

**Oregon Local Government People of Color Caucus
By-Laws**

Adopted by General Assembly September 2, 2020

ARTICLE 1: NAME

The name of this voluntary association shall be the Oregon Local Government People of Color Caucus (Association).

ARTICLE 2: PURPOSE

The purpose of the Association is to:

- Promote positive and effective relationships among city officials of color, their communities, political leaders, the League of Oregon Cities and its affiliate entities (such as the Oregon Mayors Association, City/County Managers Association, City Attorney's Association).
- Build and increase capacity of city officials of color and support a pipeline for people of color to engage in and serve in local government.
- Serve as a resource to the League of Oregon Cities in the formulation of its policy agenda.
- Prepare and advance city officials of color to serve in positions of leadership within the League of Oregon Cities and its affiliate organizations.

ARTICLE 3: MEMBERSHIP

All members of the association must support the purposes of the Association as set forth in Article 2.

The Association members may include any elected or appointed member of any incorporated city in the State of Oregon and identify as a person of color.

Emeritus Membership may be granted to former caucus members who continue to support the purpose of the association as set forth in Article 2. Emeritus Members may participate and vote as specified in these Bylaws and serve on subcommittees but may not serve on the Executive Committee. Those seeking Emeritus Membership shall apply in writing to the Executive Committee. Emeritus Membership may be granted or revoked by a majority vote of the Executive Committee.

Association members may participate in all discussions, vote, and serve as an officer of the Association. Members must attend the meeting in person or via telephone to vote. Voting by proxy shall not be permitted.

The Association may, in its discretion, create an affiliate membership wherein other individuals or entities that support the purposes of the Association are able to participate in meetings and events. Affiliate members are not allowed to vote or serve as an officer of the Association.

The Secretary shall maintain a list of all Members and Affiliate Members.

ARTICLE 4: BUDGET / DUES / STAFF SUPPORT

The Treasurer shall create and submit an annual budget to the Executive Committee for approval. Such budget will be based on a fiscal year of July 1 – June 30. The budget will detail expenses and take into account any revenues whether derived from member dues or contributions from supporting entities such as the League of Oregon Cities.

The Executive Committee may establish an annual Dues to be paid by individuals seeking to maintain Membership or Affiliate Members to help defray the expenses of the association.

The Executive Committee may enter into contracts or an employment agreement for staff support, to assist the Committee and the Association in meeting its purposes set out in Article 2.

ARTICLE 5: MEMBERSHIP MEETINGS

The Association shall hold an annual meeting for all Members in conjunction with the League of Oregon Cities annual conference, or at a date and location approved by the Executive Committee, at which time the Association shall elect officers and shall conduct other business as may properly be brought before the Members of the Association.

The Members of the Association shall meet as often as required as determined by the Executive Committee to achieve the purposes set out in Article 2.

Meetings of the Association Membership shall be held virtually or at any location within Oregon as designated by the Executive Committee. Meetings shall be held in accordance with Oregon Public Meetings Law.

Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting. Notice of any other meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

There is no quorum requirement for membership meetings.

The Secretary shall take minutes of the meetings and ensure that all correspondence, minutes, agendas, are kept as permanent records of the Association.

ARTICLE 6: EXECUTIVE COMMITTEE

There shall be an Executive Committee consist of the President, Vice-President, Treasurer, Secretary and Immediate Past President.

The Executive Committee shall have the following responsibilities and powers:

- To respond to any inquiry or question from the League of Oregon Cities or any local government affiliate organization.
- To act on behalf of the Association when deemed necessary by the President.
- To review plans and programs to be presented to the Association at its meetings.
- Where requested by the League of Oregon Cities, to make appointments to League committees and to give direction to such persons appointed.
- To establish categories of membership and dues associated with each.
- To enter into contracts necessary to fulfill the functions of the Executive Committee and purposes of the Association.
- To appoint a Nominating Committee to recruit applicants and nominate a candidate for each elected position for the Executive Committee for the election at the Annual Meeting. The Nominating Committee shall equitably represent the diversity of the Membership and should strive to recruit and nominate officers and Board members in an open, inclusive, and equitable process so that to the extent practicable nominees

represent all Regions of the state and all demographics of the Membership.

The Nominating Committee consists of the Immediate Past-President and at least two Members appointed by The Executive Committee. The committee must always be comprised of an odd number of members. The Immediate Past-President shall act as the chair of the Nominating Committee. If the Immediate Past-President cannot attend and/or chair the Nominating Committee, the President shall appoint their replacement. The Nominating Committee will nominate a candidate for President, Vice-President, Secretary & Treasurer for election at the annual meeting. A nominating committee report will be included in the notice of the annual meeting of the membership.

The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Secretary shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

ARTICLE 7: COMMITTEES

The President or Executive Committee may establish committees of 2 or more members to serve at the discretion of the President or the Executive Committee. These committees would consist of such persons and perform such duties as the President designates from time to time; provided, however, that the committees may not act on behalf of the Association but may make recommendations to the Executive Committee for approval. The Chair of any such committee shall become an ex-officio non-voting member of the Executive Committee.

ARTICLE 8: GENERAL PROVISIONS

Amendment of Bylaws: The Bylaws may be altered, amended, or replaced by the members of the Association as approved by voting members at the annual meeting by a majority vote. Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

Creation and governance of the Association shall be guided by Robert's Rules of Order when they do not conflict with the By-Laws.

The foregoing By-Laws and initial Executive Committee Members were adopted by a majority vote of a general assembly of individuals meeting the Membership qualifications set out in Article 3 on September 2, 2020.

The amended By-Laws were adopted by a majority vote of caucus members at the annual membership meeting on November 9, 2022 and are effective immediately

