



# OAMR Executive Board Meeting Agenda

March 12, 2025 | 3:00 p.m. – 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87502754146?pwd=T8cbZqJKhfgo2MjD2x52bAxXpZrJX.1>

Meeting ID: 875 0275 4146

Passcode: 644606

## 1. CALL TO ORDER / ROLL CALL

## 2. WELCOME & INTRODUCTIONS

## 3. OFFICER REPORTS

- a. President – Kayla Duddy **No Report**
- b. Vice-President – Scott Stauffer
- c. Treasurer – Alex McHaddad
- d. Secretary – Christie Teets
- e. Immediate Past President – Nanci Sandoval **No Report**

## 4. REGION DIRECTORS

- a. Region I Director – Lisa Scholl **No Report**
- b. Region II Director – Nicole Madigan **No Report**
- c. Region III Director – Gloria Tucker **No Report**
- d. Region IV – **VACANT**
- e. Region V – Winnie Shepard **No Report**
- f. Region VI – Jen Gray **No Report**
- g. Region VII – Karen Howton **No Report**

## 5. COMMITTEE REPORTS

- a. Events & Fundraising Committee – Susan Reeves & Krystal Stevens
  - i. **ACTION REQUIRED**
- b. Audit Committee – Yuriy Ukhach
- c. Budget Committee – Scott Stauffer & Alex McHaddad
  - i. **ACTION REQUIRED**
    - 1. Fundraising Revenue – Adjust from \$19,000 to \$7,000
    - 2. President's Award of Destination / Recorder of the Year Recipient's – Conference fee adjust from \$500 to cover the 2025 Conference fee
    - 3. IIMC Endowment Foundation Donation – Adjust from \$8,000 to \$4,000
- d. Bylaws & City Recorder Procedures Manual Committee – Kim Herring
  - i. **ACTION REQUIRED**
- e. Education Committee – Ronnie Smith
- f. Publications Committee – Gloria Tucker **No Report**
- g. Internet Committee – Lisa Figueroa
  - i. **ACTION REQUIRED**
- h. Records & Regulations Committee – Alex Downing & Wendy Lynn
- i. Membership Committee – Phyllis Bolman & Lisa Figueroa
- j. Mentoring Committee – Sylvia Murphy
  - i. **ACTION REQUIRED**
- k. Nominating Committee – Christie Teets
- l. Northwest Clerks Institute Education Committee – Ronnie Smith
- m. Retire Clerks Committee – Sylvia Murphy
  - i. **ACTION REQUIRED**
- n. Scholarship Committee – Cathy Nelson
- o. Strategic Planning Group – Cathy Nelson

## 6. ACTION ITEMS

- a. February 5, 2025, Board Meeting Minutes
- b. Board / Committee Job Descriptions Approval (Kayla Duddy)

- c. Future of Mid-Year Conference Final Decision (Scott Stauffer)

**7. OTHER BUSINESS (Kayla Duddy)**

- a. LOC / OAMR Partnership
- b. Region IV Director Vacancy
- c. 2025 Mid-Year Room Rate

**8. FUTURE BOARD MEETING(s):**

- a. July (TBD)
- b. September (at Conference)

**9. ADJOURN**



## OREGON ASSOCIATION OF MUNICIPAL RECORDERS

MEETING MINUTES  
February 5, 2025 Board Meeting

| BOARD MEMBERS:                      | TITLE                    | ATTENDING                      |
|-------------------------------------|--------------------------|--------------------------------|
| Kayla Duddy, MMC, Redmond           | President                | Present                        |
| Scott Stauffer, CMC, Milwaukie      | Vice President           | Present                        |
| Alex McHaddad, Sodaville            | Treasurer                | Present                        |
| Christie Teets, CMC, Molalla        | Secretary                | Present                        |
| Nanci Sandoval, CMC, Umatilla       | Immediate Past President | Present                        |
| Lisa Scholl, MMC, St. Helens        | Region I Director        | Present                        |
| Nicole Madigan, Milwaukie           | Region II Director       | Present                        |
| Gloria Tucker, CMC, Port of Newport | Region III Director      | Present                        |
| VACANT                              | Region IV Director       | Vacant                         |
| Winnie Shepard, CMC, Medford        | Region V Director        | Present<br>(arrived at 9:33am) |
| Jennifer Gray, Hood River           | Region VI Director       | Present                        |
| Karen Howton, CMC, Island City      | Region VII Director      | Present                        |

### 1. CALL TO ORDER / ROLL CALL

President Duddy called the meeting to order at 9:05AM. Secretary Teets called roll, and the meeting continued.

### 2. WELCOME & INTRODUCTIONS

### 3. APPROVAL OF MINUTES

- November 6, 2024, Meeting Minutes

Two errors were noted in the draft Meeting Minutes. The '1<sup>st</sup>' in Vice President needs to be removed, as there is only a Vice President now and a 'd' was missing in the Retired Clerks Committee report. Secretary Teets noted both errors, will correct, and distribute.

**MOTION: Gloria Tucker, Port of Newport, made a motion to approve the Meeting Minutes with corrections as noted. Scott Stauffer, Milwaukie, seconded. Motion passed unanimously.**

### 4. IIMC SCHOLARSHIPS

- Budget Adjustment from two \$750 scholarships to two \$2000 Scholarships

It was noted by President Duddy that an error was made in the 2024-2025 Budget. Cathy Nelson, Harrisburg, explained that the line item for IIMC Scholarships should have reflected two \$2000 scholarships, opposed to the current two \$750 scholarships. Treasurer McHaddad assured the membership that there was enough money in this year's budget to allow for the difference.

**MOTION: Nanci Sandoval, Umatilla, made a motion to approve the amended Budget as presented by Treasurer McHaddad, Scott Stauffer, Milwaukie, seconded. Motion passed unanimously.**

## **5. OAMR / OCCMA COLLABORATION**

Vice President Stauffer explained to the membership that he had been approached by an OCCMA member regarding collaborations of groups. VP Stauffer asked the membership if they felt a conversation between the groups would be beneficial and if another member would be interested in participating in the discussions. Region Director Howton, expressed interest and stated she would appreciate being included. Director Howton represents smaller cities where the city recorder acts as the city administrator and feels collaboration of the groups could be highly beneficial to other city recorders in her position.

Immediate Past President Sandoval shared that League of Oregon Cities oversees conference registration for OMA, OCCMA, and OLLG. She is curious to know if those groups are receiving financial support from LOC and if so, could that possibly benefit OAMR. VP Stauffer stated that if given the opportunity, he would ask the question. VP Stauffer stated that perhaps this year we will establish a joint venture, then next year, discussions can take place regarding presentations at each group's conferences and so on. There was a consensus among the membership to pursue partnership with OCCMA.

## **6. MENTORING / RETIRED CLERKS COMMITTEE REQUESTS**

- a. Adopt New Committee Description
- b. Updating the OAMR Retiree Recognition Policy
- c. Waiving Retired Recorders Membership Fee

Sylvia Murphy, Chair of the Mentoring & Retired Clerks Committee, shared updates. They are in the process of updating the committee description and will bring it to the OAMR Board for future adoption. Ms. Murphy also shared that during discussions with retired clerks, the lack of involvement may be due to fees charged for membership and at conferences. Discussion took place regarding waiving fees for retired clerks and will be further discussed at the March Board Meeting. President Duddy thanked Ms. Murphy for her report.

## **7. WHOVA CONFERENCE APP DISCUSSION (Lisa Scholl)**

Lisa Scholl, EFC Committee, presented WHOVA to be used at Conferences. The cost is higher than printing costs, though the Board felt there was a benefit to everything being available on smart phones opposed to juggling handouts and booklets. Further discussion will take place at the March Board Meeting.

## **8. OTHER BUSINESS**

- a. Future Conference Locations

President Duddy shared the results of polling that had taken place regarding conference locations. The areas of interest by the membership are Eugene, Central Oregon, Portland, Eastern Oregon, and Other. A four-year rotation was most popular. A proposed Resolution to amend the updates is likely to take place in April.

## **9. FUTURE BOARD MEETING(s):**

- a. March 12, 2025
- b. July
- c. September

The next Board Meeting will be held at Valley River Inn on March 12, 2025 with an in-person and virtual option.

## **10. ADJOURN**

President Duddy adjourned the meeting at 10:03am.

Meeting Minute Attachments:

- WHOVA Sponsors Benefit Brochure
- Conference Location Survey Results

DRAFT

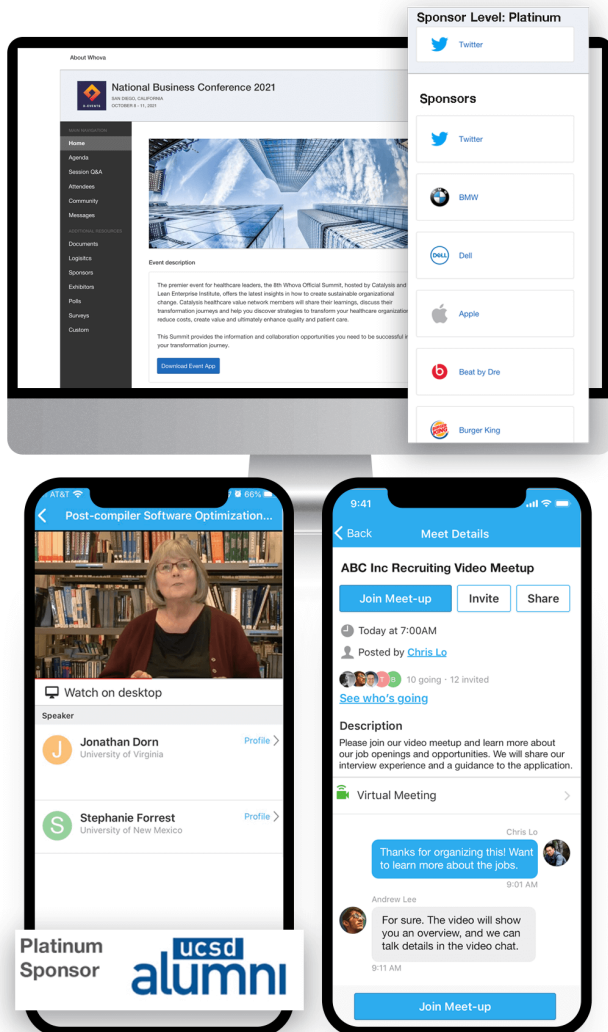


## For Virtual Event Sponsors

Maximize Exposure, Connect with Attendees, and Drive ROI

### Key Benefits for Sponsors

- Maximize brand exposure with banners on both **mobile app** and **web app**
- Start virtual meet-ups with attendees
- Engage attendees via the Community Board
- Get insight of attendees via SmartProfile
- Discover and nurture high quality leads
- Achieve high ROI with various promotional opportunities



### Maximize Exposure with Highly Adopted Apps

Broaden your competitive edge by improving your company's public image, prestige and credibility through highly visible mobile and web event apps. Exploit showcase opportunities starting from a few weeks prior to your event and connect with even more attendees online.

VMS  
ACCELERATORS  
9,377

LEGO  
100%

MAEC  
96%

Sponsor Impressions

Download Rate

Love Whova

*"We were a major sponsor of the Mardi RAW conference and very much liked the app. We may **suggest it in the future to other conferences and maybe even sponsor it.**"*

Mark Vera, Director of Operations and Sales | Aqua-Tech Co

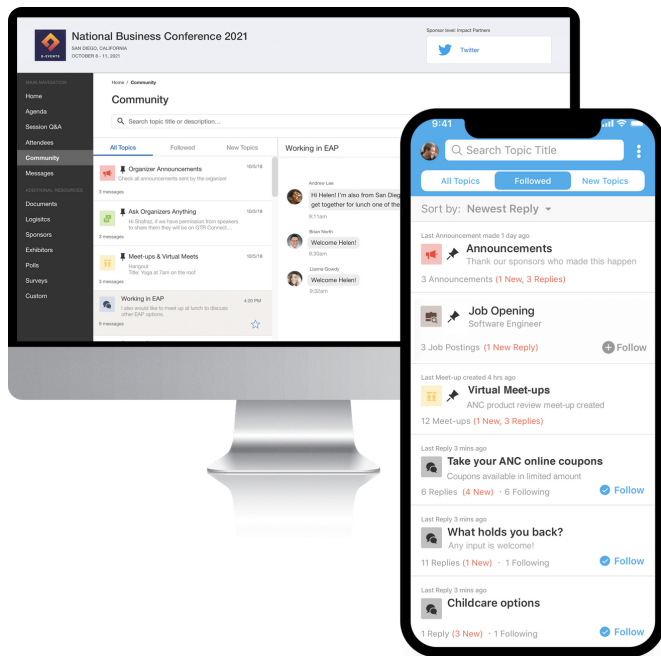
### Showcase More, Meet Leads Online Easily

**Banners in Multiple Places:** See your ad banners constantly displayed on Whova's mobile event app and web app in places that are frequently visited by attendees, including: the event home, live stream and session videos, attendee list, and more!

**Virtual Meet-ups, and more:** Engage attendees via virtual meet-ups, private in-app messaging, e-business cards exchanging, and promotional posts and product videos, all within Whova.

*"A lot of them (sponsors) commented publicly that they **reached out to more people than in-person event.** it was a **win-win!**"*

Allison Bleyler, Director of Marketing | VentureWell



## Engage Attendees and Generate More Leads

Exploit opportunities to engage with attendees in personal and organic ways through the [Event Community Board](#). Post promotional offers, share product information, hold virtual meet-ups, and generate more leads.



**989**  
Bulletin Board



**3,429**  
Messages

*"As a sponsor, I found Whova to be fantastically useful. The ability to connect with conference attendees I might not have seen and to do so in a **friendly, not overly-forward manner**, was invaluable."*

Bertrand Haure, Galway Trading USA LLC

## Discover High Quality Leads

**Deep Insight into Leads:** Gain understanding of attendees' professional backgrounds and interests from breakthrough [SmartProfiles](#) to generate high quality business opportunities.



**3,349**

Attendees with Profiles



**16,507**

Profile Views

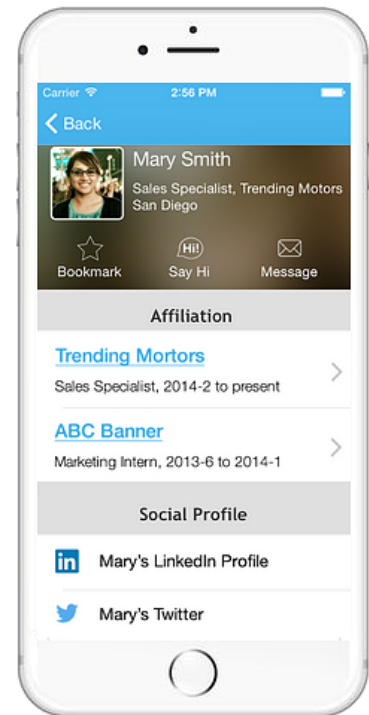


**1,008**

Lead Bookmarks

*"I found the Whova app to be practical, easy to use, and a good investment of my time. I've already had **contact with the leads** I put into the app."*

Ty Stevenson, Consultant | LEGO education



## Exposure

- Mobile/Desktop Banner Ads
- Sponsor List
- Custom Links
- Collateral Upload
- Social Media Integration

## Lead Engagement

- Attendee SmartProfiles
- Private In-app Messages
- Virtual Meet-ups / Video Chats
- Contact Exchange
- Built-in Meeting Scheduler

## Lead Generation

- Customized Promotional Offers
- Easy Lead Retrieval
- Event Community Board
- Lead Bookmarks
- Performance Metrics

**Name:** OAMR Conference Locations

**Dates:** 01/21/2025 - 01/31/2025

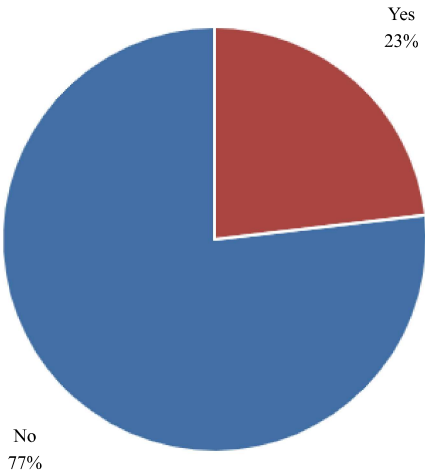
**Associated Meeting:** None

**Anonymous?** Yes

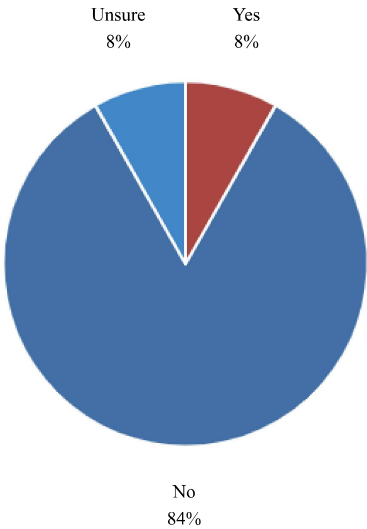
**Restrictions:**

**Number of responses:** 85

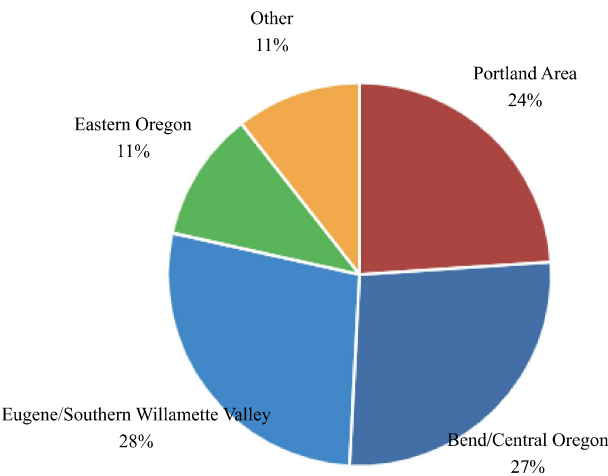
Would your city be interested in hosting the annual conference?



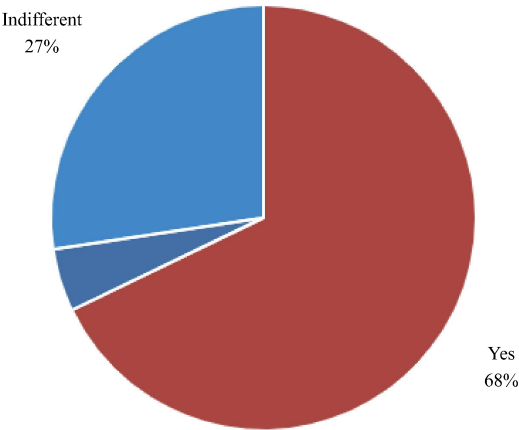
Does your city have the facilities to accommodate an annual conference (hotel accommodations, conference space)?



