

## **ARTICLE I - NAME**

The name of this commission shall be the “Washington County Salary Commission” (Commission) and may also be referred to as Salary Commission.

## **ARTICLE II – PURPOSE**

The Commission sets the salaries of the Board of County Commissioners (“Board”) pursuant to Section 30(e) of Washington County Charter. The Commission shall report their salary decisions before June 30<sup>th</sup> of odd-numbered years.

## **ARTICLE III - MEMBERSHIP**

The Board will appoint five (5) qualified human resource professionals with compensation experience as members. All members shall possess the training and experience to be considered qualified human resource professionals with compensation experience. To the extent possible, the Board shall strive for Commission composition that is inclusive of the socioeconomic, gender, racial and ethnic diversity of the profession.

A. Appointments shall be made, and vacancies filled in accordance with Section 11 of Resolution and Order No. 9-09, of the Board’s Rules of Procedure.

B. The terms of each member shall be two (2) years. A term shall begin January 1 and expire December 31 of the last year of the term.

C. Members may be reappointed to additional terms at the discretion of the Board of Commissioners.

D. In addition to the five (5) members, the Board may appoint an Alternate Member. The Alternate Member shall automatically fill any vacant position and serve out the remainder of the term of the vacant position.

E. Except as otherwise provided in subsection (D), vacant positions may be filled by the Board at any time and will be considered “mid-term” appointments. Mid-term appointees will serve out the remainder of the term of the vacant position to which they are appointed and may be reappointed to additional full terms at the discretion of the Board of Commissioners.

F. Any Commission member who misses three (3) consecutive meetings may be removed from the Commission by the Chair, unless the Chair determines that the absence is due to circumstances not likely to reoccur.

G. The Board may remove a member from the Commission for cause. The member will be notified in writing of this decision.

#### **ARTICLE IV - MEETINGS**

- A. Meetings of the Commission shall be held at least quarterly.
- B. Times, dates, and locations of meetings shall be established to accommodate membership participation and may be conducted remotely.
- C. Meetings will be held with at least 72 hours' public notice.
- D. A quorum must be present to transact business or perform any action at a meeting. A quorum shall consist of at least three (3) voting and Alternate members of the Commission.
- E. Any action may be approved by a majority of a quorum present at a meeting.
- F. Commission meetings are open to the public and shall be governed by applicable provisions of the Oregon Public Meetings Law.
- G. Robert's Rules of Order shall be the governing rules of procedure of the Commission, as applicable.
- H. Each Commission member shall be entitled to one (1) vote. Proxy votes are not allowed.
- I. An Alternate Member has the right to attend all meetings and participate in all discussions. However, an Alternate Member has no voting rights unless the Alternate Member fills a vacant position. Then the Alternate Member will have all rights of a regular member.

#### **ARTICLE V – ORGANIZATION AND PROCEDURE**

- A. At its first meeting of the calendar year, the Commission shall select a Chair and a Vice Chair from its membership. An Alternate Member is not eligible to serve as Chair or Vice Chair unless elevated to a regular member.
- B. The Chair shall preside at Commission meetings. It is the responsibility of the Chair to set the next meeting date and proposed agenda.
- C. In the absence of the Chair or their inability to act as the Chair, the Vice-Chair shall have all the authority of the Chair.
- D. The Chair, as needed, will determine the formation of temporary subcommittees to address specific issues under the purview of the Commission. An Alternate Member may participate in subcommittees.

#### **ARTICLE VI – COMMISSION SUPPORT**

- A. The County Administrator or designee may appoint a facilitator who will assist the Commission in their meetings and providing information and materials requested by any Commission member.

B. The County Administrator or designee shall provide staff support to the Commission and/or any facilitator. Staff support shall provide notice of scheduled meetings to the Commission and the public and shall take meeting minutes and keep records.

C. The Commission will receive legal representation from the Office of County Counsel.

#### **ARTICLE VII – MODIFICATION OF BYLAWS**

A. Commission members may propose modifications to the Bylaws for Commission members consideration so long as the proposed modifications are consistent with Section 30(e) of the County Charter and Resolution and Order 20-143 (R&O establishing the Commission).

C. Facilitator or County staff will prepare the draft language for any proposed Bylaw modification(s) and send proposed modification(s) to the Commission at least seven (7) days in advance of the Commission meeting date where action of the proposed modification is to occur.

D. Discussion of proposed modification(s) shall be included as a regular agenda item at a scheduled meeting of the Commission.

E. If a proposed modification passes the Commission, the revised bylaws shall be delivered to the County Administrator.