

SALEM CULTURAL AND TOURISM PROMOTION ADVISORY BOARD
Rules of Procedure

Pursuant to Salem Revised Code 16.040(c), the Salem Cultural and Tourism Promotion Advisory Board (the “Board”) may establish and alter rules and regulations for its own internal government and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Salem. The following are procedures and guidelines adopted by the Board to clarify meeting procedures and processes routinely addressed by the Board.

1. Board Purpose, Structure, Election of Officers

A. **Purpose** - The City of Salem created the Board, pursuant to SRC Chapter 16.010, for the purpose of (1) encouraging the development of a unified approach to the promotion of Salem, especially among those organizations receiving funding support from the Transient Occupancy Tax (“TOT”), (2) recommending an annual budget to implement such activities, and (3) reviewing and making recommendations on the performance of contractors funded by TOT funds.

B. **Structure** - Pursuant to SRC 16.020, the Board consists of nine (9) members and the City Manager, or the City Manager’s designee, who serves as a non-voting member. The Board members are recommended by the Mayor, who consults with the Board Chair, and are then appointed by the City Council Members serve at the discretion of the City Council.

C. **Officers** - Pursuant to SRC 16.040, the Board shall annually elect a Chair and a Vice Chair, who will hold office at the pleasure of the Board. Elections shall be held each fiscal year as close to July 1 as practical, but no later than September 30, and upon a vacancy in office. Oral nominations shall be accepted. Members shall not self-nominate. Nominations for Chair and Vice Chair shall be handled separately. Vote shall be by voice unless a show of hands is required for clarification.

2. Rules of Procedure

A. **Roberts Rules Adopted** - Unless otherwise provided by law or modified by these rules, the procedure for Board meetings shall be governed by Robert’s Rules of Order. The Board has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Board members should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Board as a whole, and confuse the audience at public meetings and the citizens in general.

B. **Presiding Officer** - The Chair, or in the Chair’s absence the Vice Chair, shall serve as the Presiding Officer. In the absence of both the Chair and Vice Chair, the staff liaison shall receive nominations for a Presiding Officer. The election of a Presiding Officer shall be handled in the same manner as the election of the Officers as set out in Section 1.C. The Presiding Officer may vote on any matter before the Board.

C. **Parliamentarian** - The City Manager, or the City Manager's designee, shall be the parliamentarian, and shall advise the Presiding Officer on any questions of order.

3. Meetings

A. **Quorum** - A quorum sufficient to conduct business shall be a majority of those Board members presently holding office.

B. **Regular Meetings** - The Board shall meet monthly on the second Tuesday of each month at 5:30 p.m., at the Salem Civic Center or at a location designated in the meeting notice. All meetings shall be open to the public. If there are no items requiring action by the Board in a given month, the meeting may be cancelled at the discretion of the Chair. The draft agenda shall be reviewed by the Chair or his/her designee.

C. **Special Meetings** - The Chair may call special meetings, work sessions, and committee meetings when proper and as necessary with notice to Board members and the public. Work sessions shall be noticed as public meetings and all Board members may participate.

D. **Executive Sessions** - Executive sessions may be called by the Presiding Officer, the City Manager or the City Attorney for consideration of a topic qualifying for executive session under ORS 192.660. Only Board Members, the City Manager, City Attorney, and persons allowed by law or specifically invited by the Board or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, but may not report on matters discussed at the executive session. No matter discussed during executive session may be disclosed by any person present during such session.

E. **Notice** - All meetings will be noticed through the City's meetings of interest at least 24 hours in advance of the meeting. Each meeting notice shall include the date, time, location, and primary agenda topics. In addition, an e-mail notice will be sent to all interested persons providing a link to the City's website on which the meeting agenda and support materials will be posted. If the website is not available at the time of the notification, meeting materials shall be sent as attachments to the e-mail.