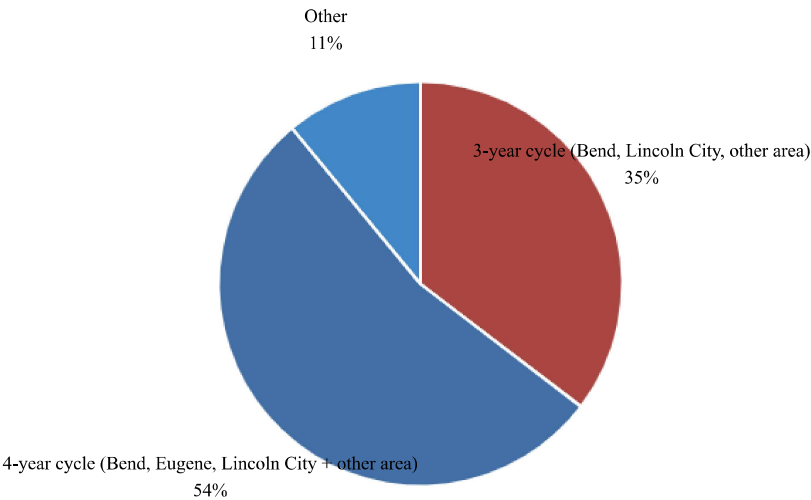
Which regions of Oregon are you most willing to travel to for an annual conference? (Select all that apply)



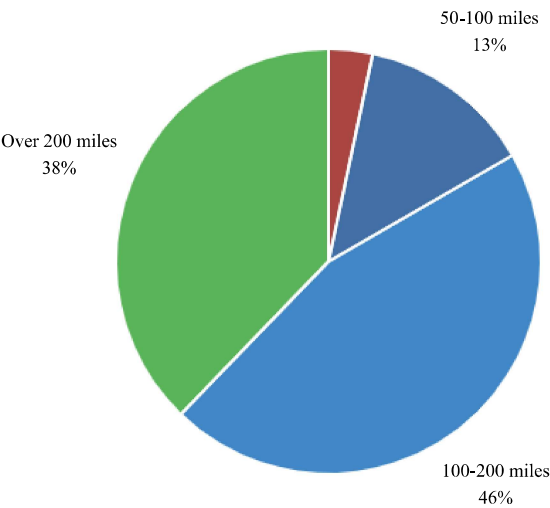
Do you support a rotating schedule of fixed locations for the annual conference (e.g., Bend, Eugene, Portland area, with an additional rotation including the coast or Eastern Oregon)? o  
Yes



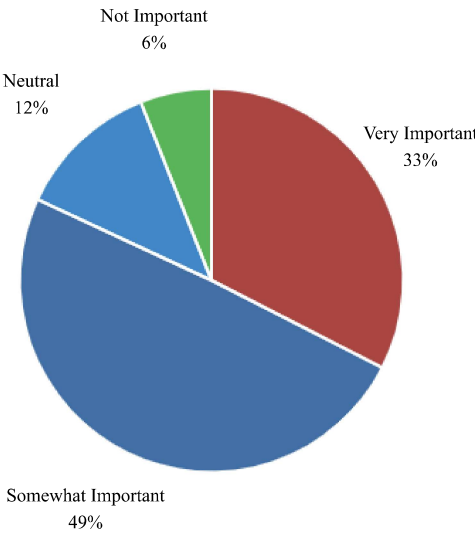
Which rotation schedule do you prefer for the annual conference locations?



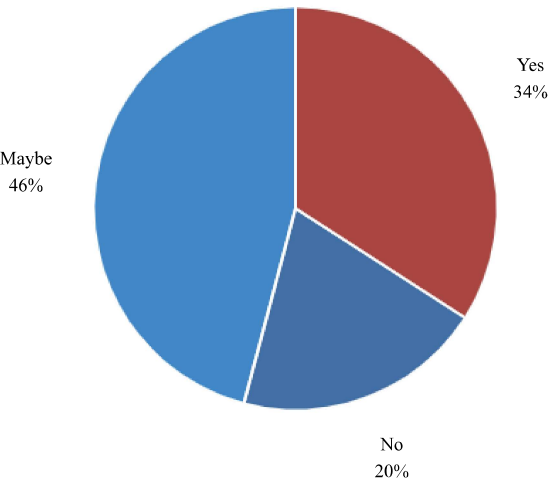
What is the maximum distance you are willing to travel for an annual conference?



How important are travel and accommodation costs when deciding whether to attend the conference?



Would you be more likely to attend a conference if it were held in a consistent location (with potential discounts on accommodations)?





# OAMR BOARD REPORT

## Vice President

**Meeting Date:** March 12, 2025  
**Source of Item:** Vice President

**Contact:** Scott Stauffer  
**Contact Telephone Number:** 971-322-7378  
**Contact E-Mail:** [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

### BACKGROUND

As we progress through the activity year, I continue to work on evolving the new role of vice president of OAMR. While the winter months are on the low-key side for OAMR activities, I am happy to report that there have been many (many) meetings and lots of plans are in place for our upcoming activities. Thank you to everyone who is playing a role in conference planning, records training, long-term planning and everything else – *your association sees and appreciate you!*

Here is a snapshot of the activities I have engaged in as vice president during the last few months.

- 1. New Job Description.** As reported in previous reports, I worked with the Board to develop a new job description for the vice president role; see Attachment A.
- 2. Events and Fundraising Committee (EFC) Liaison.** Along with President Kayla Duddy, I have had the privilege of working with the EFC's amazing co-chairs and subcommittee chairs, and our co-host recorders in Eugene and Springfield, to put in place some amazing activities for our mid-year and annual conferences. Specifically, my EFC work has focused on supporting the Facilities, Finance & Fundraising, Host Recorders (formerly special events), and Transportation & Hospitality subcommittees.
- 3. Budget Committee.** With President Duddy and Treasurer Alex McHaddad, I have been working to reestablish a more regularly meeting Budget Committee. I am grateful to the OAMR members who have volunteered to be a part of this committee as we work toward more consistent financial reporting and forecasting.

In a separate report presented to the Board at the March 12, 2025, meeting, there is a proposal to amend OAMR's Bylaws related to the Budget Committee. I fully endorse the proposed bylaws change to strengthen the Budget Committee's functionality.

- 4. Strategic Planning Group (SPG).** As vice president, and an interested member, I continue to participate in the work of implementing the changes and conversations called for in our five-year Strategic Plan. I am thankful for former OAMR President Cathy Nelson for agreeing to serve as the SPG's chair this year.

In a separate report there is a proposal to change the conference location rotation schedule. The SPG played a vital role in keeping this conversation going and I appreciate that the SPG has become a forum for discussing ways to improve our association.

- 5. External Relations.** Among the organizational structure changes OAMR adopted in the last two years, the role of the vice president as the external face of the association was a key part of the plan going forward. To that end, I and President Duddy, and Region VII Director Karen Howton have started conversations with the League of Oregon Cities (LOC) and the Oregon City/County Managers Association (OCCMA) to explore ways that OAMR and those groups can better work together and coordinate opportunities for local government professionals. As of late February, these conversations have not happened yet – but I am hopeful by my next report I will have more to share. Stay tuned!

**Coming Up.** On my immediate VP horizon is Mid-Year in March and my first International Institute of Municipal Clerks (IIMC) annual conference in St. Louis, Missouri. I am looking forward to attending the education sessions and building relationships with new friends as well as our delegation of OAMR members. Thank you to OAMR for giving me the opportunity to go to IIMC – without the financial support it would never have been possible for me to go.

**And finally...** as we shift into warmer months the window to file to run for OAMR offices – including vice president and region director – will soon be upon us. If you have ever thought about running, if you have any questions about serving, please reach out and let's chat. This association only works if we have folks step up and help lead it. Please consider running in 2025! And if running for an elected post isn't your idea of fun, all our committees need you – so make this the year you find your way to be an active participate in OAMR!

#### **MEMBERSHIP OPTIONS**

Not applicable.

#### **RECOMMENDATION**

None.

#### **SUGGESTED MOTION**

None.

#### **ATTACHMENTS**

A. New Vice President Job Description



## **JOB DESCRIPTION**

### **OAMR VICE PRESIDENT**

#### **RESPONSIBILITIES**

- A. The vice president shall serve as a liaison to the Events and Fundraising Committee (EFC) with the president and will work with EFC chair to ensure all committee duties, as outlined in the Conference Manual, are accomplished in a timely manner.
  1. The vice president and EFC chair will coordinate with the president and host recorder(s) on conference activities.
  2. The vice president will coordinate with the appropriate EFC subcommittees on the following specific EFC tasks.
    - a) Facilities. The vice president shall support the request for proposals process to solicit quotes from conference facilities in the region where the conference is scheduled to be held in two years. The vice president shall accompany any EFC delegation to visit venues for scheduled and possible conferences. The vice president will support the EFC Facilities Subcommittee chair in providing the annual conference report to the membership at conference.
    - b) Fundraising. The vice president shall support the activities of the EFC Fundraising Subcommittee, including announcing fundraising activities at conference and OAMR activities.
    - c) Finance. The vice president will work with the treasurer to support mid-year and conference registration processes and support the fiscal needs of conference.
    - d) Merchandise. The vice president will coordinate the availability and sale of OAMR merchandise.
    - e) Transportation and Hospitality. The vice president will serve as chair or co-chair of the EFC Transportation and Hospitality Subcommittee to help coordinate the travel needs of out-of-state honored guests at conference and mid-year.
    - f) Reports. The vice president will work with the EFC chair to provide newsletter and board reports on EFC activities and to update the OAMR website regarding conference activities.
    - g) Installing Officer. The vice president shall coordinate with an installing officer for the installation of officers at conference.
  3. The vice president will work with the Education Committee chair to coordinate mid-year and conference session topics and speakers and conduct attendee surveys.

- B. The vice president will serve as a member of the Budget Committee and assist the president and treasurer in preparing an annual budget.
- C. The vice president will act as president of the association in the absence of the president.
- D. The vice president will attend all OAMR Board meetings and conferences unless excused by the president.
- E. The vice president will represent OAMR at conferences as a member of the Board.
- F. The vice president will attend IIMC conferences on behalf of the association.
- G. The vice president will adhere to the OAMR Code of Ethics.

## **CALENDAR**

**Please reference the Conference Handbook Calendar, and the current to-do list for the vice president (VP) position.**

### **Immediately after Annual Conference:**

- Schedule and Hold Leadership Transition Meeting to brief incoming officers including the vice president, board members, and committee chairs.

## **QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated in OAMR committees for two years, within the past four years, prior to taking office.

## **TERM**

The term for the OAMR executive leadership is a three-year commitment, beginning with one year as vice president (VP), and automatically succeeding to the office of president the following year, and then succeeding to the office of immediate past president (IPP) the year after. The VP, president, and IPP are all voting members of the OAMR Board.



# OAMR BOARD REPORT

## Treasurer

**Meeting Date:** Mid-Year Board Meeting  
**Source of Item:** \_\_\_\_\_

**Contact:** Alex McHaddad\_  
**Contact Telephone Number:** 541-437-2253\_  
**Contact E-Mail:** cityadm@cityofelginor.org

### BACKGROUND

Finance report is attached. I am not going to run for another term as Treasurer this fall, so a replacement needs to be recruited. Audit Committee and annual tax filing work began in February.

### MEMBERSHIP OPTIONS

### RECOMMENDATION

### SUGGESTED MOTION

### ATTACHMENTS

# Oregon Association of Municipal Recordors (OAMR)

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

November - December, 2024

|                                     | TOTAL             |               |                   |              |
|-------------------------------------|-------------------|---------------|-------------------|--------------|
|                                     | ACTUAL            | BUDGET        | OVER BUDGET       | % OF BUDGET  |
| Revenue                             |                   |               |                   |              |
| Education/Scholarships              |                   |               |                   |              |
| Donations General                   | 27.78             |               | 27.78             |              |
| <b>Total Education/Scholarships</b> | <b>27.78</b>      |               | <b>27.78</b>      |              |
| Interest Income                     | 0.33              |               | 0.33              |              |
| Membership Dues                     | 5,675.00          |               | 5,675.00          |              |
| <b>Total Revenue</b>                | <b>\$5,703.11</b> | <b>\$0.00</b> | <b>\$5,703.11</b> | <b>0.00%</b> |
| GROSS PROFIT                        | <b>\$5,703.11</b> | <b>\$0.00</b> | <b>\$5,703.11</b> | <b>0.00%</b> |
| Expenditures                        |                   |               |                   |              |
| Internet/Website                    | 278.88            |               | 278.88            |              |
| Miscellaneous Expenses              | 24.47             |               | 24.47             |              |
| Officers Expenses                   |                   |               |                   |              |
| President's Expenses                | 1,008.58          |               | 1,008.58          |              |
| <b>Total Officers Expenses</b>      | <b>1,008.58</b>   |               | <b>1,008.58</b>   |              |
| <b>Total Expenditures</b>           | <b>\$1,311.93</b> | <b>\$0.00</b> | <b>\$1,311.93</b> | <b>0.00%</b> |
| NET OPERATING REVENUE               | <b>\$4,391.18</b> | <b>\$0.00</b> | <b>\$4,391.18</b> | <b>0.00%</b> |
| Other Expenditures                  |                   |               |                   |              |
| Donations-Conference Expenses       | 47.00             |               | 47.00             |              |
| <b>Total Other Expenditures</b>     | <b>\$47.00</b>    | <b>\$0.00</b> | <b>\$47.00</b>    | <b>0.00%</b> |
| NET OTHER REVENUE                   | <b>\$ -47.00</b>  | <b>\$0.00</b> | <b>\$ -47.00</b>  | <b>0.00%</b> |
| NET REVENUE                         | <b>\$4,344.18</b> | <b>\$0.00</b> | <b>\$4,344.18</b> | <b>0.00%</b> |



## OAMR BOARD REPORT

### Bylaws & Procedures Manual Committee (BPMC)

---

Meeting Date: March 12, 2025  
Source of Item: Strategic Planning Group (SPG)

Contact: Scott Stauffer, Milwaukie, Vice President  
Contact Telephone Number: 503-786-7502  
Contact E-Mail: stauffers@milwaukieoregon.gov

---

#### BACKGROUND

This is a report from the BPMC to the Board.

During the January 23, 2025, Strategic Planning Group (SPG) meeting changes to the OAMR Bylaws were proposed by OAMR President Kayla Duddy.

On February 25, SPG Chair Cathy Nelson, President Duddy, Vice President Stauffer, and BPMC Chair Kim Herring, met to review the proposed changes. The proposed changes were sent to the BPMC for consideration.

On February 26 and 27, during an email meeting, the BPMC voted 7:0 to refer the proposed Bylaw changes to the OAMR Board for its consideration.

---

The primary purpose of the first of the two sets of changes is to better articulate the authority, membership and governance structure of the Budget Committee. It is believed that the changes would underscore the purpose and leadership of the committee.

*Proposal No. 1: Revise Article IX Section 1 to read as: (for red-line version see Attachment A)*

Section 1. Budget Preparation: The Vice President will appoint a Budget Committee consisting of the Vice President, Treasurer, President, Immediate Past President, and between two and five members at large. The Treasurer will serve as chair and the Vice President will serve as vice chair of the Budget Committee. The Committee will prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an over-expenditure or increased expense which is not set forth in the adopted budget.

The second proposed Bylaws change is a minor edit to Article IX Section 2 of the OAMR Bylaws related to the Audit Committee. The revision is the addition of two letters in the second sentence to complete the word “after” – the “f” and “t” having been previously omitted accidentally.

*Proposal No. 2: The second sentence of Article IX Section 2 to read as: (for red-line version see Attachment A)*

The President shall appoint an Audit Committee consisting of at least three members, which shall audit the financial records as soon as possible after the close of the year.

If the Board agrees to refer the proposed Bylaw changes to the membership to vote on, the SPG asks that the Board do so at the earliest possible opportunity – at a special meeting called by President Kayla Duddy in the spring or at the annual conference in September.

If adopted by the membership, the SPG proposes that the Bylaw changes take effect on the first day of the month after adoption – so May 1, 2025, if adopted in April, or October 1, 2025, if adopted in September.

## **RELATED POLICIES/BUDGET CONSIDERATIONS**

The proposed bylaw change would have impact on how OAMR's budget is prepared and administered. By strengthening the Budget Committee, the association's finances would be subject to more consistent and open review.

## **MEMBERSHIP OPTIONS**

In reviewing the proposed bylaw changes, the Board may decide to:

- Refer the changes to a vote of the full membership at a special meeting or at the next annual meeting in September,
- Return the proposed changes to the BPMC and SPG for further consideration, or
- Decline to take any action.

## **RECOMMENDATION**

It is the recommendation of the SPG and BPMC that the proposed Bylaw changes be referred to a vote of the membership.

