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Villages at Mt. Hood Official Policies as of February 1, 2011

Note: these were provided as separate Word files. I have placed them in one document as a pdf to make it easier to access and read. There may be errors and omissions, snide editorial comments, etc due to the onerous task of making these things useable.

Read at your own risk and, if in doubt, try to get the "official version" from the Darned folk.

Table of Contents.

- 001 - To define procedures relating to minutes of the board meetings..... 2
- 002 -Authorizing individuals to sign checks for the Villages at Mt Hood..... 2
- 003 - How to get complaints and grievances to the Board 2
- 004 - Procedure for ad hoc (temporary) committees 3
- 005 - Public participation in Board meetings..... 3
- 006 - To define the organizational meeting and when it is held 4
- 007 -Adoption and keeping of all new policies 4
- 008 - To state the authority and power of individual Board members..... 4
- 009 - Determine the Fiscal year of Villages at Mt Hood..... 4
- 010 - Define timeline for application process and election to Villages Board of Directors 5
- 011 - Define appropriate use of the Villages at Mt Hood logo 5
- 012 - Ensure clear process for action 5
- 013 - To define procedures relating to tabulation of votes in elections 6

1 Policy Number 001 **September 8, 2008**

2 **001 - To define procedures relating to minutes of the board meetings**

3 **Scope:**

4 To all interested persons

5 **Policy:**

6 A complete and accurate set of minutes of each meeting of the Board of Directors shall be
7 recorded. The recordings shall be maintained for a minimum of two (2) fiscal years. After that
8 period they may either be erased or destroyed. Individual recordings or portions of those
9 recordings may be retained for longer period at the request of the Board or at the discretion of the
10 County staff.

11
12 Unless otherwise directed, the Recording Secretary of the Villages at Mt Hood shall take the
13 minutes of the Board meetings. In the absence of the Recording Secretary, the chair may appoint
14 another person to record the minutes.

15
16 Unapproved minutes will be circulated to Board members prior to the next Board meeting.

17
18 The Secretary of the Board shall review the unapproved minutes of each meeting prior to their
19 publication.

20
21 An approved set of minutes of each Board meeting shall be kept by Clackamas County in their
22 offices and shall be available to the public upon request. The minutes may be placed in storage
23 after one year but shall be retained for a minimum of five years.

24
25 Policy Number 002

September 8, 2008

26 **002 -Authorizing individuals to sign checks for the Villages at Mt Hood**

27
28 **Scope:**

29 To Board of Directors

30
31 **Policy:**

32 The Chair, Treasurer and Board members that are authorized by the Board of Directors may sign
33 checks for payment of goods and services.

34
35 Each month the reconciled bank statement will be sent to the Clackamas County Treasurer

36
37 Policy Number 003

September 8, 2008

38 **003 - How to get complaints and grievances to the Board**

39
40 **Scope:**

41 To all interested persons

42
43 **Policy:**

44 Any individual or group may appeal to the Villages at Mt Hood Board of Directors, a decision or
45 policy of the Board.

46
47 Citizens may verbally communicate about issues with individual Board members, but no
48 complaints, grievances or communications from citizens shall be considered by the Board unless
49 the Board receives such communications through written means or in person at a meeting. No
50 unsigned or anonymous correspondence will be considered by the Villages Board.

September 8, 2008

1 Policy Number 004
2 **004 - Procedure for ad hoc (temporary) committees**

3
4 **Scope:**
5 To Board of Directors
6

7 **Policy**
8 The Villages may have standing committees. Special committees may be created by the Board for
9 the purpose of special assignments. When so created, such committees shall be appointed by the
10 Board Chair and terminate upon the completion of their assignment or they may be terminated by a
11 vote of the Board at any time.
12

13 The Board shall adopt whatever committee or organizational structure it deems appropriate to the
14 committee's task.
15

16
17 Policy Number 005
18 **005 - Public participation in Board meetings**

September 8, 2008

19
20 **Scope:**
21 To all interested persons
22

23 **Policy**
24 Oregon's Public Meeting Law requires that all meetings of the Board of Directors be open to the
25 public unless specifically exempted in ORS 192.620 through 192.630.
26

27 These Public Meetings laws however, do not give the public the right to participate in meetings, but
28 authorizes the Board of Directors to establish reasonable rules of conduct of participation in the
29 proceedings of the Board of Directors by members of the public.
30

31 A) PUBLIC PARTICIPATION:

32 Members of the public may present issues or information pertaining to the Villages at Mt Hood
33 when recognized by the Board Chair under agenda item: Persons to be Heard.
34

35 The Board Chair may limit the amount of time given each person to be heard, limit the number
36 of times that a person may speak during a single meeting, and limit the number of persons who
37 may speak on any certain issue or subject.
38

39 The Chair may rule on the appropriateness of any subject or issue and whether that subject or
40 issue does in fact pertain to the Villages at Mt Hood.
41

42 Members of the Board of Directors may ask questions of the person, but shall not engage in
43 debate with members of the public during a meeting.
44

45 B) PUBLIC PARTICIPATION RESTRICTED:

46 Volunteers, companies doing business or wishing to do business with the Villages may be
47 called upon by the chairperson to present information or answer questions pertaining to agenda
48 items when those items are on the floor.
49

50 Members of the public may not be given the floor or participate in the discussions of items on
51 the floor, except that a member of the Board of Directors may yield their seat to a member of
52 the public to permit a statement of support or opposition to the motion on the floor.
53

54 Persons wishing to present issues or information to the Board of Directors will be encouraged
55 to arrange with the Chair to have their names placed on the agenda.

