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3 **Exhibit A**  
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5 **Purpose**

6 The primary function of the City Charter Review Committee is to review the existing City  
7 Charter to determine if it will adequately serve the Lincoln City community into the future. If  
8 necessary, the committee will recommend draft amendments to the City Charter. The  
9 proposed charter amendments will ultimately be reviewed by the City Council for placement  
10 on the ballot for the voters of Lincoln City to approve or reject.

11  
12 The committee must be impartial non-biased, and free of any perceived political gain and may  
13 approach the task in whatever means results in a document that best serves the citizens  
14 of Lincoln City.  
15

16 **Council Expectations**

17 The Council expects the committee to follow proper decorum and be civil at all times. The Charter  
18 Review Committee is an extension of the City Council and as such, Committee Member represent  
19 the Council while in committee and in the public. The work of a Charter Review Committee is of  
20 utmost importance. The Committee's work product will serve to advise Council and go before  
21 voters for approval. The work of the Charter Review Committee must be thoughtful, thorough,  
22 based on research and training, be apolitical, and keep the best interests of Lincoln City in the  
23 forefront.  
24

25 **Membership**

26 The Committee may consist of up to seven (7) members pursuant to Resolution 2025-06. Three  
27 Council Members, one from each ward; three community members, one from each ward; and one  
28 additional community member who also serves either on the Budget Committee or Planning  
29 Commission. Preference will be given to applicants who have experience in government,  
30 constitutional law, or other professional experience relative to the operation of a municipal  
31 corporation.  
32

33 Members will receive no compensation.  
34

35 **Terms of office**

36 Except as otherwise provided in this resolution, each member will be appointed for a limited term  
37 of approximately fourteen (14) months. Any vacancy in the Committee will be filled by the City  
38 Council for the unexpired term of the predecessor in office.

39 ***The tentative schedule is to complete appointments to the committee in May 2025 and begin***  
40 ***committee work no later than June 1, 2025.***  
41

42 **Member Responsibilities**

43 In addition to any other duties or responsibilities assigned to the members under this Resolution,  
44 each member must attend Committee meetings and must notify the City Recorder when they will  
45 be unable to attend a Committee meeting. In addition, if requested by the City Council,  
46 the Committee will attend any City Council meeting that relates to charter issues that may impact  
47 or affect the City. Prior to each Committee meeting, members will review all pertinent written

1 documents in preparation for deliberation and decision making. All Committee recommendations  
2 and suggestions made to the City Council will be in writing.

3  
4 The Committee will act as an advisory body to the City Council. To this end, and except as  
5 otherwise provided or directed by the City Council from time to time, the Committee will have the  
6 following advisory duties and responsibilities:

- 7 a. prepare a draft charter to present to Council by July 13, 2026
- 8 b. serve as an advisory body to the City Council concerning the preparation and adoption  
9 of the charter;
- 10 c. inform and educate the community about the process and purpose of the city charter  
11 and the importance of the city charter; and
- 12 d. solicit community and professional input concerning the city charter

13  
14 The Committee will review charter-related issues that have been referred to the Committee by the  
15 City Council; will review each Charter section independent of Council direction; may seek  
16 outside advice from professionals; and, will make recommendations to the Council.

17  
18 ***Members of the Charter Review Committee are public officials for the purposes of Oregon***  
19 ***Government Ethics law. As such, Committee Members must adhere to Oregon Public Records***  
20 ***Law (ORS 244) and are required to take a mandatory training during their term offered by the***  
21 ***Oregon Government Ethics Commission about public meetings.***

#### 22 23 **Election of Officers**

24 The Committee will, at its first meeting, elect a chair and vice-chair. The chair and vice-chair  
25 will hold office at the pleasure of the Committee. A city staff will serve as the secretary  
26 of the Committee.

#### 27 28 **Duties of the Chair and Vice-Chair**

29 The chair presides at all meetings and signs all correspondence on behalf of the Committee.  
30 The vice-chair will perform the duties of the chair in the absence of the chair and such other  
31 duties as may be assigned by the chair from time to time. In the absence of the chair and  
32 vice-chair, the Committee will elect a temporary chair for the particular meeting in question.

#### 33 34 **Operating policies and procedures**

35 Minutes shall be kept of all committee meetings in accordance with applicable law. Committee  
36 minutes are a public record available for public inspection. At the request of the City Council, the  
37 Committee will prepare and deliver to the City Council a written report summarizing all  
38 Committee activities, actions, and matters before the Committee (and any other information  
39 requested by the City Council). The Committee will follow informal but professional rules for a  
40 business meeting. Robert's Rules of Order are not necessary but may be used at the direction of  
41 the Chair to establish order and efficiency.

#### 42 43 **Staff to the Committee**

44 The City Manager and/or Assistant City Manager, the City Attorney, and/or the City Recorder  
45 will support the work of the Committee, serve as primary staff, attend all meetings and act  
46 in an advisory role. The City Attorney will act as the Committee's legal advisor in the conduct of

1 all hearings and matters.

2

3 **Committee Meetings**

4 The Committee will meet twice per month unless canceled at the direction of the chair due to lack  
5 of Committee business or other reason. In addition to the regular meetings, the Committee will  
6 meet at such other times and dates as may be deemed necessary or appropriate to carry out  
7 Committee business.

8 Meetings of the committee will occur in the Council Chambers so that they may be open to the  
9 public, televised (if available) and allow for remote attendance and participation.

10 *It is anticipated that the Charter review process will require two meetings per month, each*  
11 *meeting lasting 90 minutes, and will take a minimum of twelve (12) months.*

12

13 **Attendance, Quorum**

14 1. Due to the tight timeframe of the committee's work, attendance by committee members is  
15 critical to the success of this effort. Members unable to attend shall notify the City Recorder  
16 by phone or email in advance of the regular meeting.

17 2. A majority of the members of the committee will constitute a quorum.

18 3. A quorum of the committee members must be present to conduct business at any meeting.

19

20 **Quorum and Voting**

21 A majority vote of a quorum will be necessary to act on any matter before the Committee.

22

23 **Final Report**

24 1. The committee will prepare a final report with recommendations to City Council and  
25 present it at a regular meeting of the City Council.

26 2. The final report will be balanced and represent the majority opinions of the committee.

27 3. The final report will be reviewed by the entire committee and approved by motion prior  
28 to being submitted to Council.

29 4. The motion approving the final report must be approved by a quorum of the committee.

30

31 **Authority and Expenditures**

32 The Committee will operate at the direction of the City Council and in conformance with and  
33 subject to this resolution, Oregon law, and any and all City rules, procedures, resolutions, and  
34 ordinances now in force and/or which may hereafter be created, amended, modified, enacted,  
35 or promulgated.

36 The Committee has no authority to bind the City or represent to any person that the Committee  
37 may bind the City.

38 The Committee has no authority to make expenditures on behalf of the City, or to obligate the  
39 City for payment of any sums of money, unless and until the City Council has authorized  
40 such expenditures by resolution or budget appropriation.