## **SUGGESTED MOTION**

*"I move to refer the proposed changes to the OAMR Bylaws to the full membership of the association to vote on at a special meeting to be called by the President in April 2025 or at the next annual meeting in September 2025."*

## **ATTACHMENTS**

A. OAMR Bylaws (redline)

## OAMR BYLAWS

### OREGON ASSOCIATION OF MUNICIPAL RECORDERS INCORPORATED

#### ARTICLE I - NAME

This Association shall be known as the Oregon Association of Municipal Records, Incorporated.  
[Amended September 18, 1987]

#### ARTICLE II - PURPOSE

Section 1. The primary purpose of this Association shall be to promote professional and educational standards for Municipal Records. [Added September 17, 2010]

Section 2. The Association is a non-profit public benefit Corporation that provides development training and conducts public discussion groups, forums and panels benefiting the public at large. [Added September 17, 2010]

#### ARTICLE III - MEMBERSHIP

There are six classes of members: Full Member, Additional Full Member, Associate Member, Honorary Member, Corporate Member and Retired Member. [Amended September 21, 2007; September 18, 2009]

Section 1. Full Member: Full Members are Municipal Clerks, City/Jurisdiction Secretaries, Records, Legislative Administrators and Directors of Corporate Services and/or individuals who serve a State of Oregon Legislative Government Body in an administrative capacity with management responsibilities and whose duties include four of the following: • General management • Records management • Elections • Meeting administration • Management of bylaws, Articles of Incorporation, ordinances or other legal instruments • Human Resources management • Financial management • Custody of the official seal and execution of official documents. [Amended September 24, 1999; September 21, 2007; September 19, 2008]

Section 2. Additional Full Member: Additional Full Members are qualified members from the same organization. They would essentially be Deputy Clerks/Assistants within the same City/Jurisdiction but could be other individuals provided they would qualify under the definition of Full Member. A City/Jurisdiction must have one Full Member before being eligible to have Additional Full Members. [Added September 24, 1999; September 21, 2007]

Section 3. Associate Member: Associate Members are individuals who are in transition (between jobs) or are serving a State of Oregon Legislative Government Body in a capacity not previously defined. In other words, if someone serving a State of Oregon Legislative Government Body does not qualify for Full Membership they may join as an Associate Member. Associate members do not have the right to vote or hold office, but they may take advantage of education programs and should they eventually assume the job of Clerk or Deputy Clerk/Assistant, they may then apply for certification. A Full Member who is in transition shall automatically become an Associate Member until they reassume the position consistent with the duties listed in: Section 1. If the transition status continues beyond one year, the Associate Member will no longer be qualified for membership. Associate members shall also pay a lower fee. [Added September 20, 1996; Amended September 21, 2007, September 19, 2008, September 21, 2012]

## OAMR BYLAWS

Section 4. Honorary Member: Any retired past President or individual designated by the Board shall be an Honorary Member. Honorary Members shall not have the right to vote on fiscal matters or in the election of officers, but may serve, as appointed, on any Association committee. Honorary Members' dues shall be waived. [Added September 20, 1996]

Section 5. Corporate Member: Corporate Members are those companies that find it advantageous to be affiliated with the Association. They shall not have any voting rights, nor can they hold office or be certified. [Added September 21, 2007]

Section 6. Retired Member: Any former member who, upon retirement, wishes to continue affiliation in the Association is automatically eligible for retired membership provided such continued membership be requested within six months after the date of retirement. Retired members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or hold office. [Added September 18, 2009]

Section 7. Transferability of Membership: Whenever an active Member becomes disassociated from the City/Jurisdiction that funded the position that qualified him/her for active membership in the Association, the active membership shall remain with the City/Jurisdiction and be transferred to a successor. In the event Active Membership was paid by the individual member and not by the City/Jurisdiction, or the position is eliminated by the City/Jurisdiction, the transferability of membership shall be determined by the Board. However, the disassociated member may request another membership classification as provided herein. [Added September 24, 1999; Amended September 21, 2012; Amended September 19, 2014]

### **ARTICLE IV - DUES**

Annual dues of this Association may be reviewed at the annual meeting, as deemed necessary. Dues shall be based on a calendar year, payable on or before January 1 of each year. Dues that are paid by a City/Jurisdiction for their representative need not be repaid for each change in personnel. [Amended October 12, 1984; October 11, 1985; September 15, 1989; September 13, 1991; September 24, 1999; September 24, 2004]

### **ARTICLE V - OFFICES AND TERMS OF OFFICE**

The Board of the Association shall consist of the Officers and Directors, who shall be elected as provided in Article V and shall serve as follows:

Section 1. Officers: President and Vice President shall be elected for a one-year term, except that the Vice President shall succeed the President upon the completion of the term and shall serve in that position for a one-year term. The term for Secretary and Treasurer shall be two years. [Amended October 12, 1984; October 11, 1985; September 19, 1986; September 13, 1991; September 24, 1999; Amended September 22, 2024]

Section 2. Directors: Seven Directors, one for each designated region in the State, shall be elected for a term of two years.

Designated regions are: Region I (Clatsop, Columbia and Tillamook counties), Region II (Multnomah, Clackamas, Yamhill and Washington counties), Region III (Benton, Linn, Lincoln, Marion and Polk counties), Region IV (Lane and Douglas counties), Region V (Coos, Curry, Jackson, Josephine, Klamath and Lake counties), Region VI (Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties), Region VII (Gilliam, Grant, Morrow, Harney, Malheur, Baker, Union, Wallowa, Wheeler and Umatilla counties). Members in any region may attend regional meetings in any region they choose but may only hold directorship within their designated region. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 24, 1999]

## OAMR BYLAWS

Section 3. Eligibility for Office: Only active members of the Association, in good standing, shall be eligible to hold office. Anyone running for a Board position must have actively participated on an Association committee for two years, within the past four years, prior to taking office. The Treasurer shall have a finance background to be eligible for this office. [Amended September 19, 1986; September 24, 2004]

Associate Members appointed to committees must be members in good standing at the time of appointment to any committee. [Amended October 11, 1985]

Section 4. Compensation. The Board shall serve without compensation except that reasonable expense reimbursement, relating to operation of the association, may be provided per the association's finance policy. [Added September 17, 2015]

Section 5. Vacancy: Unexpired portions of Board terms shall be filled by Presidential appointment with the approval of the Board. The position of any Officer or Director may be declared vacant by the Board if that person is absent for two consecutive meetings without consent of the Board or for non-payment of annual dues. [Amended October 12, 1984; October 11, 1985; September 20, 1996; September 24, 1999; Section re-numbered September 17, 2015]

If a vacancy is created by the election of an officer or director to a different position, during an annual business meeting, the position will be declared vacant during the business meeting. Nominations will be accepted from the floor and each candidate accepting a nomination must meet the requirements of Article V, Section 3, Eligibility for Office. The election for the vacant position will be completed during the business meeting. The newly elected Board member will be sworn into office at the banquet, along with the other newly elected members. [Added September 19, 2014]

If, while serving as an Officer of the Association or a member of the Board, an active member leaves the position which qualified the person for Association membership, the member may, upon approval of the Board, continue to hold the office or Board position with full voting privileges for a period of three months or until the next annual election, whichever occurs first. If the Officer or Director is not affiliated with an active membership at the conclusion of the extended period of time, the office will be declared vacant and will be filled as prescribed above in this section. [Added September 24, 2004; September 19, 2008]

The office of President is excluded from the above provision, as vacancies in these positions shall be filled by the order of succession outlined below in this section. [Added September 24, 2004]

In the event of a vacancy in the office of the President prior to the completion of the term, the Vice President shall advance to the office of President. If the Vice President serves any unexpired portion of the term of the office of President or Vice President, it shall not disqualify them from continuing in said office for the term as elected. [Amended October 11, 1985; September 13, 1991]

A vacancy in the office of the Vice President shall be filled by appointment by the Board until the next annual meeting at which time the appointed Vice President shall become President and an election for Vice President shall be held. [Amended October 11, 1985; September 13, 1991; September 24, 1999; September 22, 2023]

Section 6. Powers and Duties: Except as is otherwise provided in these Bylaws, the powers and duties of the Officers of this organization shall be such as by general usage are indicated by the title of their offices. The Board will carry out the approved policies and will establish new policies, as needed. [Added October 12, 1984; Amended September 22, 2000; Section re-numbered September 17, 2015]

The President shall appoint such committees as may be deemed necessary and designate their chairpersons, chair the Board and have other powers and duties as may be delegated by the Board, consistent with the provision of the Bylaws. [Added October 12, 1984]

The Vice President shall assist the President to succeed to the duties and privileges of the President when the President is unable or unavailable to perform the duties of such.

## OAMR BYLAWS

The Secretary shall keep the written records of the Association and shall act as secretary to the Association. [Added October 12, 1984; September 18, 1987; September 21, 2007]

The Treasurer shall be responsible for handling the finances of the Association, preparation of the Annual Financial Reports, and shall be a member of the Audit Committee. The Treasurer shall be the appointed registered agent of the Association for purposes of corporation business and to receive Association legal documents and will submit the proper form to the State Corporation Commissioner. [Added October 12, 1984; Amended September 21, 2007; September 19, 2008]

The Region Directors shall represent the members in their regions and carry out the responsibilities and duties as determined by the Board. Region Directors are encouraged to hold a minimum of one meeting per year. [Added October 12, 1984; October 11, 1985; September 24, 1999]

Section 7. Board: Officer/Director Removal from Office: Officers or Directors of the Board may be removed from office by a two-thirds majority vote of the Board at a regular or special meeting for one or more of the following reasons:

7.1-a Neglect of the duties of office.

7.1-b Any violation of the Association Code of Ethics, Oath of Office, or Bylaws.

7.1-c Failure to disclose information on matters of Association business.

7.1-d Misrepresentation to outside parties of the Association and its officers.

7.1-e Unauthorized expenditure or misuse of Association funds.

7.1-f Two consecutive unexcused absences from Board meetings.

7.2 The Board will make available a form on which a formal complaint may be registered to request that an Officer or Director be removed from office. The form will be made available to any Association member in good standing, as defined by Article III of the OAMR Bylaws, upon request. Formal complaints will be submitted to the President or Vice President, and that Officer will present the complaint to the Board for consideration at the next regularly scheduled meeting, or a special meeting. [Amended September 19, 2014]

7.3 Process.

7.3-a Board notification by President or Vice President. The President or Vice President shall notify Board members that an allegation has been made and shall forward background information provided. The Board will then determine by conference call or e-mail vote if a special meeting should be scheduled.

7.3-b If the Board determines a vote is required, the Board shall schedule the matter for discussion at a regularly scheduled or special meeting.

7.3-c The President or Vice President shall notify the Association Officer or Director whose conduct is at issue of the fact and name the allegations, as well as the Officer's/Director's opportunity to provide the Board additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The Officer/Director may provide the Board information orally at the meeting, or in writing four days prior to the meeting, or both.

## OAMR BYLAWS

7.3-d After considering all of the information received, the Board may by majority vote do the following:

- a. Find that no violation occurred and continue the membership in good standing.
- b. Depending on the severity of the violation(s) found by the Board:
  1. Suspend the membership for a specified period, or
  2. Remove the Board Officer or Director from office, effective immediately.

7.4 Should an Officer or Director of the Board be removed from office, that vacancy shall be filled according to Article V, Section 5 4. Vacancy. (Added September 22, 2006; September 19, 2008; Amended September 19, 2014; Section re-numbered September 17, 2015]

### **ARTICLE VI - ELECTIONS TO AND NOMINATIONS FOR OFFICE**

#### **Section 1. Nominations:**

(a) Following the annual meeting, the President shall appoint a Nominating Committee and, at least three months prior to the annual meeting said committee will begin to solicit interested persons to run for office. The Nominating Committee shall, at each annual meeting, present a slate of candidates for the ensuing year. An application for Board position shall be included in a newsletter prior to the date of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor at the annual meeting. [Amended October 11, 1985; September 22, 1995; September 20, 1996; September 24, 1999; September 21, 2012]

(b) The Officers and Directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are no contested races, the Chair of the Nominating Committee shall submit recommendations for Officer and Director positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended Officers and Directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of Officers or Directors, the decision will be made by the toss of a coin. Terms of offices for Officers and Directors shall commence upon being sworn in at the annual conference. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 23, 2005; September 17, 2015]

(c) Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, and a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on Association committees for two years, within the past four years, must also be provided. [Added September 24, 1999; September 21, 2007]

(d) A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If he/she is elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, with proof of active committee participation as required above. [Added September 24, 1999; September 21, 2007; September 19, 2008]

(e) Absentee voting shall be allowed by Full and Additional Full Members in good standing from each City/Jurisdiction. Voting by proxy shall not be allowed. Any Full and Additional Full Member in good standing from a City/Jurisdiction who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominating Committee Chair no later than

## OAMR BYLAWS

20 days prior to the date of the annual conference. The Nominating Committee Chair will mail an absentee ballot to the Full or Additional Full Member within two days of receiving the request. Absentee ballots must be received back to the Nominating Committee Chair by the Friday prior to the annual conference. Ballots received after that date will not be counted. [Amended September 21, 2007]

Applications for absentee ballots will be available at the Mid-Year Academy Session for those members who will be unable to attend the annual conference and would like to cast their votes. The Nominating Committee Chair shall be responsible for the security of the absentee ballots. The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual meeting and shall be included in the final tally of votes for that election. [Added September 22, 2006]

### **ARTICLE VII - MEETINGS**

Meetings shall be governed by Roberts Rules of Order insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. [Added September 17, 2015]

Section 1. Annual Meeting: The annual meeting of the Association shall be held each September at a time and place to be designated by the Board. Written notice of such meeting shall be given to each member by mail in the Newsletter, or electronically on the Association website, prior to the date of the meeting. At least 20 members, in good standing, will constitute a quorum at the annual meeting. [Amended October 11, 1985; September 23, 1994; September 24, 1999; September 20, 2002]

#### Section 2. Board Meeting:

2.1 The Board shall meet at least twice during the Association year, and meetings may be held from time to time by order of the President, or upon written request directed to the President by any four members of the Board. Notice of time, place and purpose of the meeting shall be given by the President to each Board member at least 14 days prior to the meeting. A majority of the incumbent members of the Board shall constitute a quorum for its business. Members may send a designee to all Board meetings in case of member's unavoidable absence. The designee shall be a member in good standing and be eligible to vote. [Amended October 11, 1985]

2.2 Every act or decision done or made by a majority of the Board Members present at a meeting duly held at which a quorum is present is the act of the Board, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Proxy voting is not permitted. [Added September 17, 2015]

2.3 Meetings of the Board shall be presided over by the President of the Corporation or, in his or her absence, by the Vice President, or in the absence of each of these persons, by a Chairperson chosen by a majority of the Directors present at the meeting. The Secretary of the Corporation shall act as a secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting. [Added September 17, 2015]

2.4 The Immediate Past President of the Association shall be a full voting member of the Board. [Added October 11, 1985; Amended September 27, 2024]

2.5 Committee chairpersons shall be ex-officio members of the Board. [Added October 11, 1985]

Section 3. Committee Meetings: [Amended October 12, 1984; deleted September 22, 1995]

## OAMR BYLAWS

Section 4. Special Meetings: Special meetings may be called by the President at any time or by 20 members, provided those members make a written request to the President, stating the specific purpose for the meeting. The President shall set the date for the meeting within 10 days of receipt of the request. Written notice for special meetings shall be delivered to all members no less than 10 days prior to the date of the meeting. The notice shall state the date, time, place and purpose of the special meeting. Twenty members shall constitute a quorum at a special meeting. [Amended October 12, 1984; Amended September 19, 2014; Amended September 27, 2024]

### **ARTICLE VIII - COMMITTEES**

Section 1. Appointments: The President shall have the power to appoint, from time to time, such "standing" or "special" committees as may be deemed necessary for the proper transaction of business. The President shall appoint members to the committee, and appoint all committee chairpersons – either a single chairperson or two people serving as co-chairs. The term of office on all committees shall be at least one year, but any committee member may succeed to that office if reappointed. Each committee shall follow guidelines approved by the Board. The committee chair, or co-chairs, shall be responsible for arranging for a meeting no less than one time per year, which may include electronic meetings. A quorum shall consist of a majority of the committee members. [Amended September 22, 1995; September 24, 1999; September 22, 2000; September 19, 2008; Amended September 19, 2014]

Section 2. Reports: Chairpersons of standing and special committees shall present written reports or oral reports at the discretion of the President at the annual meeting. A copy of the written report shall be filed with the Secretary of the Association and retained for reference. [Added September 24, 1990]

Section 3. Vacancy: Vacancies of the committee shall be filled in the same manner as the original appointments, and such appointments shall be made for the unexpired term.

### **ARTICLE IX - BUDGET AND AUDIT**

Section 1. Budget Preparation: The Vice President ~~shall~~will appoint a Budget Committee consisting of ~~the Vice President, the~~ President, Immediate Past President, and between two and five members at large. The Treasurer will serve as chair and the Vice President will serve as vice chair of the Budget Committee. The Committee will ~~to~~ prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an ~~over-over~~ expenditure or increased expense which is not set forth in the adopted budget. [Amended September 23, 1994; September 24, 1999; September 21, 2007; September 19, 2008]

Section 2. Audit: The Board shall require an annual audit of the financial records and accounts of the Association. The President shall appoint an Audit Committee consisting of at least three members, which shall audit the financial records as soon as possible ~~a~~ft-er the close of the year. The Treasurer shall be present during the audit and present the financial records for the audit. In the absence of the Treasurer, the President shall be present and sign the audit. The audit report shall be reviewed and approved by the Board at its mid year board meeting and reported in the subsequent issue of the Association newsletter. [Amended October 12, 1984; September 13, 1991; September 22, 2000; September 20, 2002; Amended September 19, 2014]

Section 3. Signatures on checks: The Treasurer shall have authority to sign all checks of the organization except those made for self-reimbursement. In the absence or inability of the Treasurer to sign checks, the President and Vice President shall be given the authority to sign. [Amended September 19, 2008]

Section 4. Expenses paid by Association: Expenses of the organization shall be paid as outlined in the

## OAMR BYLAWS

approved finance policy. [Added September 13, 1991; September 20, 1996; September 24, 1999; September 22, 2000; September 21, 2007; September 19, 2008]

### **ARTICLE X - FISCAL YEAR**

The fiscal year for the Association shall be November 1 through October 31 of each year. [Amended October 12, 1984; October 11, 1985; September 15, 1989]

### **ARTICLE XI - TAX EXEMPTION PROVISIONS**

Section 1. Limitations on Activities. No substantial part of the activities of this Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Association shall not participate in, or intervene in (including the publishing or distribution of statements), of any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Association shall not carry on any activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to, its members, Board or trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

[Article IX added September 17, 2015]

### **ARTICLE XII - LIABILITY AND INDEMNIFICATION**

Section 1. Non-Liability of Board. The Board shall not be personally liable for debts, liabilities, or other obligations of the corporation.

Section 2. Indemnification by Association of Officers and Directors. Subject to the limitations contained in ORS 63.391 through 63.414, this Association shall defend, indemnify, and hold harmless every registered agent, Officer or Director and his or her heirs, executors and administrators, against liability and against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of being or having been an Officer or Director of this Association, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he or she may be entitled.

Section 3. Insurance for Corporate Agents. Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the association (including a director, officer, employee, or other agent of the association) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, by the Bylaws or provisions of law.

