

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

PASSED

ORDER NO.
05-5-11-4

IN THE MATTER OF AMENDING CHAPTER 3 OF LANE MANUAL TO REVISE THE NUMBER OF MEMBERS APPOINTED BY LANE COUNTY BAR ASSOCIATION TO THE LAW LIBRARY ADVISORY COMMITTEE AND LENGTH OF TERM FOR LAY CITIZEN MEMBERS (LM 3.542), AND APPROVING BYLAWS

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by removing, substituting, and adding the following section:

REMOVE THIS SECTION
3.542
as located on page 3-41
(a total of 1 page)

INSERT THIS SECTION
3.542
as located on pages 3-41
(a total of 1 page)

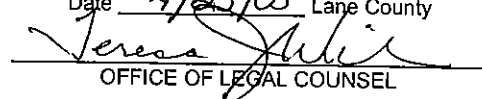
Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to amend LM section 3.542 to revise the number of members appointed by the Lane County Bar Association to the Law Library Advisory Committee, and the length of term for lay citizen members of the Committee (LM 3.542), and

IT IS FURTHER ORDERED that the revised Committee Bylaws attached as Exhibit B are consistent with the Lane Manual and are approved.

Adopted this 11th day of May 2005.


Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 4/25/05 Lane County


OFFICE OF LEGAL COUNSEL

and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: 3 Lane County employees allowed.

TERM: 4 years, ending April 30

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02)

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: 3 years (for lay citizens), ending September 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

| At right margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted
3.542 Lane Manual

LEGISLATIVE
FORMAT
3.542

and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: 3 Lane County employees allowed.

TERM: 4 years, ending April 30

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02)

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (11) Consists of ~~nine~~ seven members appointed by the Lane County Bar Association, two lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: ~~4~~ 3 years (for lay citizens), ending September 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

Law Library Advisory Committee Bylaws

Article I. Name. This Committee shall be known as the Lane County Law Library Advisory Committee, hereinafter referred to as the Committee.

Article II. Responsibilities and Objectives. In accordance with Lane Manual 3.542, the Committee has the following authority and responsibility: "Works with assigned County staff to maintain adequate law library facilities and services."

In addition to and in furtherance of the above-cited objective, the Committee shall:

- A. Perform its duties in accordance with ORS 9.840, 9.850 and 21.350.
- B. Act as liaison between the Board of County Commissioners and the Executive Committee of the Lane County Bar Association regarding law library matters.
- C. Provide advisory recommendations to the Law Librarian concerning policies for the law library, and its programs and services.
- D. Provide advisory recommendations to the Law Librarian on long-range requirements for the law library
- E. Make advisory recommendations to the Board of County Commissioners on the appointment of lay members.

Article III. Membership.

- A. The Committee shall consist of nine (9) members.
- B. Two (2) members of the Committee shall be lay members, appointed by the Board of County Commissioners. Each lay member shall be appointed to serve a three (3) year term, ending on September 30th of the third year. Lay members are defined as individuals who are not members of the Lane County Bar Association or active members of the Oregon State Bar Association.
- C. Seven (7) members of the Committee shall be members of the Lane County Bar Association, appointed by the president of the Bar, to serve a one (1) year term, subject to reappointment by the Bar Association for additional terms.
- D. A member of the University of Oregon Law Library staff shall serve as an ex-officio member. Additional ex-officio members may be appointed by the Committee. Ex-officio members serve in a non-voting capacity.

Article IV. Vacancies.

- A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Chair shall notify the appointing authority and request the appointment of a replacement to complete the term of the vacant position. A member who wishes to resign shall do so by submitting a letter to the appointing authority and a copy to the Chair, specifying the effective date.
- B. A member who is absent without excuse from three (3) consecutive meetings shall receive a certified letter from the Chair stating that if the member fails to attend the next meeting without excuse, the Chair will request the Committee vote to declare the position vacant. Upon such a vote, the Chair will notify the appointing authority of the vacancy and request appointment of a replacement.

Article V. Officers.

A. Except as specified below, the officers of the Committee shall serve for one (1) year or until their successor is designated. The officers consist of:

1. Chair – who shall preside at all meetings of the Committee. The Chair is appointed to serve by the Lane County Bar Association president.

2. Vice-Chair – who shall act in the absence of the Chair. The Vice-Chair is elected by the Committee in October of each year.

3. Secretary – who shall provide the staff support to the Committee. The Secretary shall be the Law Librarian.

B. The Committee may remove an officer from office for misconduct or neglect of duty in office.

Article VI. Meetings and Voting.

A. The Committee shall meet at least quarterly, as mandated by LM 3.542.

B. All meetings of the Committee (and any appointed sub-committee) shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192-610-.690. The Secretary shall be responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.

C. Meetings of the Committee shall be conducted generally according to Roberts' Rules of Order, latest revision.

D. Each lay and bar member of the Committee shall be entitled to one vote on all issues at a meeting at which the member is present, except as provided in Article VII Conflict of Interest. No proxy votes shall be allowed.

E. A majority of the total membership shall constitute a quorum for the transaction of business at any meeting of the Committee.

F. The act of a majority of the total membership shall be the act of the Committee.

G. Vacancy in a position does not change the number needed for purposes of calculation of quorum or votes needed to take action.

Article VII. Conflict of Interest. In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation, and state on the record the nature of their conflict.

Article VIII. Role of Staff. The Law Librarian shall provide administrative support for the Committee meetings, including preparation of notices, agendas (in conjunction with the Chair), minutes and background information on agenda items, as well as professional advice to the Committee. The Law Librarian shall accurately present the Committee's recommendations on matters to the Board of County Commissioners; however, the Librarian shall also be responsible for providing professional assistance and advice to the County, whether or not such advice may conflict with the Committee recommendation.

Article IX. Amendments to Bylaws. The Committee by majority vote of the total membership may recommend amendments to these bylaws. Amendments shall become effective only upon approval of the Board of County Commissioners.

Adopted this 15th day of March by the Law Library Advisory Committee.

Approved the ____ day of _____ by the Board of County Commissioners.