

AGENDA

DAYTON FIREWORKS COMMITTEE

DATE: THURSDAY, OCTOBER 19, 2023

TIME: 6:30PM

PLACE: DAYTON CITY HALL ANNEX - 408 FERRY ST., DAYTON OR 97114

VIRTUAL: ORS 192.670/HB2560 via ZOOM - Meeting ID: 838 2374 4929 Passcode: 369352;
<https://us06web.zoom.us/j/83823744929?pwd=gkqNMazcPIEoG7obF7kasX7o8llqrc.1>

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE#</u>
A.	Call to order	
B.	Roll Call	
C.	Appearance of interested citizens.	
This time is reserved for questions or comments from people in the audience on any topic.		
D.	Action Items	
	1. Read Resolution Establishing the Dayton Fireworks Committee	3-4
	2. Voting: Chair, Co-Chair, Secretary	
	3. Bylaws (Examples)	5-18
E.	Committee comments and concerns	
F.	Next meeting	
G.	Adjourn	

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RESOLUTION No. 23/24-01
City of Dayton, Oregon

A Resolution Establishing the City of Dayton Fireworks Committee.

WHEREAS the City Council wishes to define the responsibility of this committee to focus attention on creating an annual fireworks event for Dayton area residents; and

WHEREAS an annual fireworks event would bring exposure to the City of Dayton and stimulate commerce for area businesses; and

WHEREAS, the Greater Yamhill Valley Veterans of Foreign Wars Post 4015, a non-profit organization, has offered to manage the fundraising portion of an annual fireworks event in Dayton; and

WHEREAS, this committee will consist of five voting members to include chair, co-chair, secretary and two other voting members plus two alternates. These voting members are to be appointed by the mayor with the consent of the City Council and elected annually serving three-year terms; and

WHEREAS the City Council recognizes that county residents living outside of City limits but spend time in Dayton may have an interest in participating as well; and the City Council recognizes no more than two voting members living outside of city limits will have voting privileges; and

WHEREAS, due to the nature of this committee there will be no limits as to the number of non-voting committee members, and number of months that individual citizens may serve on this committee; and

WHEREAS the Dayton Fireworks Committee shall prepare certain bylaws to govern committee activities and standards, and;

WHEREAS, the Chair, with the consent of the voting members of the committee, will appoint non-voting committee members; and

WHEREAS the City Council will commit a limited amount of City Staff time and resources to this committee.

Therefore, the City of Dayton resolves as follows:

- 1) **THAT** the City Council does hereby create the City of Dayton Firework Committee as a standing committee in the City of Dayton that will serve at the pleasure of the Council.
- 2) **THAT** this resolution shall become effective immediately upon adoption.

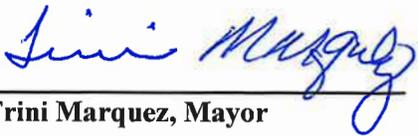
ADOPTED this 17th day of July 2023.

In Favor: Frank, Hildebrandt, Mackin, Maguire, Marquez, Wildhaber

Opposed: None

Absent: Sandoval-Perez

Abstained: None



Trini Marquez, Mayor

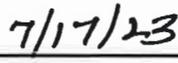


Date Signed

ATTEST:



Rochelle F. Roaden, City Recorder



Date of Enactment

Safety committee bylaws

Oregon OSHA doesn't require your safety committee to have bylaws. However, bylaws contribute to a committee's stability as a written record of how the committee conducts its business. Bylaws can be as simple or complex as you want to make them. To use this as a template for your safety committee bylaws, delete this paragraph and fill in the areas below.

Name

The name of this safety committee is [name of your safety committee].

Purpose

The purpose of this safety committee is to bring all [name of your company] employees together to achieve and maintain a safe, healthful workplace.

Goal

The goal of this safety committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The safety committee has four objectives:

1. Involve employees in achieving a safe, healthful workplace.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
3. Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
4. Annually evaluate [name of your company] workplace safety and health program and recommend improvements to management.

Representatives

The safety committee will have [number of representatives] voting representatives. [Number] representatives will represent employees and [number] will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Officers

The safety committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

Terms of service

Chair and vice-chair each will serve a one-year term.

