

**LA PINE URBAN RENEWAL AGENCY
La Pine, Oregon**

RESOLUTION NO. 2017-01

A RESOLUTION OF THE LA PINE URBAN RENEWAL AGENCY APPROVING AND ADOPTING THE AGENCY'S BYLAWS.

BE IT RESOLVED that the La Pine Urban Renewal Agency hereby approves and adopts the following bylaws:

ARTICLE I - AUTHORITY

Section 1. Name: The name of the agency is the La Pine Urban Renewal Agency ("Agency").

Section 2. Office: Agency's office will be located at the La Pine City Hall (La Pine, Oregon) or such other location as Agency may from time to time designate by resolution.

Section 3. Powers and Duties: Agency's powers and duties are provided under ORS Chapter 457 and as authorized by the La Pine City Council (the "Council") under Ordinance No. 2014-05, as amended.

ARTICLE II - BOARD OF DIRECTORS

Section 1. Number of Seats: Agency will have a variable-range size board of directors. The minimum number of directors is five and the maximum number of directors is seven. The number of directors may be fixed or changed periodically, within the minimum and maximum, by the board of directors. Three board seats will be held by concurrent Council members. Two to four seats will be held by citizen/business representatives living and/or owning a business located within five miles of the incorporated limits of the City of La Pine ("City").

Section 2. Appointment and Terms of Office: The board of directors will be appointed by the Council. Citizen/business representatives will serve staggered four-year terms, ending June 30. Council representatives will serve terms that correspond with the term of their council seat, ending December 31. Board members may be re-appointed to consecutive terms.

Section 3. Local Contract Review Board: The board of directors will act as the Local Contract Review Board when approving public contracts in accordance with Agency's public contracting rules. All contracts, deeds, and instruments will be approved in accordance with applicable law and Agency's public contracting rules.

Section 4. General Powers: All Agency powers will be exercised by or under the authority of, and the affairs of Agency managed under the direction of, the board of directors, subject to any limitations set forth under applicable Oregon law and/or Council ordinance.

[remainder of this page intentionally left blank]

ARTICLE III - OFFICERS, PERSONNEL, COMMITTEES

Section 1. Officers: Agency's officers will consist of a chair, vice-chair/secretary, and any other officers whom Agency deems necessary.

Section 2. Chair: The chair will be appointed by Agency members during the first meeting of each calendar year and will preside at all Agency meetings. The chair will have a vote on all questions before Agency. At each Agency meeting, the chair will submit information and recommendations as the chair may consider proper concerning the business, affairs, and policies of Agency. The chair will be a co-signer on checks.

Section 3. Vice-Chair/Secretary: The vice-chair/secretary will be elected by Agency members during the first meeting each calendar year and will perform the duties of the chair in the absence of the chair. Whenever the chair is unable to perform the functions of the office, the vice-chair/secretary will act as chair. If both the chair and vice-chair/secretary are absent from an Agency meeting, the members present will select one of their number to perform the chair's functions at the meeting. In the absence of the executive director, the vice-chair/secretary will keep the official records of Agency, attest signatures of Agency, certify copies of Agency documents, and perform other record-keeping duties of the executive director. The vice-chair/secretary will be a co-signer on checks.

Section 4. Executive Director: The executive director will be the chief executive officer and administrative head of Agency and will be responsible to Agency for the proper administration of the affairs placed in the executive director's hands. The executive director will administer the affairs of Agency in accordance with federal, state, and local laws. The executive director will see that all contracts of Agency are carried out in the best interest of Agency and in accordance with applicable law.

(a) The executive director will cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and will report from time to time to Agency on the status of the Urban Renewal programs.

(b) The executive director will appoint and remove committee members and employees except as the bylaws otherwise provide and will have general supervision and control over them and their work.

(c) The executive director will serve as the budget officer of Agency.

(d) City's then appointed city manager may act as the executive director of Agency, or the board of directors may select another individual to serve as executive director.

(e) The executive director will be responsible for the fiscal administration of all funds of Agency and will act as co-signer of the checks drawn upon the checking accounts of Agency.

Section 5. Additional Duties: The officers of Agency will perform such other duties and functions as may from time to time be required by Agency.

Section 6. Additional Personnel, Committees: Agency may, from time to time, employ such personnel and create committees, subcommittees, or advisory groups as it deems necessary to exercise its powers, duties, and functions as prescribed by the laws of the State of Oregon applicable thereto.

Agency's budget committee will meet separately from City's budget committee. Without limiting the generality of this Section 6, Agency may, through its board of directors, appoint one or more non-voting student liaisons. The criteria for selection of student liaisons, their terms, and the scope of their participation will be set by motion or resolution of the board of directors, subject to modification at any time in the discretion of the board.

Section 7. Vacancies: Should the offices of the chair or vice-chair/secretary become vacant, Agency will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office.

Section 8. Removal: The chair or vice-chair/secretary may be removed from office at any time by a vote of a majority of the entire board of directors. Agency members, including the positions of chair and vice chair/secretary, may also be removed from office after three consecutive, unexcused absences.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings: Agency will hold a regular meeting at least once annually, at a time and at a place which it designates. A regular meeting may be continued, postponed, cancelled, or adjourned to a later date by a majority of Agency members present and voting, and notice of such adjourned meeting will be given to all Agency members.

Section 2. Special Meetings: The chair may, when the chair deems it expedient, or upon the written request of two members of Agency, call a special meeting of Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of the special meeting will be given to all members of Agency at the time of the call and will be given to the public in accordance with Oregon Public Meetings Law.

Section 3. Open Meetings: The deliberations and proceedings of Agency will be public except as state law allows otherwise.

Section 4. Quorum: A majority of the then appointed Agency board members will constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as these bylaws or applicable law requires otherwise, the express concurrence of a majority of a quorum is necessary to decide any question before Agency.

Section 5. Manner of Voting: Voting will be by record vote.

Section 6. Order of Business: At the regular meetings of Agency, the following will be substantially the order of business:

- (a) Roll call.
- (b) Approval of minutes of previous meeting.
- (c) Citizen input.
- (d) Items from chair or Agency members.
- (e) Items from executive director.
- (f) Committee reports.
- (g) New and miscellaneous business.
- (h) Adjournment.

Section 7. Robert's Rules: All rules of order not herein provided for will be determined in accordance with *Robert's Rules of Order Newly Revised*.

ARTICLE V - FINANCIAL

Section 1. Agency Funds; Investment and Disbursement: Agency funds will be kept separate from City's funds and will be invested and disbursed in accordance with Oregon law.

Section 2. Budget: Budget procedures will follow budget law of the State of Oregon for urban renewal agencies.

Section 3. Audit: An annual audit of the fund(s) of Agency will be performed.

ARTICLE VI - PROFESSIONAL SERVICES

Section 1. Professional Services: Agency will use the same auditor and consulting engineer as City, unless not in the best interests of Agency to do so. Agency may hire other professional services, including, without limitation, legal counsel, bond counsel, urban renewal consultant, and financial analyst as may be required to fulfill the goals and objectives of Agency.

ARTICLE VII - AMENDMENTS

Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of Agency by a 2/3 vote of the entire board of directors, provided that the proposed amendment has been submitted in writing to all members at least five days prior to the meeting where the amendment is to be considered and that board members have been notified of the meeting and its purpose at least ten (10) days prior to the meeting.

Adopted this 8th day of May, 2017 by the following vote:

AYES - 5 NAYS - ABSTAIN - ABSENT -

Signed by me in authentication of its adoption and passage by the La Pine Urban Renewal Agency this 8th day of May, 2017.


Chair

ATTEST:


Cory Misley, Executive Director