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Policy Number 006 September 8, 2008
006 - To define the organizational meeting and when it is held

Scope:
To all interested persons.

Policy:
Pursuant to ORS 478.250 an organizational meeting will be held at the regular Board meeting in July of each year.

At this meeting, officers of the Board will be elected by a majority of the Directors present. Each officer will serve until the first meeting in July of the following year.

The Board shall review and may revise the time and or place in which meetings are held. be taken on the specific issue being expedited without the notice required by Policy 12.

Policy Number 007 September 8, 2008
007 -Adoption and keeping of all new policies

Scope:
To all interested parties

Policy:
When new policies are adopted, the chairman of the Board or another Board member will initial each page. The original will be given to the Board Chair and/or County Liaison who will maintain the original policies in a secured area. One copy will be placed with the minutes of the board meeting. Additional copies will be made and put in each Board member's policy manual. on the specific issue being expedited without the notice required by Policy 12.

Policy Number 008 September 8, 2008
008 - To state the authority and power of individual Board members

Scope:
To all interested parties

Policy:
An individual Board member shall have no more authority or power concerning the conduct of business of the Villages at Mt Hood than any other private citizen of the Villages. He/she has neither an ethical nor a legal right to speak for the rest of the Board unless he/she is specifically authorized to do so by action of a majority of the Board.

Policy Number 009 September 8, 2008
009 - Determine the Fiscal year of Villages at Mt Hood

Scope: none

Policy: The fiscal year will run from July 1 to June 30

1 Policy Number 010

December 11, 2008

2 **010 - Define timeline for application process and election to Villages Board of Directors**

3
4 **Scope:** none

5
6 **Policy:** Applications for the Board of Directors will open the first Monday in January and be
7 accepted through the final Friday of February. Applications will be reviewed by the Villages at Mt
8 Hood Board of Directors at their March meeting and then forwarded to the Board of County
9 Commissioners for approval of candidates. BCC approval will take place in April. Approved
10 candidates will participate in the May Board of Directors election.

11
12
13 Policy Number 011

February 2, 2010

14 **011 - Define appropriate use of the Villages at Mt Hood logo**

15
16 **Scope:** All Board members and interested persons

17
18 **Policy:** Each use of the logo must be directly approved by the Board including written
19 communications, advertising, business cards or merchandise branding.

20
21 All written communications must be sent via secretary who will keep a log of correspondence. All
22 letters must be signed by the Board Chair. Then each member listed will sign.

23
24 Specifically:

25
26 The logo must be used with consistent colors and same proportional sizing. No aspect of the
27 drawing or lettering may be changed. Using a consistent logo is key to building a respected
28 identity.

29
30 Color options are:

31 Blue - #336699 – CMYK – 86% 60% 17% 2%

32 Light Green - #336633 – CMYK – 80% 36% 98% 28%

33 Dk Green - #003300– CMYK – 80% 51% 89% 66%

34
35 Black and white- grayscale

36 Proportions are: 1:2.125

37
38 Board members can obtain a copy of the logo for use on printed and electronic materials by
39 contacting the Board Secretary. The Board Secretary will keep a log of the requests for logo use.
40 This log also establishes a record that aids in complying with Public Records Law.

41
42
43 Policy Number 012

March 10, 2010

44 **012 - Ensure clear process for action**

45
46 **Scope:** Board members

47
48 **Policy:** Any non-routine item requiring action by the Board must be presented to board members
49 at the meeting prior to the meeting at which action will be taken.

50
51 In order to provide board members adequate time to read and understand issues and provide
52 adequate notice to interested community members, material to be acted upon must be presented to
53 the Board at one meeting and acted upon at the next regularly scheduled meeting.

1 Routine items such as minutes, Treasurer’s reports or committee reports not requiring action are
2 exempted from this policy.

3
4 There may be occasions when the Board deems it necessary to expedite action on specific issues.
5 On such occasions a motion to suspend Policy 12 for one specific actionable item may be offered.
6 If 2/3 of the Board agrees to suspend the policy, action may be taken on the specific issue being
7 expedited without the notice required by Policy 12.
8

9
10 Policy Number 013

February 1, 2011

11 **013 - To define procedures relating to tabulation of votes in elections**

12
13 **Scope:**

14 To all interested persons

15
16 **Policy:**

17
18 I. TABULATION AND COUNTING OF VOTES

- 19
- 20 a) Any person(s) who are unable to verify resident status or business ownership within our
- 21 villages boundaries as defined by the Board of County Commissioners (BCC), shall not
- 22 be provided a ballot and will not be allowed to vote at any Town Hall meeting and/or
- 23 elections.
- 24
- 25 b) All confirmed residents shall be allowed to vote within the posted and published
- 26 timeframe at all Town Hall elections.
- 27
- 28 c) Ballots shall be tallied 30 minutes prior to the conclusion of the posted and published
- 29 timeframe of all Town Hall meetings.
- 30
- 31 d) Ballots shall be counted in a separate location by three (3) eligible voters who are in
- 32 attendance at a Town Hall in which elections are to be held. The County Liaison shall
- 33 supervise and oversee the counting of ballots.
- 34
- 35 e) Election results will be announced by the County Liaison after all votes have been
- 36 tallied and certified prior to the conclusion of a Town Hall meeting.
- 37
- 38 f) Ballots shall be retained by the County Liaison and filed in accordance with county
- 39 policy.
- 40

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