Duties of the chair

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

Meetings

Monthly schedule. The safety committee will meet the [recurring date and time] each month, except when the committee conducts quarterly workplace safety inspections.

Attendance and alternates. Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda. The agenda will state the order in which the safety committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes. Minutes will be recorded at each safety committee meeting and be distributed by [method of distribution] to all company employees.

The committee will submit a copy of the minutes to the [name of your company] employee services office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

Voting quorum. Six voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee involvement

The safety committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

Safety log

The committee will maintain a log of all employee safety concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

Incident and accident investigation

The safety committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

Workplace inspections

The safety committee will conduct quarterly workplace inspections of all company facilities in [quarterly inspection months].

Written report

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation

The safety committee will evaluate [name of your company] workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities each [recurring date] and use the evaluation to develop an action plan for the next calendar year.

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BY-LAWS OF THE CITY OF HILLSBORO YOUTH ADVISORY COUNCIL

Article I: Name

The name of the organization is the Hillsboro Youth Advisory Council hereinafter referred to as YAC.

Article II: Mission and Purpose

Section I. The mission of the YAC is to serve and improve the Hillsboro community through positive activities, appreciating diversity, advising policy, and forming more supportive relationships between youth and local government.

Section II. The purpose of the YAC is to:

- A. Find creative ways to educate the general public concerning issues affecting Hillsboro's youth.
- B. Provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth.
- C. Develop, organize, and participate in community projects and positive activities involving youth.
- D. Work with the Mayor, City Council, City Departments, Chamber of Commerce, civic clubs, and other community organizations to create civic engagement opportunities for local youth.

Article III: Recognition and Authority

Section I. The YAC is enacted on a year-to-year basis by the City Council.

Section II. Despite YAC's inherent connection to the City of Hillsboro, these by laws only serve to implement a framework for the actions of YAC. Furthermore, all actions of YAC do not necessarily represent the Mayor, an official, or staff member working for the City of Hillsboro.

Article IV: Membership

- A. Composition:
 1. The YAC membership consists of at least 20 students from local schools within the Hillsboro School District.
 2. Any youth in grades 9-12 who lives within the Hillsboro School District is eligible for membership.
 3. The members will work to reflect the cultural and geographic diversity of Hillsboro citizens.
 4. Members of YAC shall serve one year terms.
- B. Participation Standards:
 1. YAC members are expected to attend every meeting.
 2. If a member cannot attend a meeting and/or event, s/he must let the Co-Chairs or Advisor know by the day of the meeting and/or event.
 3. If a member acquires more than one unexcused absence and/or three excused absences, that person's continuation as a YAC member will be reviewed by the officers and the YAC advisor. An extra absence will indicate that the member has chosen to resign.
 4. If a member acquires more than three absences throughout the term, they are no longer eligible to participate in scholarships, internships, or events paid by the City of Hillsboro.



5. A review process will consider the amount of volunteer events attended, as well as leadership roles taken by the member—a final decision will be reached within two weeks whether or not to terminate the member’s position on the Council.
 6. If a member resigns or is voted off YAC for absences, their position will be filled from the list of applicants who were not accepted for the current term. No vacancies will be filled after the second meeting in December.
- C. Termination of Membership:
1. A member of YAC may resign at any time; given that for courtesy and efficiency, s/he has submitted a written notice of resignation with copies for the co-chairs and YAC advisor.
 2. The member acquires more than one unexcused absence and/or three excused absences over the period of one YAC year.
 3. The member fails to maintain good citizenship at school and in the community where the member resides.
 4. The member is disruptive to the efficiency of the board and/or does not follow through with commitments.

