

November 13, 2003

**To:** LCOG Executive Committee

**From:** George Kloeppe

**Subject:** LCOG Board of Directors Annual Calendar of Events

As part of its review of the LCOG Board meeting structure, the Executive Committee has requested an annual calendar of events. To that end, staff has reviewed the LCOG Charter and Bylaws, as well as several years' worth of agendas to assemble an overview of both typical, and month-specific topics.

This memorandum is intended to be a starting point for the Executive Committee's deliberations.

General meeting items are summarized on this page, with month-specific items listed on the attached chart.

The LCOG Charter contains two annual requirements:

Article V, Section 1 - "The voting members shall annually elect a Chair and Vice Chair.", and

Article VI, Sections 1&2 - "There shall be constituted, each year following the election of officers, an Executive Committee", "The Executive Committee ... appointed by the Chair and ratified by the Board."

The LCOG Bylaws add:

Section 3 – "A Member Dues Schedule is annually adopted by the Board of Directors no less than five months in advance of the start of the fiscal year to which the Schedule applies."

Section 5 – "At the regular October Board meeting of each calendar year, the Chair of the Board of Directors appoints a Nominating Committee."

“At the last regular Board meeting of each calendar year, the Nominating Committee places in nomination the names of Board members for the positions of Chair and Vice Chair.”

Section 6 – “The Chair shall appoint and seek ratification of the Executive Committee immediately following the election of officers or at the next regular meeting of the Board following the meeting at which officers are elected.”

Section 8 – “In March of each year, a budget process schedule is developed by staff and submitted to the Board for approval. Public recruitment for candidates for appointment to the vacant citizen position on the Committee is also initiated. In April, the Executive Committee reviews the credentials of candidates and makes a recommendation to the Board for a citizen appointment and three appointees to the Budget Committee from the Board.”

“By the end of May, the [Budget] Committee approves a Budget document for the consideration of the Board. That recommendation is the subject of a duly advertised public hearing by the Board in June, after which final adoption by resolution is scheduled.”

“The Financial Statements, along with the report of the agency’s auditor, are presented to the Board of Directors no later than December.”

“...quarterly financial reports, summarizing transactional experience, are prepared and submitted to the Board of Directors in October, January and April of each year.”

**Standard Board Topics** (every meeting except July planning sessions) include:

- Roll Call
- Request for Agenda Changes
- Consent Calendar (including adoption of minutes)
- Comments from:
  - The Public
  - Chair & Executive Committee
  - Executive Director
- Reports of Member Agencies (Rounds)

**Common Board Topics** include:

- A Special Presentation (up to 20 minutes)

- Action Items by Division (up to 10 minutes each)
- Short Reports from Staff (up to 5 minutes each)

**Proposed Future Topics:**

- Continuation of Board Discussion on Economic Development
- Board Discussion on Education
- Fern Ridge Dam Issues and Impacts
- Buildable Lands Inventories
- Plan Amendments – Coburg, Creswell, Florence
- Natural Resources
- 9-1-1 Legislation
- Regional Land Information Database (RLID) / Parcel Mapping
- End of Mainframe Computing in Region



### Regularly Scheduled (Recurring) Items

Month	Topics	Notes
January	<ul style="list-style-type: none"> <li>• Confirm Appointments to Loan Advisory Committee</li> <li>• Confirm Executive Committee Appointments</li> <li>• Review Appreciation Dinner</li> <li>• Mid-Year Financial Report</li> <li>• Info on Public Officials' Training Session</li> <li>• Senior &amp; Disabled Services Legislative Priorities</li> <li>• New Member Orientation</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• 2001 &amp; 2002, not 2003</li> <li>•</li> <li>• Biannual</li> <li>• Biannual</li> </ul>
February		
March	<ul style="list-style-type: none"> <li>• Notice of Public Hearing Area Plan on Aging &amp; Disabilities</li> <li>• Performance Review of Executive Director</li> <li>• Budget Committee Appointments</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Odd numbered years only</li> <li>• Bylaws call for this to occur in April</li> </ul>
April	<ul style="list-style-type: none"> <li>• Revised Budget Adoption</li> <li>• Adopt Area Plan on Aging &amp; Disabilities (Public Hearing)</li> <li>• 3<sup>rd</sup> Quarter Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• Current fiscal year</li> <li>• May be plan update adoption</li> <li>•</li> </ul>
May	<ul style="list-style-type: none"> <li>• Present Next Fiscal Year's Budget</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
June	<ul style="list-style-type: none"> <li>• Appoint Members to the Disability and Senior Services Advisory Council</li> <li>• Adopt Next Fiscal Year's Budget [Public Hearing]</li> <li>• Prepare for July Planning Session</li> <li>• Report on Collective Bargaining Agreements</li> <li>• Confirm Chair's Review of Executive Director Performance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• Odd numbered years only</li> <li>•</li> <li>• Odd numbered years only</li> </ul>
July – Even Years	<ul style="list-style-type: none"> <li>• New Member Orientation</li> </ul>	
July – Odd Years	<ul style="list-style-type: none"> <li>• Board Goal Setting/Planning Session</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs every other year.</li> </ul>
August	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• No Board meeting in August.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Goal Setting Session Follow-up</li> </ul>	<ul style="list-style-type: none"> <li>• Odd numbered years</li> </ul>

	<ul style="list-style-type: none"> <li>Metropolitan Policy Committee Report to Board on Metropolitan Planning Organization Activities for Year</li> </ul>	<ul style="list-style-type: none"> <li>Required under Board resolution delegating MPO responsibilities to MPC</li> </ul>
October	<ul style="list-style-type: none"> <li>1<sup>st</sup> Quarter Financial Report</li> <li>Confirm Appointments to Nominating Committee</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> </ul>
November	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>No meeting in November – single combined meeting in December.</li> </ul>
December	<ul style="list-style-type: none"> <li>Confirm Appointments to Lane Economic Committee</li> <li>Elect Chair and Vice Chair</li> <li>Adopt Member Dues Rates</li> <li>Accept Budget Assumptions and Process for Development of Next Fiscal Year's Budget</li> <li>Accept Financial Statements and Audit Report</li> <li>Approve Recommendations for Needs and Issues Inventory</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>Bylaws call for this in March, but we've been doing it in December</li> <li></li> <li>Assumes process continues this year</li> </ul>