4. Committees

A. **Committees** - Committees shall be created by motion. A motion to create a committee shall state the purpose of the committee and number of members for the committee. The Chair shall have the authority to appoint Board members to serve on a committee, unless the motion creating the committee provides for an alternative method of selecting the committee membership. Members not appointed to the committee cannot attend committee meetings as board members. Members wishing to attend committee meetings in a personal capacity, should consult with the City Attorney's office prior to doing so.

B. **Representation of Board** - The Chair or his/her designee shall be considered the official representative of the Cultural and Tourism Promotion Advisory Board.

5. General Decorum

A. **Presiding Officer** - The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Board.

B. **Members** - Members shall preserve order and decorum during Board meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

C. **Staff and Public** - Members of the administrative staff, employees of the City and other persons attending Board meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Board.

D. **Use of E-mail** – E-mail shall be used to distribute information to the Board. Responses to the full group which stimulate dialogue, discussion of pending action items, or prompt decision-making are prohibited.

6. Order of Business

A. **Agenda** - The order of business for all regular meetings of the Board shall be as follows, provided, however that when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by majority vote:

- (1) opening (includes call to order, announcements and introductions)
- (2) roll call
- (3) appearance of interested citizens (public comment other than agenda items)
- (4) consideration of new business (may include public testimony as requested by Board)
 - A. items requiring discussion or action
 - B. reports and information items.
- (5) consideration of unfinished business (any business held over from a previous meeting)
- (6) adjournment

B. **Materials** - The City Manager, or the City Manager's designee, shall prepare an agenda for every regular meeting, and, if requested by the Chair, for every special meeting. Board members and interested citizens who have provided an electronic mail address to the liaison shall receive electronic notification of the meeting with either a link to the website for access to meeting materials or attachments of all available meeting materials. Upon request, Board members shall receive a hard copy of all meeting materials, and items shall be printed on white paper. Additional hard copies will be made available upon request to interested citizens and a limited number will be available at each meeting. Every effort will be made to provide materials to the Board in advance of each meeting. Handout material will be limited but may be necessary

in some cases. As a general guideline, the Board will not be asked to take action on materials that have not been provided in advance of the meeting.

C. **Placement of Items on / Removal of Items from the Agenda** - The City Manager, or the City Manager's designee, may place routine items and items referred by staff on the agenda without Board action. The Chair or his/her designee shall review the draft agenda.

7. Consideration of Business

A. **Conduct of Meeting** - The Chair, or vice Chair in the Chair's absence, shall conduct each meeting in substantial compliance with the printed agenda. Agenda items may be taken out of order at the discretion of the Chair to accommodate schedules of guests and Board members. Guest presentations will generally appear early on the agenda.

B. **Motions** - Motions of the Board shall be made orally and require a second.

C. **Debate** - Every member desiring to speak shall address the Presiding Officer, and, upon recognition by the Presiding officer, shall confine himself or herself to the question under debate, avoiding all personalities and indecorous language. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed. Any member may call for the question at any time. The Presiding Officer shall then ask whether any member has further comments, and, if no member requests the floor, vote shall be immediately taken. Adoption of a motion to suspend the rules is required before a Member may seek input from the public during debate..

D. **Vote** – Votes shall be taken by voice unless a show of hands is required for clarification. An alternate voting method may be offered by a Member through a motion to suspend the rules.

E. **Motion to Reconsider** - A motion to reconsider any action taken by the Board may be made no later than the close of the next following regular meeting of the Board. Such motion must be made by one of the prevailing side, but may be seconded by any member, and shall have precedence over all other motions or while a member has the floor and shall be debatable.

F. **Substitute Motions** - A substitute motion is a motion which proposes to replace a pending main motion in its entirety. If seconded, debate on the relative merits of the main motion and the substitute motion shall be in order. If approved, a substitute motion shall stand as the main motion, and the original main motion shall be deemed to have been rejected; if the substitute motion is rejected, vote shall proceed to the main motion.