Article V. Officers

- A. Election of Officers:
1. Election of YAC officers shall be a democratic process.
 - a. The Co-Chairs will be elected first, followed by the Ambassador, Secretary, and Web Administrator/Historian—in that order.
 2. Election of new officers will occur prior to the last meeting of the year.
 3. Any member wishing to run for office will inform the advisor and co-chairs by email, text, or in person by the end of April. A person may run for two offices.
 - a. A brief 250-300 word statement by each candidate will be emailed to current members.
 - b. The election will consist of speeches and a Q&A period.
 4. The advisor will have ballots with each candidate’s name typed into a table. After all of the speeches for a particular office have been given, everyone will be asked to fill out that section of their ballot by clearly marking the name of the person they want to hold the office or Writing In the name of another member.
 - a. Members will vote for their top choice—a winner will be announced at the following meeting to the complete membership. Prior to this, candidates will be informed via email.
 - b. If the mark is unclear or there is a question regarding the integrity of the ballot, the advisor may choose to discard the ballot or contact the member who filled it out.
 5. Each candidate for elected office must make a brief, two minute speech to the full membership prior to the election of officers even if running unopposed.
 - a. Speeches shall include information about the candidates’ background, interests, and how their goals for the YAC relate to the YAC’s mission and purpose.



Article VI: Committees

- A. The YAC shall establish committees or task forces as needed to organize events, activities, programs and/or distribute information that align with YAC mission and purpose. The decision to form a committee will be at the discretion of the Co-Chairs.
- B. The YAC shall select members to serve on committees.
- C. Committee Chairs shall be appointed by the YAC Co-Chair and approved by the YAC advisor.
- D. Committees may meet outside regular YAC meetings.
- E. Committee Chairs or other committee representative shall provide regular reports on committee functions to the YAC.

Article VII: Meetings

- A. Frequency:
 - 1. YAC shall hold regular meetings on the 2nd & 4th Tuesdays lasting from 5:00 pm – 7 pm unless otherwise indicated.
 - 2. Additional special meetings may be called throughout the year.
 - 3. Officers will meet as a group once a month to discuss the progress of YAC and future activities. Subcommittees will meet at their discretion, and are responsible for communicating their progress to all members.
- B. Voting:
 - 1. Decisions shall be made by a majority vote of the members present. At least 50% of the membership must be present in order for the vote to take place.
 - 2. The meeting process shall generally follow a democratic majority process.
- C. Minutes:
 - 1. Minutes shall be kept at each meeting and shall note the members present, topics discussed, and votes taken. Minutes will be approved by the YAC at the next regularly scheduled meeting.
- D. Notice of Meeting:
 - 1. Written, oral, or printed notice stating the place, time, and date of special or regular meetings shall be sent out no less than 48 hours before the date of the meeting to each member of record and shall specify the purpose of the meeting.
- E. Communication: For communication purposes, YAC will ensure effective communication by utilizing email, text messaging, social media, and the YAC website. If YAC fails to achieve effective communication through email, text messaging, social media and the YAC website, a phone call shall stand to be the fifth source of communication. Hence, all members must agree to check their email at least four times a week, and always the day before a YAC meeting or event. When questions still exist, YAC members should check Facebook or the YAC website for further information.
- G. Participation Standards:
 - 1. Sign and abide by the YAC bylaws.
 - 2. Participate in at least three fourths of YAC events and preparation sessions held outside of official meetings.



3. When assigned jobs by any officer, YAC members must follow through and complete their assignment by the set deadline.
4. Memberships shall be for a term of one year from July through June. YAC members shall apply by April for each year.

Article VIII: Staff Liaison

- A. The Advisor to the YAC will be a City staff member designated by the city. There may be more than one Advisor to YAC.

Article IX: Approval and Amendments

- A. These bylaws shall take effect immediately after the YAC adopts them by a majority vote. These By-laws may be amended by the YAC at any meeting following approval by the Advisor.

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CITY OF SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS

Amended January 28, 2014

The purpose of the Sweet Home Youth Advisory Council:

- Advise the Sweet Home City Council on issues that affect youth in our community
- Provide the primary communication link for youth to government, business and the entire community on a variety of subjects and opportunities
- Identify and advocate the needs of youth in our community
- Identify and carry out events and activities for the community which are important to youth

Areas of interest that have been identified by the Council include:

- Youth and government communicating and working together
- Youth learning about government on a first-hand basis
- Joint meeting with the City Council, the School Board, the Chamber of Commerce, Service Clubs and Religious Groups
- Joint events between youth, the City and other organizations in the community
- Opportunities for community service