[Article XII Added September 17, 2015]

## OAMR BYLAWS

### **ARTICLE XIII - AMENDMENT**

Section 1. Vote Required: These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that notice of any proposed amendment shall have been given by regular mail or e-mail to the members at least 20 days prior to the meeting at which the vote on such amendment is to be taken. [Amended September 24, 2004; September 19, 2008]

Section 2. Proposed Amendments: Bylaws amendments may be proposed by the Board, Bylaws Committee, or by a petition signed by not less than 10 percent of the voting members in good standing and submitted to the Bylaws and City Records Procedures Committee Chair in writing. The petition process will be defined in a policy approved by the Board. [Added September 24, 2004; Amended September 27, 2024]

[Article re-numbered September 17, 2015]

### **ARTICLE XIV - CONSTRUCTION AND TERMS**

If there is any conflict between the provision of these Bylaws and the Articles of Incorporation of this Association, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation filed with an officer of this state and used to establish the legal existence of this Association.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

[Article XIV Added September 17, 2015]

### **ARTICLE XV - DISSOLUTION**

Section 1. In event of the dissolution of the Association any remaining assets shall be used exclusively for exempt purposes such as charitable, religious or educational purposes. [Added September 17, 2010]

Section 2. The Board of the Association at the time of dissolution shall determine which charitable, religious or educational entity shall receive the remaining assets of the organization. [Added September 17, 2010]

[Article re-numbered September 17, 2015]

## OAMR BYLAWS

### **HISTORY OF AMENDMENTS**

|                    |                    |                    |                     |
|--------------------|--------------------|--------------------|---------------------|
| October 12, 1984   | October 11, 1985   | September 19, 1986 | September 18, 1987  |
| September 15, 1989 | September 24, 1990 | September 15, 1991 | September 23, 1994  |
| September 22, 1995 | September 20, 1996 | September 24, 1999 | September 22, 2000  |
| September 20, 2002 | September 24, 2004 | September 23, 2005 | September 22, 2006  |
| September 21, 2007 | September 19, 2008 | September 18, 2009 | September 17, 2010  |
| September 21, 2012 | September 19, 2014 | September 17, 2015 | September 22, 2023. |
| September 27, 2024 |                    |                    |                     |

Legal review of Bylaws conducted by Stephen E. Lawrence, February 2015.

# OAMR BOARD REPORT



## Education Committee

**Meeting Date:** March 12, 2025  
**Source of Item:** Education Committee

**Contacts:** Ronnie Smith, Chair

### BACKGROUND

The Education Committee is committed to encouraging and supporting OAMR membership by providing high-quality educational opportunities. Through careful planning and coordination, the committee ensures that members have access to valuable training, professional development, and networking experiences.

### CONFERENCE COMMITTEE MEMBERS

The 2024-2025 Education Committee consists of eight (8) dedicated members who are actively involved in planning and organizing OAMR educational opportunities:

|                 |                  |              |
|-----------------|------------------|--------------|
| Krystal Stevens | Sheena Dickerman | Karen Howton |
| Gloria Tucker   | Meghan McGee     | Cathy Nelson |
| Laural Casey    | Alex Downing     | Ronnie Smith |

Since November 2024, the committee has devoted significant time and effort to securing speakers and trainers for key OAMR events, including the Mid-Year Academy, Athenian Leadership Dialogue (ALD), and the Annual Conference. This has involved extensive outreach, coordination, and numerous meetings to ensure a well-structured and informative experience for all members.

### Key Accomplishments:

- Mid-Year Academy & Athenian Leadership Dialogue
  - March 13, 2025 – Academy Session
  - March 14, 2025 – Athenian Leadership Dialogue
  - Secured expert speakers and facilitators for both sessions.
- 43rd Annual OAMR Conference (September 23-26, 2025)
  - Planning for the Annual Academy, Conference, and Athenian Leadership Dialogue (ALD) is well underway.
  - The committee is working diligently to curate a diverse lineup of expert speakers, offering valuable insights relevant to municipal recorders and local government professionals.
  - A draft schedule (dated March 5, 2025), is attached for review.

### Looking Forward to the Next Year:

Building on the success of this year's Mid-Year Academy and past conferences, the committee is already preparing for the upcoming year. Efforts include identifying potential speakers, refining session topics, adding concurrent sessions, and exploring ways to enhance the educational experience for attendees.

### Next Year's Plans:

- Expand and enhance educational content.
- Engage a wider range of industry experts and facilitators.
- Improve the overall attendee experience through better organization and interactive sessions.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

### CHAIR OR DIRECTOR'S RECOMMENDATION

Enjoy the Mid-Year Conference Academy & Athenian Leadership Dialogue

### SUGGESTED MOTION

N/A

### ATTACHMENTS

- A. Draft Schedule

DRAFT  
43rd Annual OAMR Conference  
September 23-26, 2025  
Valley River Inn in Eugene.

| Times                                                                  | Item                                                                                                    | Speaker                             | Confirmed | Convener | Room |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------|-----------|----------|------|
| Tuesday, September 23, 2025 - ANNUAL ACADEMY                           |                                                                                                         |                                     |           |          |      |
| 7am-8am                                                                | Events & Fundraising Committee Registration Set Up                                                      |                                     |           |          |      |
| 8am-9am                                                                | Registration Opens - Breakfast on your own                                                              |                                     |           |          |      |
| 9am-10:30am                                                            | Academy                                                                                                 | David Rabiner                       | YES       |          |      |
| 10:30am-10:45am                                                        | Break: Visit Sponsors/Exhibitors                                                                        |                                     |           |          |      |
| 10:45am-12pm                                                           | Academy                                                                                                 | David Rabiner                       | YES       |          |      |
| 12pm-1pm                                                               | Lunch                                                                                                   |                                     |           |          |      |
| 1pm-2:30pm                                                             | Academy                                                                                                 | David Rabiner                       | YES       |          |      |
| 2:30pm-2:45pm                                                          | Break: Visit Sponsors/Exhibitors                                                                        |                                     |           |          |      |
| 2:45pm-5pm                                                             | Academy                                                                                                 | David Rabiner                       | YES       |          |      |
| 2pm-9pm                                                                | Honored Guest Event/Dinner - Leave around 1:30pm                                                        |                                     |           |          |      |
| 5pm-7pm                                                                | New Recorder and Mentor/Mentee Event                                                                    |                                     |           |          |      |
| Evening                                                                | Dinner on your own                                                                                      |                                     |           |          |      |
| Wednesday, September 24, 2025 - CONFERENCE DAY 1                       |                                                                                                         |                                     |           |          |      |
| 7:30am                                                                 | Registration Opens                                                                                      |                                     |           |          |      |
| 7:30am-8:30am                                                          | Breakfast                                                                                               |                                     |           |          |      |
| 8:30am-9:30am                                                          | Opening Ceremonies                                                                                      |                                     |           |          |      |
| 9:30am-10am                                                            | Break: Visit Sponsors/Exhibitors                                                                        |                                     |           |          |      |
| 10am-11:30am                                                           | Key Note Speaker: Dynamic City Managers (City Managers from City of Eugene & Springfield) OR Ian Beaty. |                                     | NO        |          |      |
| 11:30am-1pm                                                            | Lunch with Sponsors/Exhibitors                                                                          |                                     |           |          |      |
| 1pm-3pm                                                                | General Session: Archives Division, Oregon Secretary of                                                 | SOS                                 | YES       |          |      |
| 3pm-3:15pm                                                             | Break: Visit the Sponsors/Exhibitors                                                                    |                                     |           |          |      |
| 3:15pm-4:45pm                                                          | Stop the Minutes Madness by leveraging AI and Technology!                                               | Chris M. Austello, MPA, B.S., WCPC  |           |          |      |
| 3:15pm-4:45pm                                                          | Records and Regulations Committee (Need name of presentation)                                           | Alex D                              | NO        |          |      |
| 6pm                                                                    | President's Welcome Reception                                                                           |                                     |           |          |      |
| 7:30pm-10pm                                                            | All Conference Event                                                                                    |                                     |           |          |      |
| Thursday, September 25, 2025 - CONFERENCE DAY 2                        |                                                                                                         |                                     |           |          |      |
| 7:30am                                                                 | Registration Opens & Breakfast on your own                                                              |                                     |           |          |      |
| 8am-10:30am                                                            | General Session: 2 1/2 hours Public Meetings Law Oregon Government Ethics Commission (OGEC)             | OGEC                                | YES       |          |      |
| 3:15pm-4:45pm                                                          | Retirement Committee (Need name of presentation)                                                        |                                     | NO        |          |      |
| 10:30am-11am                                                           | Break: Visit the Vendors                                                                                |                                     |           |          |      |
| 11am-11:30am                                                           | General Session: OAMR Presentation????? Then go into Annual meeting.                                    |                                     | NO        |          |      |
| 11:30am-1pm                                                            | OAMR Annual Business Meeting/Board Elections - Region IX Presidents & IIMC Director Luncheon            |                                     |           |          |      |
| 1pm-2:30pm                                                             | General Session: Government Ethics Law Oregon Government Ethics Commission (OGEC)                       |                                     | NO        |          |      |
| 1pm-2:30pm                                                             | General Session: Public Records: Playing Grounded                                                       | Joel Peterson, Washington County DA | YES       |          |      |
| 2:30pm-3pm                                                             | Break: Visit the Vendors                                                                                |                                     |           |          |      |
| 3pm-4:45pm                                                             | General Session: Oregon Election Law                                                                    | Peter Watts                         | YES       |          |      |
| 6pm-10pm                                                               | Banquet (Networking and Region Photo Opportunity)                                                       |                                     |           |          |      |
| Friday, September 26, 2025 - ATHENIAN DIALOUGE CAP AT 35 Participants. |                                                                                                         |                                     |           |          |      |
| 8am-9am                                                                | Breakfast on your own                                                                                   |                                     |           |          |      |
| 9am-10:30am                                                            | Athenian: Fly Girl                                                                                      | Lathy Linnemeyer, MMC/CPRO          | YES       |          |      |
| 10:30am-10:45am                                                        | Break                                                                                                   |                                     |           |          |      |
| 10:45am-12pm                                                           | Athenian: Fly Girl                                                                                      | Lathy Linnemeyer, MMC/CPRO          | YES       |          |      |
| 12pm-1pm                                                               | Lunch                                                                                                   |                                     |           |          |      |
| 1pm-2:30pm                                                             | Athenian: Fly Girl                                                                                      | Lathy Linnemeyer, MMC/CPRO          | YES       |          |      |
| 2:30pm-2:45pm                                                          | Break                                                                                                   |                                     |           |          |      |
| 2:45p.m.-4:30p.m.                                                      | Athenian: Fly Girl                                                                                      | Lathy Linnemeyer, MMC/CPRO          | YES       |          |      |

Green Confirmed  
Orange Working  
Yellow Not started yet

two nights 9/23 9/24

Concurrent

Concurrent

Concurrent



# OAMR BOARD REPORT

## Events & Fundraising Committee

---

**Meeting Date:** March 12, 2025

**Contact:** Krystal Stevens & Susan Reeves

**Source of Item:** Events & Fundraising Committee **Contact Telephone Number:** Krystal 503-876-2242

**Contact E-Mail:** [stevensk@ci.willamina.or.us](mailto:stevensk@ci.willamina.or.us) & [sreeves@scappoose.gov](mailto:sreeves@scappoose.gov)

---

### BACKGROUND

The Events & Fundraising Committee has met three times. Main ideas to report:

1. Discussed the theme of “Defying Gravity” and what it means- that being overcoming challenges, innovating, and reaching new heights in our professional and personal lives.
2. Updated EFC description, currently in draft form.
3. The Conference Materials & Handbook Subcommittee is looking into utilizing an app for Annual Conference instead of a printed handbook.
4. The Speakers Subcommittee has been dissolved and the new Host Recorders Subcommittee has been formed. The Host Recorders each year will be the chairs of this group, and the host recorders from the previous year will participate as subcommittee members to help guide the next hosts.
5. The Finance Subcommittee and Fundraising Subcommittees have been merged into one subcommittee this year.
6. The Mentor & Mentee Subcommittee is refocusing their group on supporting new members and renaming themselves as the “New Member Introduction Subcommittee”
7. Publicity Subcommittee is dissolving, most of their description is done by the Internet Committee already.
8. Sponsors/Vendors Subcommittee is changing their name to Sponsors/Exhibitor Subcommittee.
9. The theme of the banquet at Annual Conference has been decided on, to be “Elegant Cast Party”
10. The U of O Duck will be hired for the banquet to greet people and take pictures.
11. The honored guests, board, and committee chairs will do a tour of the sports facilities at the University of Oregon after the honored guest dinner.
12. The committee discussed the logo that was being used for Annual Conference and that something more fitting to the meaning behind the logo would be appropriate so many members offered beautiful, amazing ideas for other logos and the one that was chosen was a mixture of two of the top picks, one from Stacey Stockhoff of LaGrande and one that Daniel Ruiz designed from McMinnville.
13. Met to discuss the conference rotations and put together a proposal for the board.

### MEMBERSHIP OPTIONS

### RECOMMENDATION

1. Refer to the Conference Rotation proposal that has been submitted.

### SUGGESTED MOTION

# OAMR BOARD REPORT

## ATTACHMENTS

1. Conference Rotation Proposal



# OAMR BOARD REPORT

## Conference Location Rotation Proposal

**Meeting Date:** March 12, 2025

**Contact:** Scott Stauffer

**Source of Item:** Events & Fundraising Committee (EFC)

**Contact Telephone Number:** 971-322-7378

**Contact E-Mail:** [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

### BACKGROUND

Where OAMR holds its conferences is a critical part of the association's ability to encourage attendance at these events that build the relationships members rely upon. Being the type of leaders who plan with a purpose, it is appropriate that, from time-to-time, the conference location rotation schedule is revisited and adjusted to meet the needs of current members.

OAMR's annual and mid-year conferences have always rotated to different venues and cities across the state; see Attachment A for the list of conference sites since 1994. For a long time, the association's seven regions took turn hosting conferences; from 2016 to 2020 conferences rotated between locations based on combined regions; during the COVID-19 pandemic the association canceled in-person conferences; and as the world went back to in-person gatherings, OAMR returned to the pre-pandemic conference location rotation based on combined regions.

In 2022, OAMR completed a multi-year strategic planning process and adopted a five-year [Strategic Plan](#). One of the issues noted in the Plan was the need to look at the location of association gatherings and starting in 2023, the Strategic Planning Group (SPG) discussed the location of OAMR's conferences. The topic gained momentum at the annual conference in September 2024 and in January 2025, after consulting the SPG and OAMR Board, President Kayla Duddy sent out a member survey seeking input on where conferences should be located; see Attachment B for survey results. Survey responses showed support for a multi-year rotation between designated areas of the state – specifically the coast, Willamette Valley, central Oregon, and Portland as well as eastern Oregon – instead of a rotation based on the seven regions.

Based on SPG and Board discussions and the results of the member survey, the co-chairs of the Events and Fundraising Committee (EFC) and Vice President Stauffer met to draft a conference rotation proposal. That proposal, outlined below, was presented to the EFC on February 24 and the committee's unanimous consensus was to recommend that the proposal be submitted to the Board for consideration.

The proposal submitted to the EFC, and now the Board, is for **a four-year rotation between set areas**, not specific regions, cities, or venues. This would leave the EFC Facilities Subcommittee, which puts out a request for proposals (RFP) each year for the conference location for two years out, discretion to consider new venues and other logistical considerations when seeking bids.

The proposed areas, in the order in which they would come up based on where conferences have been held to this point (keeping in mind that the 2025 conference is in Eugene and the 2026 conference is in Lincoln City), are:

1. **Central Oregon** (Bend, Redmond area) in 2027
2. **Other Locations** (eastern or southern Oregon, or Portland) in 2028
3. **Willamette Valley** (Eugene, Salem area) in 2029
4. **Oregon Coast** (Lincoln City, Newport, Seaside areas) in 2030

# OAMR BOARD REPORT

Any decision to change the conference location rotation schedule should be made by a vote of the association membership at a membership business meeting. At such a meeting, the members would be asked to approve a motion to adopt the new conference location rotation schedule.

As OAMR has already selected the 2025 and 2026 conference locations, if adopted, the proposed conference location rotation would take effect with the 2027 conference. If adopted, the Facilities Subcommittee would initiate an RFP process for venues in central Oregon.

## MEMBERSHIP OPTIONS

The Board may choose to:

- A. Agree to refer the proposal to a vote of the membership.
- B. Amend the proposal and either:
  - Refer the amended proposal to a vote of the membership, or
  - Direct the EFC and SPG to discuss the amended proposal.
- C. Decline to refer the proposal and either:
  - Direct the EFC and SPG to continue discussing the proposal, or
  - Take no action.

## RECOMMENDATION

The EFC co-chairs and vice president, with the support of the SPG and EFC, recommend that if the Board agrees with this proposal, the Board should vote by motion to refer this proposal to a full membership vote at a special meeting in April.

If the Board refers the proposal to a membership vote, President Duddy is asked to call a special meeting of the membership in April 2025 to give the Facilities Subcommittee the necessary time to conduct an RFP process to present 2027 conference venue options to the membership at the annual conference in September.

