

**Mid-Willamette Valley
Community Development Partnership**

Bylaws

Amended December, 2017
Amended October, 2010
Adopted February, 2000

Article I

Name

This Board, established by Marion, Polk and Yamhill Counties and the Mid-Willamette Valley Council of Governments and formalized by an intergovernmental agreement with the State of Oregon entered into on April 25, 2000, shall be called the Mid-Willamette Valley Community Development Partnership.

Article II

Purpose

The general purpose of this board is to identify regional community development priorities and facilitate regional, intergovernmental coordination of development initiatives. In the pursuit of this general purpose, the board may undertake activities such as the following: develop and approve regional development plans; oversee the implementation of development grant programs such as those funded by the US Economic Development Administration; advocate for regional development priorities; and provide formal, public forums for communicating regional concerns and priorities to state and federal agencies.

Article III

Composition of the Board

- A. The Partnership shall be comprised of a Board made up of both elected officials and non-elected appointees.
- B. A minimum of 51% of the members of the Board shall always be elected officials from general purpose local governments such as cities, counties and tribes.
- C. The appointed member composition of the Board shall be as follows:

Economic or Policy Interest
(one from each category below)

Appointing Authority

agriculture

Marion County

construction industry	City of Salem
financial institutions	Marion County
food processing industry	Polk County
forest products industry	Yamhill County
organized labor	City of Salem
manufacturing	Polk County
minority groups	Marion County
professions	City of Keizer
small businesses	Yamhill County
unemployed (Workforce Development Board, Jobs Council or The Enterprise)	Marion County
utilities industry	City of Salem
minority entrepreneurs	At-large Board appointment
institution of higher education	At-large Board appointment
a representative from the Mid-Willamette Area Commission on Transportation or from a natural resources management board.	At-large Board appointment

D. One elected official representative (an elected mayor, city councilor, tribal council member or county commissioner) shall be selected to serve on the Board by each of the following general purpose local governments:

City of Salem

City of Keizer

City of Silverton

City of Woodburn

a representative from the small cities of Marion County (selected by annual caucus of small city mayors)

City of Dallas

City of Monmouth

a representative from the small cities of Polk County (selected by annual caucus of small city mayors)

City of McMinnville

City of Newberg

a representative from the small cities of Yamhill County (selected by a caucus of Yamhill County small city mayors)

Marion County Board of Commissioners

Polk County Board of Commissioners

Yamhill County Board of Commissioners

a representative from the Tribal Council of the Confederated Tribes of Grand Ronde

- E. Non-elected Board members shall be appointed for four year terms that are renewable by their appointing authorities every four years. The policy areas to be represented on the Board by appointed members may be changed by a majority vote of the Board of Directors and approval by a majority vote of the Mid-Willamette Valley Council of Governments.
- F. Elected Board members serve at the pleasure of the local government that selects them for as long as they hold elected office.

Article IV

Organization of the Board

- A. From the membership of the Partnership Board, a Chair and a Vice Chair shall be elected by a majority vote.
- B. The Partnership shall be organized into two standing committees: 1) Executive Committee which is made up of all officers of the Board, the immediate past chair or the most recent past chair still serving on the Board, and the Chair of the other standing committee; 2) the Strategy Committee composed of 14 members to be appointed by the Chair.
- C. In making committee assignments, the Chair shall strive for equitable balance among various interests on the Board such as different geographic areas, different political subdivisions and economic interests of the Region. The slate of Committee assignments made by the Chair must be ratified by a majority vote of the Partnership before it is final. The Chair may re-appoint members for additional terms through the same process.
- D. The Partnership as a whole shall meet to host an annual regional development forum and to annually approve a regional development plan and to address other issues that may be proposed by the Chair, the Executive Committee or by the Mid-Willamette Valley Council of Governments.
- E. The Executive Committee shall be responsible for providing financial oversight, reviewing or developing agendas for meetings of the Partnership and approving contracts and agreements.
- F. The Strategy Committee shall identify economic development and public infrastructure needs and issues of local governments, provide policy advice and program feedback to the Mid-Willamette Valley Council of Governments on its economic and community development services to local governments, and serve as a regional forum on

development topics of importance to local governments such as the regulations and resources of federal and state regulatory and development programs.

- G. The Strategy Committee shall identify regional development issues strategies; prioritize regional planning projects for potential funding; identify and, when appropriate, prioritize potential development needs, barriers and opportunities in the region; and develop and propose policies for approval by the Partnership for the distribution of project funds that may be made available to the Partnership in these areas.
- H. The Strategy Committee shall elect a Chair to preside at meetings. The Chair shall appoint a replacement to preside at meetings in his/her absence. The current elected Chair of the Partnership will preside over meetings of the Executive Committee.

Article V

Meetings

- A. The Partnership shall meet a minimum of two times per year. All of its committees shall meet on an “as needed” basis as their work assignments may require. Each Committee may establish its own meeting schedule. Meetings may be called by the Chair, the Committee Chairs, or the Executive Committee with a minimum of five (5) days written notice to each member.
- B. All meetings shall be conducted according to the procedures described in Robert’s Rules of Order Newly Revised and held in compliance with the Oregon Public Meetings Law (ORS 192.610 to 192.690).
- C. A quorum for the Partnership shall consist of a majority vote of Partnership membership with a minimum of at least six (6) elected officials. A quorum for the Strategy Committee shall consist of 50% of the presently filled voting membership provided that at least two (2) elected officials are present. A quorum must be present before a decision or recommendation can be finalized or a vote conducted. Decisions and recommendations of the Partnership and its committees shall be made by a simple majority vote of the members present.

Article VI

Fiscal Administration and Staff Support

- A. The Mid-Willamette Valley Council of Governments shall serve as the fiscal agent and provide staff support to the Partnership.
- B. All funds received or disbursed on behalf of the Partnership shall be included in the budget of the Mid-Willamette Valley Council of Governments in conformance with Oregon local government budgeting standards and regulations and any funds received or disbursed on behalf of the Partnership shall be included in the annual audit of the Mid-Willamette Valley Council of Governments.

Article VII

Amendments to the Bylaws

- A. The Bylaws may be amended by 1) a majority vote of the Partnership after provision of written notice of the proposed amendment to each member at least five (5) days in advance of the meeting and 2) ratification by a majority of the Board of Directors of the Mid-Willamette Valley Council of Governments at a regular meeting of the Council.