1. **Principles:**

a. We:

- i. Are strongly committed to our purpose and goals
- ii. Represent a variety of youth perspectives
- iii. Reach the community through our actions and our actions are directly related to what is important to youth
- iv. Are a catalyst, bringing together youth and adults to create a better community for everyone
- v. Are leaders

b. We believe:

- i. Everyone in the community deserves to be heard and respected
- ii. Youth have a responsibility for making decisions which affect them and their community
- iii. Youth can make a difference
- iv. Our work must make an impact in the community

c. We will:

- i. Actively seek to engage youth in our work
- ii. Strive to raise community awareness of youth issues
- iii. Advocate youth participation in the community
- iv. Represent youth by their strengths rather than their struggles
- v. Advocate for youth and their concerns

2. Structure:

- a. The Sweet Home Youth Advisory Council shall consist of 7 members as follows:
- | | |
|---------------------------|---|
| High School Grades 9 – 12 | 2 positions, (1) 1 year term, (1) 2 year term |
| Junior High Grades 7-8 | 2 positions, (1) 1 year term, (1) 2 year term |
| At large Grades 7 – 12 | 3 positions, (3) 1 year term |
- b. Application and Appointment Procedures
Applications will be solicited annually beginning in April of each year, based upon terms available for the upcoming year.
- c. All prospective YAC members are required to attend a mandatory pre-appointment orientation with a parent or legal guardian to be considered further for appointment.
- d. Prospective YAC Members will be interviewed by City Council members
- e. City Council members will recommend appointments to the vacant terms accordingly.
- f. The YAC shall select at the first regular YAC meeting each year the following officers with stated duties as follows:
- i. Chair
 1. Preside over and conduct regular meetings
 2. Attend monthly and report to the City Council on matters of interest of the YAC
 - ii. Vice Chair
 1. In the absence of the Chair, preside over and conduct regular and special meetings
 2. In the absence of the Chair, attend monthly and report to the City Council on matters of interest to the YAC
 - iii. Secretary
 1. Assist in preparation and maintenance of YAC meeting records
 2. Maintain attendance records of YAC members
 - iii. Activities Coordinator
 1. Coordinate activity and event committees
 - iv. Treasurer
 1. Maintain financial records and report financial status to the YAC
 2. Assist with development of the YAC budget and present same to City Budget Committee

- g. The YAC year shall begin July 1, and run until June 30.
 - i. Regular meetings shall occur monthly on the third Tuesday of each month
 - ii Meetings will be held in City of Sweet Home City Hall or other locations as determined by the YAC.

3. Election of Officers and Members:

- a. The YAC shall elect the officers from the current YAC members at the first regular meeting in July for the coming year
- b. Applications for YAC membership shall be made available during the first week in April
 - i. If a vacancy occurs midterm, the YAC Board and City Council shall appoint a member to fill the vacancy

4. Attendance Requirements:

- a. Three absences without notice to the YAC Chair, or to the assigned City Council representative in case of absences by the YAC Chair, will subject the member to removal from the YAC by the City Council.
- b. The Chair, Vice Chair or other appointed YAC member will attend the second meeting of the City Council each month to report on activities of the YAC to the City Council.
- c. YAC members may be assigned to attend various city meetings and report back on same.
- d. YAC members shall make a good faith effort to attend any/all special events or activities as sponsored or endorsed by the YAC.

5. Rules of Procedure:

- a. Regular Meetings shall use basic Parliamentary procedure
 - i. Members shall respect and encourage various points of view and all members of the YAC will have an equal voice and vote
 - ii. Members shall seek consensus on issues whenever practicable
- b. A quorum of over 50% of the filled positions shall be present in order for the Council to take formal action or make recommendations to the City Council.
- c. YAC meetings are open to the Public and youth of the community are especially encouraged to attend and participate.

6. Administrative Support

City Council:

The Mayor and/or an appointed City Council member shall attend all regular YAC meetings

City Administration:

The City Manager and/or his/her designee shall attend and provide administrative support to the YAC

Financial Support:

The City shall consider funding for YAC activities and programs as part of the City's annual budgeting process.

YAC Bylaws – Amended January 28, 2014