## SUGGESTED MOTION

*"I moved to refer the OAMR conference location rotate schedule, recommended by the EFC, to a vote of the full membership at a meeting to be called by the President as soon as possible."*

## ATTACHMENTS

- A. Annual Conference Sites
- B. Member Survey Results

## OAMR Conference Locations 1983 - Present

| #  | YEAR | REGION    | CITY          | FACILITY                     | HOST RECORDER                   | CONFERENCE/EFC CHAIR(s)      | OAMR PRESIDENT      | OAMR VP          | IIMC CONF SITE   | NOTES                                       |
|----|------|-----------|---------------|------------------------------|---------------------------------|------------------------------|---------------------|------------------|------------------|---------------------------------------------|
| 0  | 1983 |           |               |                              |                                 |                              | -                   |                  |                  |                                             |
| 1  | 1984 |           |               |                              |                                 |                              | Karen Goldman       |                  |                  |                                             |
| 2  | 1985 |           |               |                              |                                 |                              | Karen Goldman       |                  |                  |                                             |
| 3  | 1986 |           |               |                              |                                 |                              | Maureen Swaney      |                  |                  |                                             |
| 4  | 1987 |           |               |                              |                                 |                              | Ginger Morrison     |                  |                  |                                             |
| 5  | 1988 |           |               |                              |                                 |                              | LaQuita Stec        |                  |                  |                                             |
| 6  | 1989 |           |               |                              |                                 |                              | Jane McGarvin       |                  |                  |                                             |
| 7  | 1990 |           |               |                              |                                 |                              | Diana Nicolay-Biles |                  |                  |                                             |
| 8  | 1991 |           |               |                              |                                 |                              | Shelley Jones       |                  |                  |                                             |
| 9  | 1992 |           |               |                              |                                 |                              | Vera Rojas          |                  |                  |                                             |
| 10 | 1993 |           |               |                              |                                 |                              | Elisa (Fritz) Olson |                  | Orlando          |                                             |
| 11 | 1994 | I         | Seaside       | Shilo Oceanfront Resort      | Saundra Jones                   | Leahnette York               | Joan Williams       |                  | Ottawa           |                                             |
| 12 | 1995 | IV        | Springfield   | Red Lion Inn                 | Sheila Taucher                  | Traci Brace                  | Leahnette York      |                  | Louisville       |                                             |
| 13 | 1996 | VII       | Pendleton     | Red Lion Inn                 | Sandy Lund                      | Denise Carey                 | Traci Brace         |                  | Albuquerque      |                                             |
| 14 | 1997 | III       | Salem         | Quality Inn                  | Jean Lay                        | Randy Reed                   | Denise Carey        |                  | Buffalo          |                                             |
| 15 | 1998 | V         | Coos Bay      | Red Lion Inn                 | Joyce Jansen                    | Carol Weir                   | Carol Weir          |                  | Mobile           |                                             |
| 16 | 1999 | II        | Beaverton     | Greenwood Inn                | Darleen Cogburn                 | Julie Krueger                | Carol Weir          |                  | Ottawa           |                                             |
| 17 | 2000 | VI        | Hood River    | Hood River Inn               | Anita                           | Sheila Cox                   | Julie Krueger       |                  | Netherlands      |                                             |
| 18 | 2001 | I         | Astoria       | Red Lion Inn                 | Linda Engbretson                | Gail Waibel                  | Sheila Cox          |                  | Kansas City      |                                             |
| 19 | 2002 | IV        | Canyonville   | Seven Feathers               | Vicky Rhea                      | Traci Davis                  | Gail Waibel         |                  | San Antonio      |                                             |
| 20 | 2003 | III       | Newport       | Best Western Agate Beach     | Peggy Hawker                    | Debbie Jermann               | Traci Davis         |                  | Columbus         | VII & III switched for good                 |
| 21 | 2004 | VII       | Pendleton     | Red Lion Inn                 | Tori Ankrum                     | Sandra King                  | Debbie Jermann      |                  | Whistler         |                                             |
| 22 | 2005 | V         | Newport       | Best Western Agate Beach     | Carol Weir                      | Peggy Hawker                 | Sandra King         |                  | St. Paul         | Cottage Grove mess-up - Region III took it. |
| 23 | 2006 | II        | Portland      | Doubletree Lloyd Center      | Denise Carey                    | Barb Christensen             | Peggy Hawker        |                  | Anaheim          |                                             |
| 24 | 2007 | VI        | The Dalles    | Shilo Inn                    | Julie Krueger                   | Mary Feldman                 | Barb Christensen    |                  | New Orleans      |                                             |
| 25 | 2008 | V         | Klamath Falls | Running Y Resort             | Lisa Olson                      | Kathy Louie                  | Mary Feldman        |                  | Atlanta          | No bids from region I - region V took it    |
| 26 | 2009 | IV        | Eugene        | Valley River Inn             | Mary Feldman                    | Angie Kellar                 | Kathy Louie         |                  | Chicago          |                                             |
| 27 | 2010 | III       | Keizer        | Renaissance Inn              | Tracy Davis                     | Karin Johnson                | Ruth Post           |                  | Reno             |                                             |
| 28 | 2011 | II        | Portland      | Embassy Suites Downtown      | Karla Moore-Love                | Tori Barnett                 | Karin Johnson       |                  | Nashville        | Region II switched with region VII          |
| 29 | 2012 | VII       | Ontario       | Holiday Inn                  | Tori Barnett                    | Stacie Cook                  | Tori Barnett        |                  | Portland         |                                             |
| 30 | 2013 | V         | North Bend    | The Mill Casino              | JoAnn Thompson                  | Norma Alley                  | Stacie Cook         |                  | Atlantic City    |                                             |
| 31 | 2014 | VI        | Bend          | The Riverhouse               | Robyn Christie                  | Amy Sowa                     | Norma Alley         |                  | Milwaukee, WI    |                                             |
| 32 | 2015 | I         | Seaside       | Seaside Conv.Ctr/Rivertide   | Kim Jordan                      | Michele Eldridge             | Amy Sowa            | Michele Eldridge | Hartford, CO     |                                             |
| 33 | 2016 | IV & V    | Ashland       | Ashland Hills Hotel & Suites | Barb Christensen                | Dale Shafer                  | Michele Eldridge    | Dale Schafer     | Omaha, NB        |                                             |
| 34 | 2017 | III       | Newport       | Best Western Agate Beach     | Peggy Hawker                    | Debbie Hamilton              | Dale Schafer        | Debbie Hamilton  | Montreal, Can    | Start of the new OAMR rotation.             |
| 35 | 2018 | I & II    | Portland      | Holiday Inn at the Airport   | Carol Krager (Tigard)           | Nicole Morris                | Debbie Hamilton     | Nicole Morris    | Norfolk, VA      |                                             |
| 36 | 2019 | VI & VII  | Bend          | The Riverhouse               | Robyn Christie                  | Melissa Keifer               | Nicole Morris       | Kathy Payne      | Birmingham, AL   |                                             |
| 37 | 2020 | IV & V    | Eugene        | Valley River Inn*            | (virtual conf/no host)          | Cathy Steere                 | Kathy Payne         | Angie Lanter     | St. Louis, MO*   | Virtual due to COVID                        |
| 38 | 2021 | III       | "Newport"     | Virtual                      | Peggy Hawker                    | Cathy Nelson                 | Angie Lanter        | Cathy Nelson     | Grand Rapids, MI | Virtual due to COVID                        |
| 39 | 2022 | III       | Newport       | Best Western Agate Beach     | Peggy Hawker                    | Karin Johnson                | Cathy Nelson        | Karin Johnson    | Little Rock, AR  |                                             |
| 40 | 2023 | III       | Grand Ronde   | Grand Ronde Hotel & Casino   | Phyllis Bolman (Monmouth)       | Nanci Sandoval               | Karin Johnson       | Nanci Sandoval   | Minneapolis, MN  | (Seaside hotel canceled)                    |
| 41 | 2024 | VI & VII  | Pendleton     | Wild Horse Casino            | Donna Biggerstaff, Karen Howton | Kayla Duddy                  | Nanci Sandoval      | Kayla Duddy      | Calgary, Canada  |                                             |
| 42 | 2025 | IV & V    | Eugene        | Valley River Inn             | Allyson Pulido, Katie LaSala    | Krystal Stevens/Susan Reeves | Kayla Duddy         | Scott Stauffer   | St. Louis, MO    |                                             |
| 43 | 2026 | III       | Lincoln City  | Chinook Winds Casino         | Jamie Young                     |                              | Scott Stauffer      |                  | Reno, NV         |                                             |
| 44 | 2027 | (Central) |               |                              |                                 |                              |                     |                  |                  | Move mid-year to virtual going forward...   |
| 45 | 2028 | (Other)   |               |                              |                                 |                              |                     |                  |                  |                                             |
| 46 | 2029 | (Valley)  |               |                              |                                 |                              |                     |                  |                  |                                             |
| 47 | 2030 | (Coast)   |               |                              |                                 |                              |                     |                  |                  |                                             |
| 48 | 2031 | (Central) |               |                              |                                 |                              |                     |                  |                  |                                             |
| 49 | 2032 | (Other)   |               |                              |                                 |                              |                     |                  |                  |                                             |
| 50 | 2033 | (Valley)  |               |                              |                                 |                              |                     |                  |                  |                                             |
| 51 | 2034 | (Coast)   |               |                              |                                 |                              |                     |                  |                  |                                             |

# Conference Location Survey - January 2025

## Attachment B

**Name:** OAMR Conference Locations

**Dates:** 01/21/2025 - 01/31/2025

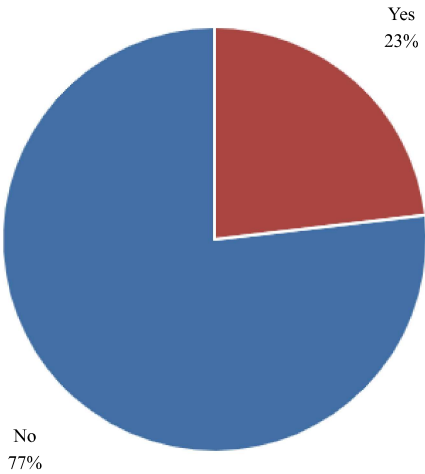
**Associated Meeting:** None

**Anonymous?** Yes

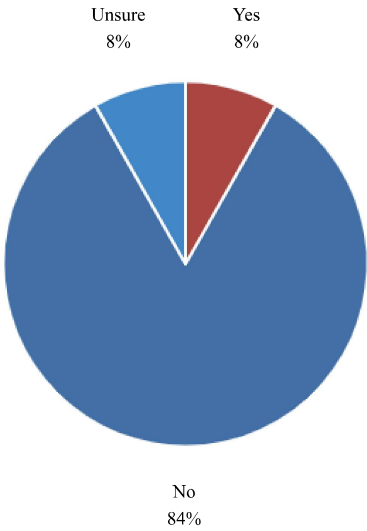
**Restrictions:**

**Number of responses:** 85

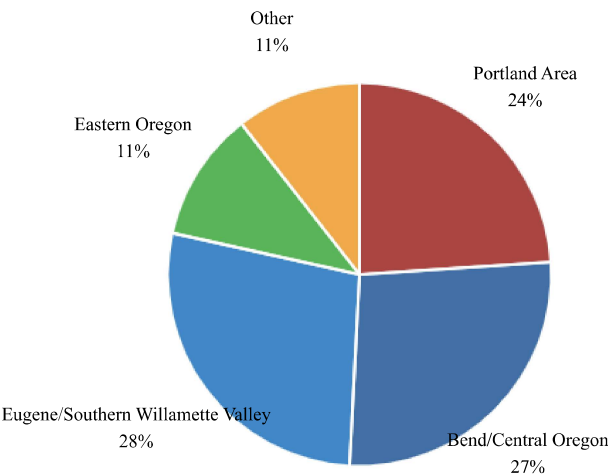
Would your city be interested in hosting the annual conference?



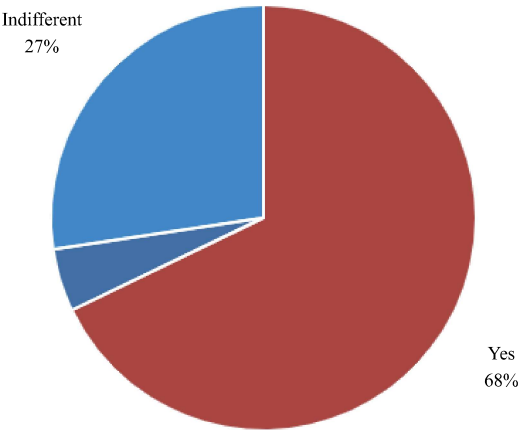
Does your city have the facilities to accommodate an annual conference (hotel accommodations, conference space)?



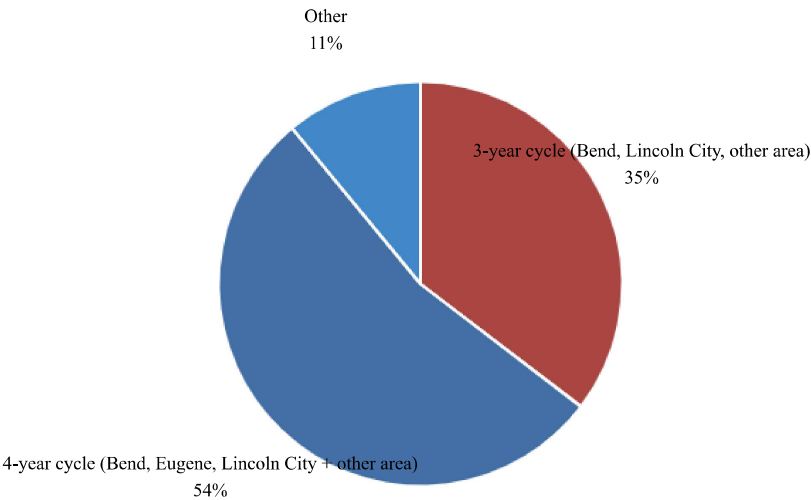
Which regions of Oregon are you most willing to travel to for an annual conference? (Select all that apply)



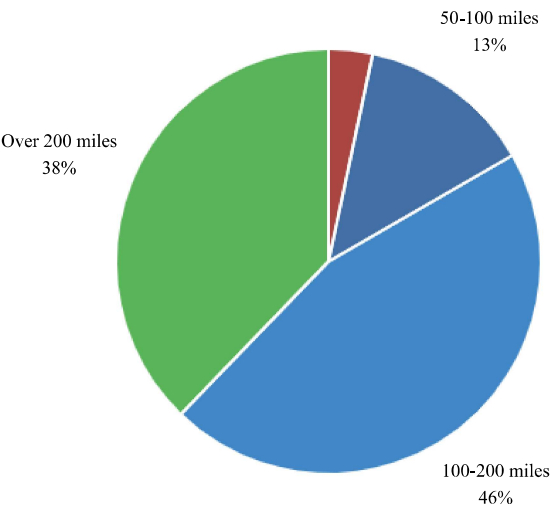
Do you support a rotating schedule of fixed locations for the annual conference (e.g., Bend, Eugene, Portland area, with an additional rotation including the coast or Eastern Oregon)? o  
Yes



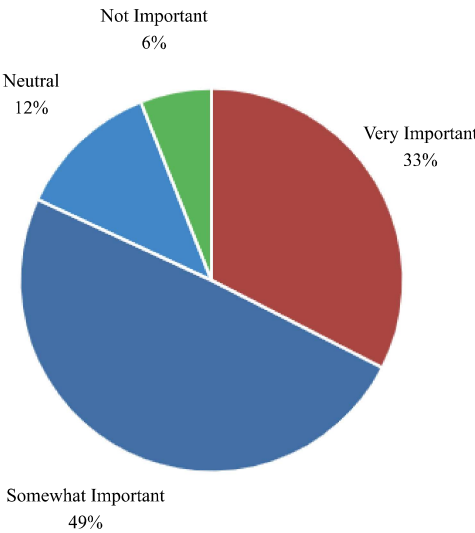
Which rotation schedule do you prefer for the annual conference locations?



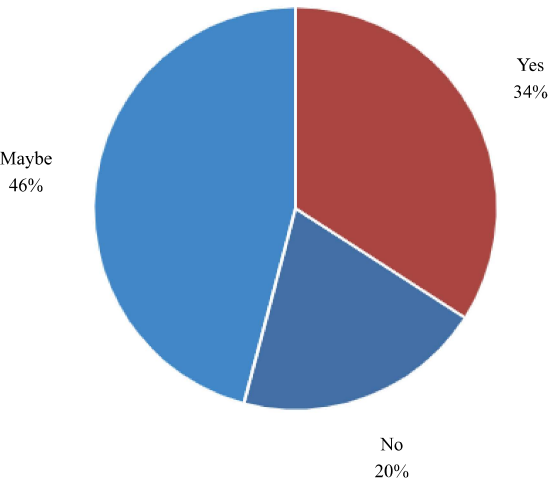
What is the maximum distance you are willing to travel for an annual conference?



How important are travel and accommodation costs when deciding whether to attend the conference?



Would you be more likely to attend a conference if it were held in a consistent location (with potential discounts on accommodations)?





## OAMR BOARD REPORT

### Regional Hybrid Mid-Year Proposal

**Meeting Date:** March 12, 2025  
**Source of Item:** Vice President

**Contact:** Scott Stauffer  
**Contact Telephone Number:** 971-322-7378  
**Contact E-Mail:** [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

#### BACKGROUND

This report calls for a **Board action** – see recommendation and suggested motion below.

Historically, OAMR's Mid-Year Conference has been a two-day in-person conference featuring an all-day academy session and an all-day Athenian Leadership Dialogue (ALD). Mid-Year has been held at the same venue as the annual conference, in March or April. Attendance at Mid-Year is usually about half – around 40 attendees – of what OAMR sees at the annual conference (between 80-to-100 attendees). Mid-Year has not only been a key part of the association's twice-a-year networking and education event schedule, but it has also been a useful test run for the conference and event focused committees in their preparation for Annual Conference.

With the limitations imposed by the COVID-19 pandemic in 2020 and 2021, attendance at Mid-Year drop drastically – with the 2020 Mid-Year being canceled and the 2021 Mid-Year being held online. With the return to in-person gatherings, Mid-Year has been very slow to recover – with attendance in recent years being far below the pre-pandemic average. *A notable exception to this trend is the 2025 Mid-Year which, as of February 26, had over 50 registered attendees.*

At the September 2024 Annual Conference, during the strategic planning workshop, OAMR members discussed the future of Mid-Year. As reported in the workshop notes (see Attachment A), a quick poll of the small workshop groups found that there was interest (8-to-2 in favor) in keeping Mid-Year as an annual event. However, there was less clear direction from small workshop groups on what format future Mid-Years should have (2 for in-person, 3 for hybrid, 2 for online, and 2 for other).

During the workshop discussion, there was a proposal that Mid-Year move to a hybrid format, with localized in-person gatherings in each region that would connect to virtual academy and ALD sessions. While this specific proposal has not been further discussed by the Board or SPG, President Kayla Duddy and Vice President Stauffer believe it is important for the Board to provide direction on the Mid-Year's future and format to the committees who organize it.

To provide clarity for Mid-Year in 2026 and beyond, we propose that the Events and Fundraising Committee (EFC) and Education Committee explore ways to organize a hybrid in-person and virtual (online) mid-year in March 2026. With this recommendation we do not mean to lock the committees and OAMR into any specific format, but to provide enough guidance to allow for Mid-Year to evolve within the framework discussed by the members in September 2024.

We believe now is the right time to continue this conversation and provide guidance as the EFC and Education Committee will soon begin looking at plans for 2026.

#### MEMBERSHIP OPTIONS

The Board could decline to adopt the recommended motion.

The Board could amend and then adopt the recommended motion.

The Board could direct the EFC, Education Committee, and Strategic Planning Group (SPG) to continue discussing the future of Mid-Year without adopting the recommended motion.

**RECOMMENDATION**

The President and Vice President recommend that the Board make and approve the recommended motion to provide necessary guidance to OAMR committees.