8. Ethics \ Public Records and Meetings Law

A. **State and City Ethics Code \ Public Records and Meetings Law Apply** - Members of the Board are public officials and are bound by ORS Chapter 244 and SRC Chapter 12. As a public body, Board meetings and information are subject to all public meetings and public records laws. Board members are encouraged to review state laws, city codes, and Board of Ethics opinions regarding conflicts of interest including City of Salem Board of Ethics opinion 2006-02, which concluded that although the CTPAB member may not have an actual or potential conflict of interest under SRC 12.015, it is improper under SRC 12.020 for a CTPAB member to participate in the vote or discussion on an application funding submitted by a 501(c)(3) applicant with which that member or member's relative is associated as an officer, director, board member or employee. However, if the CTPAB member or that member's relative is only an unpaid member of the 501(c)(3) applicant, then under SRC 12.020 the CTPAB member should note that fact, but may participate in decisions involving the applicant.

B. **Statement of Involvement** - Each application season, members will be asked to review the list of applicants and sign a statement indicating whether they, or a member of their immediate family by blood or marriage or a member of their household, have any involvement with the funding applicant. All statements will be kept on file. Involvement includes serving on the Board or being employed by the applicant.

C. **Gifts** – Members shall not accept gifts from any person having an administrative interest in the work of the Board, including applicants for TOT funds.

D. **Request for Ruling** - Upon adoption of a motion by the Board, the Chair may solicit a ruling from the City Board of Ethics (regarding the application of the City's ethics code); or from the State Government Standards and Practices Commission (regarding the application of the State's ethics code) if an issue is of concern to the full Board. Any Board member may seek an opinion from either body individually.

9. Annual Funding Application and Budget Process

A. **TOT Recommendations.** Pursuant to SRC 16.060(a), the Board shall annually recommend the allocation of TOT revenues to programs and/or projects designed to promote Salem or enhance the quality of life in Salem. Recommendations shall be in accordance with the City of Salem Charter, Salem Revised Codes, and any applicable Council Policies

B. **Applications and Criteria** – The Board will review application forms and its evaluation criteria as needed to adjust questions or scoring to reflect changes in priorities over time. At the time applications are issued, the projected funding available will be estimated based on the current year budget and the rate of inflation used for the general City budget process. The Board shall review and individually score applications. Scores shall be aggregated by the staff liaison and applications ranked, based on score. Review of applications will be conducted at a public meeting.

C. **Work Plan** – The Board shall annually adopt a work plan for the coming fiscal year, which will include a review of the Board’s operating procedures, election of officers, and review of funding applications. The work plan shall be submitted to City Council for information as part of the annual report and budget presentation. To aid in this endeavor, the Board may request quarterly reports from the Budget Office including revenue trends, occupancy information, and past expenditures.

10. Review and Comment on TOT Expenditures

A. **Expenditure Review.** Pursuant to SRC 16.060(d) the Board shall review the quality of performance provided by organizations contracting for services funded by TOT revenues. The board shall review and comment on all quarterly/ mid-year/annual reports filed with the city by recipients of those revenues.

B. **Annual Report.** The Board will provide an annual report to the City Council making recommendations derived from its review of the quarterly, mid year, and annual reports. Such report will can include recommendations regarding the reporting periods, reporting data, performance standards, and other administrative matters.

C. **RFP Review.** Pursuant to SRC 16.060(b) the Board will also review and recommend requests for proposals for services necessary for the development and promotion of conventions and tourism. Any recommendations will be forwarded to the City Manager’s office for the appropriate action.

11. Suspension and Amendment of Rules

A. **Suspension.** Any provision of these rules may be temporarily suspended by a majority vote of the Board members present. The vote on any such suspension shall be taken by voice unless a show of hands is required for clarification.

B. **Amendment.** These rules may be amended, or new rules adopted, by a majority vote of the Board members, provided that the proposed amendments or new rules have been introduced at a prior Meeting not less than ten days prior to the Board action on the proposed amendment or adoption.