meeting.
2. The staff liaison designated in Article 3, section A.5. is responsible to:
  - Draft and publish Committee meeting notices.
  - Publish Committee meeting agendas.
  - Publication of meeting minutes.
  - Record and publish hyperlinks to Committee meeting recordings.
  - Submit Committee bylaws and bylaw Amendments to the Board for approval.
  - Publish Committee bylaws.
  - Perform such other duties as are assigned by the Committee or the Secretary.

## **ARTICLE VII**

### **BYLAWS, ADOPTION, AND AMENDMENTS**

These Bylaws are those approved by the Board at its meeting held March 29, 2022.

The Committee is responsible to review these bylaws on a regular basis, not less than every three years, and propose to the Board any recommended or necessary amendments.