**SUGGESTED MOTION**

*"I move to direct the Events & Fundraising Committee (EFC) and Education Committee to plan a hybrid region-based in-person and virtual Mid-Year Conference in March 2026, as supported at the September 2024 strategic planning workshop, and to provide feedback to the Board on the feasibility of such a hybrid conference as planning commences."*

**ATTACHMENTS**

A. 2024 Strategic Planning Workshop Notes



# OAMR Strategic Planning Workshop – Planning for the Future Notes

## I. Introductions

## II. Overview

## III. The Future of Mid-Year Small Group Discussions

- Group Discussion Reports:
  - Generally: Mid-Year competes with other conferences and PD
    1. Members have limited number of days to be away
    2. Members have limited resources to spend
    3. Share IIMC educational opportunities.
    4. Topics offered are important, keep them relatable to job.
  - Format:
    1. Offer an online academy and ALD with regional in-person gatherings.
      - Has there been administrator pressure to do online trainings instead of in-person = no.
      - It's harder to get online speakers.
    2. There was interest in bringing back the regional road show format.
    3. Make mid-year a 2-day conference for newer members.
  - Location: keep mid-year in a centrally located location.
  - Timing: there was consensus to move to January, February, or March.
    1. Although weather is bad?
    2. April is budget season.
  - Annual Conference Ideas:
    1. Set aside half-a-day to visit/tour local attractions.
    2. Start earlier and end earlier in the week... Tuesday-Thursday?
    3. Use an app (Cvent?) to post the conference handbook, don't print it.
- Quick Poll: (1 vote per group)
  - **Do We Keep Mid-Year?**
    1. **Yes: 8**
    2. No: 2
  - Format:
    1. In-Person: 2
    2. Hybrid: 3
    3. Online: 2
    4. Other: 2
  - **Overall, there was no consensus on mid-year format.**



# OAMR Strategic Planning Workshop – Planning for the Future Notes

## IV. OAMR's Region Structure Small Group Discussions

- Group Discussion Reports:
  - Need to do better education about what regions are
    1. Directors need to play a role in this
  - About the Maps...
    1. Keep counties together
    2. Region VII is big
    3. Have fewer regions
    4. Adopt the Mid-Willamette Valley Council of Governments (MWVCOG) Proposal (moving Curry, Coos, Josephine counties)
    5. Keep Current Regions, but...
      - Move Lincoln County to Region I
      - Move Yamhill County to Region III
      - Keep Region 5 as-is
      - Develop a sub-region system
  - About the Board...
    1. Separate regions from board positions
    2. Move to at-large directors
    3. Consider demographic groups we want to be represented on the board, build structure around those groups (city population, regionality, etc.)
      - Tie director positions to geographic locations of conference sites
    4. Develop board member required criteria.
      - Require CMC to serve on board?
    5. Re-establish director orientation
    6. Allow co-directors
- Quick Poll: (1 vote per group/region)
  - Keep Current Regions: 2
  - **Move to Something New: 6**
  - Other: 1

## V. Closing



# OAMR BOARD REPORT

## Internet Committee

---

|                        |                             |                                      |                                |
|------------------------|-----------------------------|--------------------------------------|--------------------------------|
| <b>Meeting Date:</b>   | 3/12/2025                   | <b>Contact:</b>                      | Lisa Figueroa                  |
| <b>Source of Item:</b> | Internet<br>Committee Chair | <b>Contact Telephone<br/>Number:</b> | 541-336-2247 xtn 2060          |
|                        |                             | <b>Contact E-Mail:</b>               | Lisa.figueroa@cityoftoledo.org |

---

### BACKGROUND

I'm proposing a revision to the Internet Committee description to better reflect its true purpose and align it with OAMR's strategic plan. The current description reads more like a set of tasks for the Committee Chair and members rather than a statement of purpose. My revised draft shifts the focus to the committee's role and responsibilities, providing a clearer direction.

The existing guidelines would still be used internally to develop objectives, policies, and workflows that help achieve the committee's goals. These can be reviewed annually or biennially based on the organization's needs.

I'm also recommending a name change from "Internet Committee" to "Digital Assets Committee." This better represents our role in managing OAMR's website, social media presence, and other digital content. While researching similar committees, I found that most were high-level government bodies with broader responsibilities. "Digital Assets" aligns with the internet's definition of the term and accurately reflects our scope.

I met with former co-chair Morgen Fry, President Duddy, and former Internet Committee Chair Melissa Thompson to review the proposed changes. Their feedback has been incorporated, and they support both the revision and the name change.

### RECOMMENDATION

Consideration to update the Internet Committee's description and change the Committee name from "Internet Committee" to "Digital Assets Committee".

### SUGGESTED MOTION

Motion to accept and approve the request to change the name of the Internet Committee to Digital Assets Committee and adopt the proposed committee description.

### ATTACHMENTS

- Proposed Draft
- Existing Committee description

## **2024-2025 OAMR Internet Committee updated description**

### **Description:**

The Digital Assets Committee (DAC) of the Oregon Association of Municipal Recordors (OAMR) oversees the organization's online presence, including maintaining the website, curating social media content, and ensuring consistent branding across digital platforms. The committee is responsible for developing policies and procedures to guide the management of OAMR's digital assets, ensuring transparency, security, and professionalism. Additionally, the DAC establishes protocols for granting access to designated members, ensuring that only authorized individuals can manage or update the organization's online platforms. The committee's efforts focus on enhancing member engagement, sharing timely information, and promoting OAMR's mission through effective digital communication strategies.

### **Responsibilities of the Digital Assets Committee (DAC) Chair**

- **Leadership and Coordination:** Provide leadership to the committee, set agendas for meetings, and facilitate productive discussions to achieve the committee's goals.
- **Policy Oversight:** Lead the development and implementation of policies and procedures for managing the organization's digital assets, including the website and social media accounts.
- **Access Management:** Oversee the process for granting and revoking access to OAMR's digital platforms, ensuring compliance with approved protocols.
- **Content Oversight:** Develop and maintain standards for website updates and social media content to ensure alignment with OAMR's mission and branding. While the committee focuses on setting guidelines for social media content review, website updates serving as resources or educational materials do not require prior committee approval.
- **Event Marketing:** Support marketing efforts for OAMR events and conferences by assisting with promotions via the website, social media, and other digital platforms.
- **Reporting:** Regularly report to OAMR leadership and the board on the committee's progress, initiatives, and any challenges encountered.
- **Training and Support:** Organize training sessions for authorized members on using digital tools, adhering to policies, and maintaining professional standards in communications.
- **Representation:** Serve as the primary point of contact between the DAC and OAMR leadership, addressing inquiries or issues related to the organization's online presence.

### **Responsibilities of the Digital Assets Committee Members:**

- **Content Creation and Management:** Collaborate to create, curate, and update content for OAMR's website and social media platforms, ensuring accuracy and relevance.
- **Policy Development:** Assist in drafting and refining policies and procedures for managing digital assets, contributing ideas and feedback.
- **Access Administration:** Support the chair in implementing access protocols and ensure compliance with security measures.
- **Platform Maintenance:** Monitor the functionality and appearance of the website and social media platforms, reporting any technical issues or inconsistencies.
- **Engagement Monitoring:** Track and analyze online engagement metrics, providing insights to improve outreach efforts.
- **Collaboration:** Work closely with other OAMR committees and members to gather and promote content that reflects the organization's activities and values.
- **Professional Standards:** Uphold OAMR's commitment to professionalism in all digital communications, adhering to established branding and messaging guidelines.



# OAMR INTERNET COMMITTEE GUIDELINES

## Overview

OAMR web pages are the responsibility of the Internet Committee to maintain, edit and add content with the help of the OAMR Board and committees.

## Content

The OAMR Board and committee chairs are responsible for the content of their respective web pages and need to forward any updates to the Internet Committee Chair for the following pages:

- Welcome Statement – Incoming President
- Bylaws – Bylaws Committee
- Finance – Treasurer
- IIMC – Professional Development Committee
- Membership – Membership Committee
- Newsletters – Newsletter Committee
- Procedures Manual – City Recorder Procedures Manual Committee
- Professional Development – Northwest Clerks Institute Education Committee
- Programs – Mentoring and Leadership Development Committee
- Records Management – Records Management Committee
- Scholarships – Scholarship Committee
- Calendar items – Any member may request an item to be added to the events calendar. Please send to the Internet Committee Chair.
- Job Announcements -  
OAMR is happy to assist in job posting for any organization that could be of interest to OAMR members. The OAMR Jobs page will provide a brief announcement with links to your organizations website for the official job description and procedures for applying for the position. Please send the brief announcement only to the committee designee who will be listed at the bottom of the jobs page. Items to include are an opening and closing date for the position. If a closing date is not provided the announcement will be removed after 30 days.

*Publishing content requests will be done as soon as possible and is usually done in less than 24 hours after the request is made. However, requests may be assigned a priority for publication by the Internet Committee Chair and may not necessarily be completed in the order the requests are received. Work load, vacations, and urgent requests may also affect the timeliness of this process.*

## Links

The Internet Committee will only place links on a web page to a commercial organization's web page if the request is made by an OAMR member and after the OAMR Board is consulted regarding the request. Requests that are made by a commercial organization directly to the Internet Committee will be forwarded to the OAMR Board for input as well as the entire Internet Committee before any decisions are made.

All OAMR content will be opened in the same browser window except for any downloadable documents such as but not limited to .pdf, Word and Excel files. These documents will be opened in a new browser window.

## Style

In order to maintain consistency, font type, style and color for each website components will be designated by each Internet Committee Chair depending on the program that is used by that Chairperson.

## Advertisements

The OAMR website does not allow advertisements from outside organizations except via advertising included in quarterly posted newsletters. Inquiries regarding advertising through OAMR can be directed to the Newsletter Committee Chair.

Links to local businesses in areas immediately surrounding the location of the annual OAMR Conference are allowed. These may only be posted in the Conference section of the OAMR website.

## Social Networking Sites

OAMR's presence on social networking sites offers additional opportunities for members to network. The Internet Committee will maintain a mechanism to document sites OAMR is using as well as the appropriate passwords and logins used by the OAMR Board and committee members to update these sites.

## Listserv

The listserv protocol should be posted on the OAMR website as the following:

- "Responses **to professional questions** should be sent to **everyone** on the listserv with the exception of "ditto" and/or "my city too", which should be sent to the *individual only*.
- Emails of a **personal nature** including "thank you" and "congratulations" should be sent to the *individual only*. Email addresses can be found on our membership page for individual responses.

Additional usage guidelines can be found at

<http://oamr.org/resources/Documents/ListServ%20Protocol.pdf>.

Members are required to notify the Internet Committee chair regarding updates to their contact information.



# OAMR BOARD REPORT

## Membership Committee

---

Meeting Date: Spring 2025  
Source of Item: Membership Committee Co-Chair

Contact: Phyllis Bolman, MMC  
Contact Telephone Number: 503-751-0145  
Contact E-Mail: [pbolman@ci.monmouth.or.us](mailto:pbolman@ci.monmouth.or.us)

---

### INFORMATION ONLY

OAMR welcomes the following new members:

#### **REGION II**

Jann Reed, City of Sandy, Permit Technician

#### **REGION III**

Renea Oravetz, Administration Specialist, Mid-Willamette Valley COG

#### **REGION IV**

Jessica Klarr, Deputy City Recorder, City of Cottage Grove

#### **REGION VII**

Emily Hart, City Recorder, City of North Powder  
Victoria McKinney, City Recorder, City of Arlington

### BOARD OPTIONS

Please take the time to welcome our new members!



# OAMR BOARD REPORT

## **Committee Chair of Mentoring Committee & Retired Clerks Committee**

---

**Meeting Date:** March 12, 2025

**Source of Item:** Mentoring Committee Chair

**Contact:** Sylvia Murphy, Chair

**Contact Telephone Number:** 503-625-4246

**Contact E-Mail:** [Murphys@sherwoodoregon.gov](mailto:Murphys@sherwoodoregon.gov)

---

### **BACKGROUND**

In FY2022-23 through the OAMR Strategic Plan process, there was discussion of reviewing and potentially combining OAMR committees. There was discussion to consider the duties and responsibilities of the Nominating Committee, Membership Committee, Mentoring Committee and Retired Clerks Committee. The chairs of these committees met in April of 2023 to review the job descriptions. After a review, it was determined that the duties of the Mentoring Committee and the Retired Clerks Committee would be a good merge.

In FY2023-24, after the annual OAMR conference the membership of the Mentoring Committee renewed and brief discussion occurred to move forward with a new job description combining the duties. A draft job description was not finalized and therefore not presented to the OAMR Board for consideration in FY2023-24.

In FY2024-25, after the OAMR annual conference the Mentoring Committee membership slightly changed and the Retired Clerks Committee had only two members, including a new chair. After speaking with Denise Carey, the former chair to the Retired Clerks Committee, it was determined that many retired clerks had not been contacted, or were not active with OAMR or had not paid their annual OAMR dues. This discovery prompted conversations with retired clerks and a suggestion to review membership dues for retired clerks.

In January 2025, OAMR President Kayla Duddy, Vice President Scott Stauffer, Membership Committee Chair Phyllis Bolman and Mentoring Committee/Retired Clerks Committee Chair Sylvia Murphy met to discuss concerns expressed by retired clerks. At the February 5, 2025 OAMR Board meeting I provided a recap of the above background, and the concerns expressed by retired clerks, and provided recommendations to move forward. The recommendations were to consider eliminating annual OAMR dues for retired clerks, revisit the Retire Clerks Recognition Policy and move forward with merging the duties of the Retired Clerks Committee into the job description of the Mentoring Committee, therefore eliminating the Retired Clerks Committee. The vision would be with the elimination of retired clerks annual dues that these members could be active members on the Mentoring Committee, strengthening the Mentoring Committee with professional, experienced clerks who can also be active within OAMR.

### **RECOMMENDATION**

It is the recommendation of the current membership of the Mentoring Committee and Retired Clerks Committee to adopt a new Mentoring Committee job description, to include duties incorporated from the Retire Clerks Committee job description, and eliminate the Retired Clerks Committee. It is further recommended that the Retired Clerks Recognition Policy be reviewed.

### **SUGGESTED MOTION**

Motion to adopt the new OAMR Mentoring Committee job description, attached to this report, and eliminate the OAMR Retired Clerks Committee.

### **ATTACHMENTS**

Mentoring Committee Job Description (3 pages) with revision date of March 2025.



# OAMR BOARD REPORT

## Nominating Committee

Meeting Date: March 12, 2025  
Source of Item: Nominating Committee

Contact: Chair Christie Teets, CMC  
Contact Telephone Number: 503-759-0285  
Contact E-Mail: cteets@cityofmolalla.com

### ISSUE STATEMENT:



### Board positions expiring September 2025:

Vice President (three-year term)  
Treasurer (two-year term)  
Secretary (two-year term)

Region Directors (two-year term)

Region II (*Clackamas, Multnomah, Washington, Yamhill, Counties*)

Region IV (*Lane and Douglas Counties*)

Region VI (*Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes Counties*)

### BACKGROUND

The position of Vice President is a three-year term. It begins with duties as Vice President, promoting to President, ending with Immediate Past President.

The positions of Treasurer and Secretary are two-year terms.

The Nominating Committee encourages members to consider running for the position of Region Director. This is a two-year term.

**SUGGESTED MOTION** – No action necessary, for information only.

### ATTACHMENTS

Vice President Job Description  
Treasurer Job Description  
Secretary Job Description  
Region Director Job Description  
Declaration of Candidacy Form

### MEMBERS OF THE NOMINATING COMMITTEE

Donna Biggerstaff, CMC, Pendleton  
Cathy Nelson, MMC, Harrisburg  
Susan Reeves, MMC, Scappoose  
Christie Teets, CMC, Molalla



## **JOB DESCRIPTION**

### **OAMR VICE PRESIDENT**

#### **RESPONSIBILITIES**

- A. The vice president shall serve as a liaison to the Events and Fundraising Committee (EFC) with the president and will work with EFC chair to ensure all committee duties, as outlined in the Conference Manual, are accomplished in a timely manner.
  1. The vice president and EFC chair will coordinate with the president and host recorder(s) on conference activities.
  2. The vice president will coordinate with the appropriate EFC subcommittees on the following specific EFC tasks.
    - a) Facilities. The vice president shall support the request for proposals process to solicit quotes from conference facilities in the region where the conference is scheduled to be held in two years. The vice president shall accompany any EFC delegation to visit venues for scheduled and possible conferences. The vice president will support the EFC Facilities Subcommittee chair in providing the annual conference report to the membership at conference.
    - b) Fundraising. The vice president shall support the activities of the EFC Fundraising Subcommittee, including announcing fundraising activities at conference and OAMR activities.
    - c) Finance. The vice president will work with the treasurer to support mid-year and conference registration processes and support the fiscal needs of conference.
    - d) Merchandise. The vice president will coordinate the availability and sale of OAMR merchandise.
    - e) Transportation and Hospitality. The vice president will serve as chair or co-chair of the EFC Transportation and Hospitality Subcommittee to help coordinate the travel needs of out-of-state honored guests at conference and mid-year.
    - f) Reports. The vice president will work with the EFC chair to provide newsletter and board reports on EFC activities and to update the OAMR website regarding conference activities.
    - g) Installing Officer. The vice president shall coordinate with an installing officer for the installation of officers at conference.
  3. The vice president will work with the Education Committee chair to coordinate mid-year and conference session topics and speakers and conduct attendee surveys.

- B. The vice president will serve as a member of the Budget Committee and assist the president and treasurer in preparing an annual budget.
- C. The vice president will act as president of the association in the absence of the president.
- D. The vice president will attend all OAMR Board meetings and conferences unless excused by the president.
- E. The vice president will represent OAMR at conferences as a member of the Board.
- F. The vice president will attend IIMC conferences on behalf of the association.
- G. The vice president will adhere to the OAMR Code of Ethics.

### **CALENDAR**

**Please reference the Conference Handbook Calendar, and the current to-do list for the vice president (VP) position.**

#### **Immediately after Annual Conference:**

- Schedule and Hold Leadership Transition Meeting to brief incoming officers including the vice president, board members, and committee chairs.

### **QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated in OAMR committees for two years, within the past four years, prior to taking office.

### **TERM**

The term for the OAMR executive leadership is a three-year commitment, beginning with one year as vice president (VP), and automatically succeeding to the office of president the following year, and then succeeding to the office of immediate past president (IPP) the year after. The VP, president, and IPP are all voting members of the OAMR Board.



## **JOB DESCRIPTION**

### **OAMR TREASURER**

#### **Responsibilities:**

- A. Receipt all monies received by OAMR. (Original receipt is emailed or mailed to payer, as necessary).
- B. All funds received are to be promptly deposited in an OAMR account (savings, checking, CD, or other appropriate OAMR fund).
- C. Post, in an appropriate register, receipts to the proper account, i.e. Income: Interest; Expense: Newsletter, etc.
- D. Pay all claims deemed to be due and payable from OAMR funds in a timely manner and charge them against the appropriate general ledger account.
  - D.1. Pay bills no later than due date on invoice.
  - D.2. Make reimbursements within two weeks from submission, generally.
- E. Maintain a record of all claims invoices paid, cross referenced to check number.
- F. Maintain accounts and reconcile statements on a monthly basis.
- G. Receive all membership dues from the Membership Committee Chair for recording and deposit.
- H. Work closely with the Education Committee, forwarding all Education registrations, including Mid-Year Academy, Annual Academy and On-the-Road Workshops.
- I. Work closely with the Conference Committee and its subcommittees, keeping them advised of annual conference registrations, including but not limited to:
  - Special Conference Fundraising Event Registrations
  - Registration
  - Vendors
  - Sponsors
- J. Work closely with Special Projects/Fundraising Committee:
  - Track raffle tickets issued/moneys turned in
  - Provide expenditure reports
- K. Prepare an annual financial report for the annual conference business meeting, and as part of the Audit Committee, have all appropriate records available at the time of the audit.
- L. Provide Board with a quarterly financial statement.
- M. Shall be the appointed registered agent of the Association for purposes of corporation business, receive Association legal documents and shall submit proper renewal form and any amendments to the annual report, including changes in mailing address to the State Corporation Commissioner.
- N. Shall serve on the Budget Committee and work closely with the 1<sup>st</sup> Vice President to provide a draft budget document for the Budget Committee. The Treasurer shall maintain the drafts, providing copies to the committee as requested; provide the 1<sup>st</sup> Vice President with the final 'Approved' version; and shall provide the President the final 'Adopted' version.
- O. Update checking and savings account authorized signatures, as required by the financial institution and approved by Resolution.

- P. Shall perform an annual review of the OAMR Expense Policy, and make any recommended changes to the Board.
- Q. Relinquish all records to the newly elected Treasurer upon completion of the previous year's business audit.
- R. Adhere to the OAMR Code of Ethics.
- S. Prepare the Federal Tax Form – 990 and submit it before the March 15 deadline.
- T. Prepare the annual Oregon Charities to the Department of Justice CT-12 Report, filing with a copy of the IRS Form 990.
- U. Maintain a log of all scholarships, raffles and donations received during the fiscal year to include on the 990 and/or other reports required.
- V. If the Board has voted to acquire and maintain a State Raffle License – Prepare the annual State Raffle License application and renewals and all necessary raffle reports in a timely manner.
- W. Prepare receipts for all tax deductible eligible donations received from members or others for items used for fundraising and email or mail to donors before the end of the tax year.

**Calendar:**

- A. January: Begin forwarding Mid-Year registrations to Education Chair, 1<sup>st</sup> Vice President and any other Committee Chair needing the information.
- B. February: Provide Board with quarterly financial statement for November, December and January.
- C. March: Prepare and submit Federal Tax Form 990. Prepare and submit Oregon Department of Justice Charitable Activities Annual Report (CT-12).
- D. April: Prepare and submit Oregon Corporation Division Annual Report.
- E. May: Provide Board with quarterly financial statement for February, March and April.
- F. July - August: Work with Budget Committee on draft budget.
- G. August: Provide Board with quarterly financial statement for May, June and July. Prepare a report for the Annual Business Meeting Packet.
- H. Pre-Conference:
  - Forward Conference & Academy registrations to various committee chairs as needed, i.e. Conference, Education, Conference Fundraising Event.
  - Receive vendor and sponsor payments from Conference Committee Sub-Committee Chairs.
- I. Annual Conference:
  - Work with Registration, the store and Special Fundraising Committee members, tracking moneys received and due.
  - Receipt all money received and deposit all funds at the close of the conference.
  - Provide Conference Chair with estimates of fundraising money received, and provide final estimate at Annual Banquet.
  - Pay all charges for hotel, conference expenses and member reimbursement requests for conference related expenses.
- J. Following conference:
  - Acquire signatures of President and 1<sup>st</sup> Vice President on financial institution form; add Treasurer's signature & forward to bank.
  - Work with the Chair of the Audit Committee to set the date for the Audit.
  - Meet with newly elected Treasurer after audit; turn over all books, software, laptop & printer.
  - Forward Adopted Budget & Budget Narrative to the Chair of the Internet Committee for posting on the OAMR web site.

- K. November:
- Close out prior fiscal year, prepare year-end reports for Board, and open new fiscal year, including entering the new budget into the accounting software.
  - Send annual donation to MCEF.
- L. December: Receive Membership Dues from the Membership Committee Chair.

**Qualifications:**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.
- C. Must have a municipal finance background.

***NOTES:***

- 1. The OAMR fiscal year is November 1<sup>st</sup> through October 31<sup>st</sup>.***
- 2. The Treasurer should reference OAMR Bylaws and the OAMR Expense Policy for guidance in performance of duties.***



## **JOB DESCRIPTION**

### **OAMR SECRETARY**

#### **RESPONSIBILITIES**

- A. Attend all Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Board.
- C. Keep the minutes of all meetings of the OAMR Board and distribute draft copies to the Board and Newsletter Chair as soon after the meeting as possible.
- D. Keep the minutes of the Annual Business Meeting.
- E. Keep the official copy of the current OAMR Bylaws.
- F. Serve as the official OAMR Records Officer.
- G. Maintain a current list of the names and addresses of all officers and committee members.
- H. Work with the Membership Committee Chair to keep a record copy list of all active members of the Association as of the end of each fiscal year.
- I. Work with the Historical Preservation Chair to ensure that the history of the Association is kept current.
- J. Produce correspondence of OAMR, as necessary and as required by the President, including letters of invitation, confirmation, notification, and appreciation.
- K. Adhere to the OAMR Code of Ethics.

#### **CALENDAR**

##### **Annual Conference:**

- Keep the Annual Business Meeting minutes.
- Provide President with resolutions for
  - o Banking Services (copy to Treasurer)
  - o Appreciation to Conference Hotel
- Collect Oaths of Office after installation ceremony

##### **Immediately after Annual Conference:**

- Send updated roster of OAMR Board to
  - o IIMC Headquarters
  - o Region IX Directors
  - o Region IX State Association Presidents
  - o Northwest Clerks Institute Director
  - o League of Oregon Cities
- Distribute draft of Annual Business Meeting minutes to Board for review. After review, send to Newsletter Chair for fall newsletter
- Send copy of Banking Resolution to Treasurer

**First Board Meeting of the year:**

- Distribute to Board members via email a page describing the location on the OAMR website of the following:
  - o Current Bylaws
  - o Code of Ethics
  - o Meeting Minutes Archives
  - o Current Expense Policy
  - o Retention Policy

**Annually:**

- Maintain and archive official copies of:
  - o Policies
  - o Oaths of Office
  - o Resolutions
  - o Minutes – Approved and Signed
  - o Other documents as received from Committee Chairs as required in the Retention Policy

**QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.



## **JOB DESCRIPTION**

### **OAMR REGION DIRECTOR**

#### **RESPONSIBILITIES**

- A. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Executive Board.
- C. Adhere to the OAMR Code of Ethics.
- D. Actively encourage membership in OAMR and IIMC to new regional members.
- E. Encourage members to attend Mid-Year and Annual Academy and Conference.
- F. Contribute information to the newsletter on any regional activity or item relating to the OAMR members in the region.
- G. If interest exists, set up special technical or person enhancement workshops within region, or jointly with other regions, during the Association year.
- H. Coordinate the Region basket for the annual Region Basket Raffle held in conjunction with the annual conference.
- I. Write letters of recommendation for members seeking CMC certification.
- J. Submit reports to the President as directed and prior to Executive Board meetings.
- K. Disseminate information to Region members from the President as requested.

#### **CALENDAR**

##### **Prior to Annual Conference:**

- Encourage members to attend Annual Academy and Conference.
- Solicit items for Region raffle basket.
- Coordinate with Special Projects/Fundraising Committee Region Raffle Subcommittee Chair to provide list of Region raffle basket items.

**Prior to Mid-Year Academy**

- Encourage members to attend Mid-Year Academy.

**QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR Committee for two years, within the past four years, prior to taking office.
- C. Must be employed within the OAMR Region elected to represent.
- D. Term of office is for two years.



## DECLARATION OF CANDIDACY 2025-2026

**Terms expiring in September 2025 are Vice President, Treasurer,  
Secretary, Directors for Regions II, IV, and VI**

**VICE PRESIDENT:** Three-year term of office.

**TREASURER:** Two-year term of office.

**SECRETARY:** Two-year term of office.

**REGION II DIRECTOR:** Two-year term of office.  
(Clackamas, Multnomah, Washington, Yamhill Counties)

**REGION IV DIRECTOR:** Two-year term of office.  
(Lane and Douglas Counties)

**REGION VI DIRECTOR:** Two-year term of office.  
(Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes Counties)

PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE  
OF THE 2025-2026 OAMR BOARD OF DIRECTORS:

**NAME:** \_\_\_\_\_  
(as it appears on ballot)

**TITLE (CMC/MMC):** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CANDIDATE FOR POSITION OF:** \_\_\_\_\_

(Nomination/Candidacy Deadline: Wednesday, June 11, 2025)

(Eligibility and Requirements are provided on following page.)

## ELIGIBILITY AND REQUIREMENTS

**ELIGIBILITY:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

**REQUIREMENTS:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the summer newsletter and annual conference program.

### **ITEMS FOR SUBMISSION:**

- ☐ Declaration of Candidacy form.
- ☐ Candidate Statement form and minimum requirements, include:  
(please attach on separate page)
  - Number of years as an active member of OAMR
  - Whether you are currently participating or have completed professional development certification program
  - List other professional organizations and/or activities in which you participate
  - List current and past OAMR committees and/or Board activities (include dates)
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- ☐ Letter of Support from Mayor or municipality you represent.
- ☐ Recent photograph (high quality digital color photograph).
- ☐ Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

(Nomination/Candidacy Deadline: Wednesday, June 11, 2025)

### **Submit completed Candidacy Packet to any member of the Nominating Committee:**

|                                      |                                                                                          |
|--------------------------------------|------------------------------------------------------------------------------------------|
| Chair, Christie Teets, CMC – Molalla | <a href="mailto:cteets@cityofmolalla.com">cteets@cityofmolalla.com</a>                   |
| Cathy Nelson, MMC – Harrisburg       | <a href="mailto:cnelson@ci.harrisburg.or.us">cnelson@ci.harrisburg.or.us</a>             |
| Susan Reeves, MMC – Scappoose        | <a href="mailto:sreeves@cityofscappoose.org">sreeves@cityofscappoose.org</a>             |
| Donna Biggerstaff, CMC – Pendleton   | <a href="mailto:donna.biggerstaff@pendletonor.gov">donna.biggerstaff@pendletonor.gov</a> |



# OAMR BOARD REPORT

## Committee Chair - Retired Clerks Committee

---

**Meeting Date:** March 12, 2025

**Source of Item:** Retired Clerks Committee Chair

**Contact:** Sylvia Murphy, Chair

**Contact Telephone Number:** 503-625-4246

**Contact E-Mail:** [Murphys@sherwoodoregon.gov](mailto:Murphys@sherwoodoregon.gov)

---

### BACKGROUND

In FY2022-23 through the OAMR Strategic Planning process, there was discussion of reviewing and potentially combining OAMR committees. There was discussion to consider the duties of various committees including the Mentoring Committee and Retired Clerks Committee. The chairs of these committees met in April of 2023 to review the committee's job descriptions. After a review, it was determined that the Retired Clerks Committee Job Description was more of a task or "to do" list and not necessarily responsibilities/duties of a full committee. It was further determined that the Mentoring Committee could benefit from the participation and experience of retired clerks.

In FY2024-25, after the OAMR annual conference, the Retired Clerks Committee had only two members that signed up to be on the committee. Upon speaking with Denise Carey, the former chair to the Retired Clerks Committee, it was discovered that many retired clerks had not been contacted, were not active OAMR members, or had not paid their annual OAMR dues. Ms. Carey provided a contact list of retired OAMR members, this list was maintained separate from OAMR membership records. Upon contacting the retired members on this list (approx 65 retirees), information was received regarding concerns they had regarding annual OAMR dues, the benefits or lack thereof from their continued membership with OAMR, and personal costs incurred for travel and lodging associated with their continued participation when attending OAMR conferences and events.

In January 2025, I met with OAMR President Kayla Duddy, Vice President Scott Stauffer and Membership Committee Chair Phyllis Bolman and shared these concerns, and as a result, recommendations were developed. At the February 5, 2025 OAMR Board meeting I provided a recap of the above background, and the concerns expressed by retired clerks, many of whom were not registered OAMR members, and provided recommendations to move forward. The recommendations were: 1) consider eliminating the Retired Clerks Committee and merging the duties into the job description of the Mentoring Committee, 2) waiving OAMR annual dues for retirees, and 3) revisit the Retired Clerks Recognition Policy. The vision would be with the waiving of annual dues for retirees, they could continue to be active members within OAMR, including participating on the Mentoring Committee, and they could play a vital role as presenters/speakers at OAMR midyear and annual conferences sharing their knowledge and experience.

### RECOMMENDATION

It is the recommendation of the current membership of the Retired Clerks Committee to: 1) eliminate the Retired Clerks Committee and incorporated its duties into the job description of the Mentoring Committee; 2) waive OAMR membership dues for retirees, and; 3) review the Retired Clerks Recognition Policy and bring recommendations back to the Board for consideration. See attached Retired Clerks Committee Job Description.

### SUGGESTED MOTION

Motion to eliminate the OAMR Retired Clerks Committee and incorporate its duties into the job description of the Mentoring Committee and waive annual OAMR dues for retirees.

#### OAMR proposed Recognition Policy:

1. A Retiree may be an active voting or associate member of the Oregon of Municipal Recordors (OAMR) at the time of retirement.
2. Retirees with at least ten (10) years or more of service as a city recorder, city clerk, deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition.
3. Retirees with fewer than ten (10) five (5) to 10 years of service as a city recorder, city clerk, deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition upon approval of the Board of Directors.
4. Retirees with fewer than five (5) years of service must receive Board approval before being considered for recognition.
5. The Region Director shall submit names of retirees meeting the criteria set by OAMR to the Mentoring Clerks Committee by July 1st. Certificates of recognition for those unable to attend the annual conference will may be mailed to the retiree or presented at a regional meeting.
6. Retirees may be recognized through one or more of the following methods:
  - o A feature article in the OAMR newsletter highlighting their career and contributions.
  - o Recognition on OAMR's social media platforms with a post celebrating their service.
  - o Inclusion in a special section of the OAMR website dedicated to honoring retirees.
  - o A digital or printed certificate mailed directly to the retiree with a personal letter from the OAMR President.
  - o A formal announcement in an OAMR email update to all members.

**Commented [LF1]:** There should be consideration of how the certificate would be delivered to the retiree. It may be outlined here; (for example, could include mail a certificate, presented by the Board President, the Region Director or City Manager.

**Commented [LF2]:** I think anyone with 5 or more years of service could be approved by the Board President because the member has invested enough into OAMR at that point. The Board President should be authorized to make that decision.  
Also, the timing of when a member retires may not allow enough time for consideration by the Board of Directors. However, if a member had less than 5 years into OAMR and retired, I suggest them receiving a certificate/recognition should go through the Board of Directors

**Commented [LF3]:** Is July 1 date the only option for OAMR? Can we have multiple dates so retirees are recognized throughout the year? (For example, if someone retires in January and recognition only occurs at the annual conference and they don't attend we have missed an opportunity to recognize them)

**Commented [LF4]:** Could consider other options, such as, presented/delivered by the Board President, the Region Director or City Manager.

#### Current OAMR Recognition Policy (No. 2008-08)

1. The retiree shall be an active voting or associate member of OAMR at the time of retirement.
2. Retiree with at least ten (10) years of service as a city recorder, city clerk, or deputy or assistance city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition.
3. Retirees with fewer than ten (10) years of services as a city recorder, city clerk, or deputy or assistance city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition upon approval of the Board of Directors.
4. Names of retirees meeting the criteria set out by OAMR, shall be submitted by July 1st, to the Retired Clerks Committee by the Region Director along with a notation as to whether or not the retiree is expected to attend the annual conference to receive their certificate of recognition. In the event a retiree will be unable to attend the annual conference, the certificate of recognition will be sent by the OAMR President to the Region Director for presentation at a region meeting or a retiree's reception given by his/her city.
5. Names of all eligible retirees shall be read at the annual OAMR conferences and those attending will receive their certificates at that time.

*I think OAMR could consider including tiered awards into the recognition policy. It does not seem adequate to give certificate of recognition to a member who has served 15+ years, and give the same certificate to someone who has served 6 years. It is noted in item no. 6 in the proposed policy that Retirees could be recognized in a number of ways. If a tiered system were approved, there would also need to be spending limit on each tier, which may need to be included in the budget. I provided several examples below:*

**5 Years of Service – Emerging Service Award**

- **Recognition Item:** Certificate of Appreciation
- **Public Recognition:** Name featured in the OAMR newsletter, website and on social media
- **Gift:** Commemorative lapel pin or engraved pen
- **Presentation:** Recognition at a regional meeting or annual conference

**10 Years of Service – Dedicated Service Award**

- **Recognition Item:** Plaque or framed certificate
- **Public Recognition:** Spotlight feature in the OAMR newsletter, website and on social media
- **Gift:** Personalized and/or engraved (could be keychain, quill pen, etc.)
- **Presentation:** Recognition at a regional meeting or annual conference

**15+ Years of Service – Lifetime Achievement Award**

- **Recognition Item:** Elegant engraved award (glass, acrylic, or wood)
- **Public Recognition:**
  - Formal announcement in OAMR newsletter, website, and social media
  - Featured article highlighting career achievements
- **Gift:** Custom OAMR-branded gift (e.g., a high-quality leather portfolio, clock, or trophy)
- **Presentation:** Special recognition at the annual OAMR conference with a dedicated speech or video tribute



# OAMR BOARD REPORT

## Board Position/Committee Name

---

**Meeting Date:** March 13, 2025

**Source of Item:** Records and Regulations Committee

**Contact:** Alex Downing

**Contact Telephone Number:** 541-766-6901

**Contact E-Mail:** alex.downing@corvallisoregon.gov

---

### BACKGROUND

The Records and Regulations Committee (RRC), formerly the Records Management and Legislative Committees, has its current programmatic year underway. The RRC has experienced strong attendance at our monthly meetings (20-30 attendees), with active participation and positive engagement from our members. Many of our members have taken on leadership roles, contributing by presenting and serving as panelists, sharing their expertise with fellow members. We continue to foster connections with external stakeholders, such as the Public Records Advocate and the Secretary of State Archives Division. Additionally, we will collaborate with the Education Committee to deliver a concurrent session at the upcoming annual conference. Overall, the committee's efforts continue to foster collaboration, professional development, and a stronger network within and outside the organization.

**MEMBERSHIP OPTIONS** - none

**RECOMMENDATION** - none

**SUGGESTED MOTION** - none

### ATTACHMENTS

2024-2025 RRC Meeting Calendar



**Oregon Association of Municipal Records (OAMR)**  
**Records and Regulations Committee (RRC)**  
**2024-2025 Meeting Calendar** *(tentative and subject to change)*

| Co-Chair Contact Information                                                                                                                                          |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alex Downing <i>(she/her)</i><br>Corvallis City Recorder<br>541-766-6901 x3<br><a href="mailto:alex.downing@corvallisoregon.gov">alex.downing@corvallisoregon.gov</a> | Wendy Lynn <i>(she/they)</i><br>UFSWQD Board Coordinator<br>971-710-2438<br><a href="mailto:wlynn@urbanfloodsafetyor.gov">wlynn@urbanfloodsafetyor.gov</a> |

| Records and Regulations Committee Meeting (June) |                                                                                                                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                             | Wednesday, 6/18/25                                                                                                                                                |
| Time                                             | 1:00 pm - 2:30 pm                                                                                                                                                 |
| Location                                         | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1</a> |
| Topics                                           | <b>Legislative Session update</b> (30 minutes)<br><i>Discussion of 2025 Oregon Legislative Session</i>                                                            |

| Records and Regulations Committee Meeting (May) |                                                                                                                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                            | Wednesday, 5/21/25                                                                                                                                                               |
| Time                                            | 1:00 pm - 2:30 pm                                                                                                                                                                |
| Location                                        | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1</a>                |
| Topics                                          | <b>OAMR Conference Concurrent Session Topic Selection</b> (15 minutes)<br><b>Legislative Session update</b> (30 minutes)<br><i>Discussion of 2025 Oregon Legislative Session</i> |

| Records and Regulations Committee Meeting (April) |                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                              | Wednesday, 4/16/25                                                                                                                                                                                                                                                                                                      |
| Time                                              | 1:00 pm - 2:30 pm                                                                                                                                                                                                                                                                                                       |
| Location                                          | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1</a>                                                                                                                                                       |
| Topics                                            | <b>Electronic Records Management Systems</b> (60 minutes)<br><i>Join for a forum discussion with ERMS users (Laserfiche and ORMS) to explore implementation, folder structure, file management, and more!</i><br><b>Legislative Session update</b> (30 minutes)<br><i>Discussion of 2025 Oregon Legislative Session</i> |

| Records and Regulations Committee Meeting (March) |                                                                                                                                                                   |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                              | Wednesday, 3/19/25                                                                                                                                                |
| Time                                              | 1:00 pm - 2:30 pm                                                                                                                                                 |
| Location                                          | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxZbs2.1</a> |

|        |                                                                                                                                                                                                                                                                                                                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topics | <b>Exploration of OGEC Advisory Opinions</b> (30 minutes)<br><i>Review OGEC Advisory Opinion database and conduct a deepdive on an advisory opinion topic</i><br><b>OAMR Records Retention Policy</b> (15 minutes)<br><b>Legislative Session update</b> (30 minutes)<br><i>Discussion of 2025 Oregon Legislative Session</i> |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Records and Regulations Committee Meeting (February)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                        | Wednesday, 2/19/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Time                                                        | 1:00 pm - 2:30 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Location                                                    | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1</a>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Topics                                                      | <b>Concurrent session at 2025 OAMR conference</b> (5 minutes)<br><i>Discuss opportunity to host a session at conference</i><br><b>AG's Public Records and Meetings Manual 2024</b> (30 minutes)<br><i>Committee discussion of changes to manual and areas to note</i><br><b>Strategic Records Management Plan</b> (30 minutes)<br><i>Speakers from Tualatin, Oregon City, and Corvallis will share their experiences with Strategic Records Management Plans</i><br><b>Legislative Session update</b> (30 minutes)<br><i>Committee discussion of 2025 Oregon Legislative Session</i> |

| <b>Records and Regulations Committee Meeting (January)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                       | Wednesday, 1/15/25                                                                                                                                                                                                                                                                                                                                                                                                                |
| Time                                                       | 1:00 pm - 2:30 pm                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Location                                                   | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1</a>                                                                                                                                                                                                                                                               |
| Topics                                                     | <b>Public Records Advisory Council</b> (30 minutes)<br><i>Update on the work of the PRAC from Scott Stauffer (OAMR) and Todd Albert (Public Records Advocate)</i><br><br><b>Public Meetings Law changes</b> (20 minutes)<br><i>Review rulemaking related to HB 2805, members discuss impacts of laws/rulemaking</i><br><br><b>Legislative Session update</b> (30 minutes)<br><i>Discussion of 2025 Oregon Legislative Session</i> |

| <b>Records and Regulations Committee Meeting (December)</b> |                                                                                                                                                                     |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                        | Wednesday, 12/18/24                                                                                                                                                 |
| Time                                                        | 1:00 pm - 2:30 pm                                                                                                                                                   |
| Location                                                    | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB0UcEnyxeZbs2.1</a> |
| Topics                                                      | <b>Public Meetings Law changes</b> (20 minutes)<br><i>Review rulemaking related to HB 2805, members discuss impacts of laws/rulemaking</i>                          |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Legislative Session preview</b> (30 minutes)<br/> <i>Discussion of upcoming 2025 Oregon Legislative Session</i></p> <p><b>Meeting management software discussion</b> (30 minutes)<br/> <i>Discuss meeting management functions, tools, and software solutions</i></p> <p><b>Listserv chatter review and burning questions</b> (10 minutes)<br/> <i>Open forum for Committee questions and discussion</i></p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Records and Regulations Committee Meeting (November)</b> |                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                        | Wednesday, 11/20/24                                                                                                                                                                                                                                                                                                                                   |
| Time                                                        | 1:00 pm - 2:30 pm                                                                                                                                                                                                                                                                                                                                     |
| Location                                                    | <a href="https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB">https://us06web.zoom.us/j/81507822135?pwd=XMCDClWujvbCZ9I3KB</a>                                                                                                                                                                                                               |
| Topics                                                      | <p><b>Welcome to RRC</b> (10 minutes)<br/> <i>Member introductions, committee description, and plans for the 2024-2025 programmatic year</i></p> <p><b>Public Meetings Law changes</b> (60 minutes)<br/> <i>Review rulemaking related to HB 2805, members discuss impacts of laws/rulemaking</i></p> <p><b>Elections report-back</b> (20 minutes)</p> |



# OAMR BOARD REPORT

## Scholarship Committee

Meeting Date: March 12, 2025  
Source of Item: Scholarship Committee

Contact: Cathy Nelson  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: cnelson@ci.harrisburg.or.us

### BACKGROUND

The scholarship committee worked together to review all applications for the IIMC Conference and Mid-year. We received the exact number of applications as we had scholarships to award our IIMC Conference and only received three of the ten available for Mid-Year Academy.

Upcoming Scholarships deadlines are;  
2025 PD I, II, III & IV: January 1<sup>st</sup> – March 31<sup>st</sup>  
2025 Annual Academy and Conference: July 1<sup>st</sup> – August 15<sup>th</sup>

Scholarships awarded for 2025.

#### 2025 IIMC

Racheal Bateman – Cornelius  
Rachel Thomas - Newburg

#### 2025 Mid-Year Academy

Kimmie Jackson – Yachats  
Becca Parrish – Yachats  
Lisa Scholl, MMC – St. Helens

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

Discussion Only

### CHAIR OR DIRECTOR'S RECOMMENDATION

Discussion Only

### SUGGESTED MOTION

None

### ATTACHMENTS

A. None



# OAMR BOARD REPORT

## SPG Committee

Meeting Date: March 12, 2025  
Source of Item: SPG Committee

Contact: Cathy Nelson  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: cnelson@ci.harrisburg.or.us

### BACKGROUND

The SPG Committee has continued to meet on a regular basis. We have discussed several Governance tasks in length such as; removing board positions, adding board positions, reevaluating all job descriptions for the board and committees, changing the regional areas, combining committees and dissolving committees. We have been discussing the relevance of holding an in person mid-year academy and moving to a rotation of Annual sites.

We are now moving on to discussions and action steps to address Membership Engagement and Professional Development. We are currently in our 3<sup>rd</sup> year of a 5 year plan.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

Discussion Only

### CHAIR OR DIRECTOR'S RECOMMENDATION

Discussion Only

### SUGGESTED MOTION

None

### ATTACHMENTS

A. None



## OAMR STRATEGUC PLANNING GROUP REPORT

---

Meeting Date: February 25, 2025  
Source of Item: Strategic Planning Group (SPG)

Contact: Scott Stauffer, Milwaukie, Vice President  
Contact Telephone Number: 503-786-7502  
Contact E-Mail: stauffers@milwaukieoregon.gov

---

### BACKGROUND

This is a report from the SPG to the Bylaws and Procedures Manual Committee (BPMC).

During the January 23, 2025, SPG meeting changes to the OAMR Bylaws were proposed and through this report the BPMC is asked to consider these changes and, if in agreement, refer them to the OAMR Board for its consideration.

On January 23, OAMR President Kayla Duddy proposed changes to Article IX Section 1 of the OAMR Bylaws related to the Budget Committee. On February 25, SPG Chair Cathy Nelson, President Duddy, Vice President Stauffer, and BPMC Chair Kim Herring, met to review the proposed changes. The primary purpose of the first change is to better articulate the authority, membership and governance structure of the Budget Committee. It is believed that the changes would underscore the purpose and leadership of the committee.

*Proposal No. 1: Revise Article IX Section 1 to read as: (for red-line version see Attachment A)*

Section 1. Budget Preparation: The Vice President will appoint a Budget Committee consisting of the Vice President, Treasurer, President, Immediate Past President, and between two and five members at large. The Treasurer will serve as chair and the Vice President will serve as vice chair of the Budget Committee. The Committee will prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an over-expenditure or increased expense which is not set forth in the adopted budget.

Also at the January 23 meeting, Vice President Stauffer proposed a minor edit to Article IX Section 2 of the OAMR Bylaws related to the Audit Committee. The revision is the addition of two letters in the second sentence to complete the word “after” – the “f” and “t” having been previously omitted accidentally.

*Proposal No. 2: The second sentence of Article IX Section 2 to read as: (for red-line version see Attachment A)*

The President shall appoint an Audit Committee consisting of at least three members, which shall audit the financial records as soon as possible after the close of the year.

If the BPMC agrees to refer the proposed changes to the OAMR Board, the SPG asks that the BPMC do so in time for the Board to consider the changes at its March 12, 2025, meeting during the Mid-Year Conference. If the Board considers these changes on March 12, the SPG suggests that the Board refer the bylaw changes to a vote of the full OAMR membership at the earliest possible opportunity – at a special meeting in the spring or at the annual conference in September.

If adopted by the membership, the SPG proposes that the bylaw changes take effect on the first day of the month after adoption – so May 1, 2025, if adopted in April, or October 1, 2025, if adopted in September.

### RELATED POLICIES/BUDGET CONSIDERATIONS

The proposed bylaw change would have impact on how OAMR’s budget is prepared and administered. By strengthening the Budget Committee, the association’s finances would be subject to more consistent and open review.

### MEMBERSHIP OPTIONS

In reviewing the proposed bylaw changes, the BPMC may decide to:

- Refer the changes to the Board for consideration,
- Return the proposed changes to the SPG for further consideration, or
- Decline to take any action.

**RECOMMENDATION**

It is the recommendation of the SPG that the BPMC refer the proposed bylaw changes to the Board.

**SUGGESTED MOTION**

*"I move to refer the proposed changes to the OAMR Bylaws to the Board to consider referring them to the full OAMR Membership."*

**ATTACHMENTS**

A. OAMR Bylaws (redline)

# OAMR Final Job Descriptions



## OAMR Events & Fundraising Committee

### Job Description

**Purpose:** The Events and Fundraising Committee (EFC) plans and supports all aspects of OAMR's mid-year academy and annual conference and fundraising activities.

**Structure:** The EFC is led by two co-chairs, who are not part of OAMR's executive board. The co-chairs organize and lead all meetings of the full committee and provide written and verbal reports to the OAMR Board regarding the EFC's activities. The co-chairs work to ensure that the subcommittees remain on schedule and work to ensure successful mid-year and annual conferences.

The OAMR president and vice president serve as liaisons to the OAMR Board, other OAMR committees, the International Institute of Municipal Clerks (IIMC), and honored guests.

The EFC's work is supported by the mid-year and annual conference venue location host recorder(s). The host recorder(s) assists the EFC and its subcommittees as necessary in the coordination of various events and activities.

The EFC relies on active subcommittees to focus on assigned work areas. The number and composition of subcommittees will vary based on the needs of the EFC and OAMR. In general, subcommittee subject areas focus on the following subject areas.

#### Events & Fundraising Committee Subcommittees:

- a. Conference Materials & Handbook Subcommittee
- b. Events Subcommittee
- c. Exhibitor/Sponsor Subcommittee
- d. Facilities Subcommittee
- e. Finance & Fundraising Subcommittee
- f. Host Recorder Subcommittee
- g. New Member Introduction Subcommittee
- h. Registration Subcommittee
- i. Transportation & Hospitality Subcommittee

The EFC co-chairs will recruit and name a chair (or co-chairs) for each subcommittee to coordinate and lead subcommittee meetings and activities. When necessary and feasible, subcommittees will work with other OAMR committees and conference venue representatives to accomplish assigned tasks.

# **CONFERENCE MATERIALS & HANDBOOK SUBCOMMITTEE**

**Purpose:** Produces the Annual Conference handbook, conference forms, names tents, and Certificates

**A. Conference Handbook shall include:**

1. Welcome message from the OAMR President
2. Detailed conference agenda
3. Conference information
4. OAMR Executive Board Members
5. Honored guests
6. List of past OAMR Presidents
7. OAMR Events & Fundraising Committee Members
8. Sponsors & Exhibitors
9. New IIMC Certifications (CMC/MMC)
10. OAMR special recognition (past Recorder of the Year and President's Award of Distinction Awards)
11. OAMR Mission and Goals
12. OAMR scholarship program awardees
13. Local non-profit outreach project information
14. Map of the conference facility

**B. Conference forms include:**

1. List of attendees including name, city/organization, certification (if applicable), and region
2. Exhibitor door prize bingo sheets

**C. Purchase folders and print labels to hold conference forms/handouts**

**D. Design, prepare, and distribute certificates electronically for the following:**

1. Committee chairs and members
2. Executive Board
3. Region Directors
4. Other certificates as requested by the President

**E. Create Name Tents for the following:**

1. Opening Ceremony
  - a. For all participants, including
    1. Local officials
    2. Key Note Speakers
    3. Host Recorder(s)
    4. OAMR President
    5. Vice President
    6. Secretary
    7. Treasurer
    8. Immediate Past President
2. Business Meeting
  - a. OAMR Executive Board
  - b. Parliamentarian
  - c. Special guests
3. Banquet
  - a. Incoming OAMR Executive Board Members and guests
  - b. Honored guests
  - c. OAMR Past Presidents
  - d. Reserved signs for the award recipient tables

# EVENTS SUBCOMMITTEE

**Purpose:** This subcommittee coordinates and decorates for all special events, including the Welcome Reception – All Conference Event and Banquet. Coordinates and sets up the banquet room with the Events and Fundraising Committee Chair(s) and Facility Manager.

## **A. Welcome Reception/Presidents Reception**

1. Events should be coordinated by the Events Subcommittee Chair and OAMR President. The OAMR President serves as the host for the President's Reception and the Events Subcommittee Chair serves as host for the All-Conference event. They will collaborate for planning and decorating.
2. Determine the location for this event at the conference facility or another local venue.
3. If decorations are needed and allowed by the facility they should be oriented toward the conference theme.
4. Work with the Facility Manager on catering options for dinner, Hors d'oeuvres, and Beverages
5. Arrange for transportation with the Transportation, Room Share, and Hospitality Subcommittee if the event is held away from the conference site.
6. Provide information on the event to the Conference Materials & Handbook Subcommittee for inclusion in the registration materials.
7. If appropriate for All Conference Event, schedule entertainment for the event (optional):
  - i. Local bands/DJ, Drama Clubs, Comedy acts, High school groups, Other
8. Arrange with the OAMR Publications Committee to take photographs at the event
9. Clean up (if necessary) after the event

## **B. Honored Guest Dinner** – Event will include the honored guests, OAMR Executive Board, Region Directors, Host Recorder(s), and Committee Chairs (approximately 20-25 attendees)

1. Select local restaurant or venue to host dinner with assistance from the Host Recorder(s) and OAMR President
  - i. Select a menu item with two or three selections
2. Provide the OAMR President with the location and menu information at least 6 weeks prior to the conference.
3. Coordinate transportation (including possible carpooling) for going to and from the dinner.

## **C. Annual Conference Banquet**

1. Events Subcommittee Chair to work with The Facilities Subcommittee Chair to select the banquet meal
2. Events and Fundraising Committee Chair(s) coordinate the setup of the room with the Facility Manager, including location for:
  - i. Head table for the OAMR Board (Check to see if the President wants a head table)
    1. If a two-tiered head table is not available, a table near the front of the room should be reserved for Region Directors
  - ii. No-host bar area
  - iii. Photo area – possibly coordinate a photographer
3. Arrange for a pre-banquet social hour along with a no-host bar
4. Decorations - Decorations shall be oriented towards the conference theme, or a theme chosen by the President.
  - i. Decorations such as centerpieces can be used as door prizes or used as a silent auction item.
  - ii. Reserved signs should be placed on the tables for (receive from the Materials & Handbook Subcommittee):
    1. Guests of the award winners
    2. Past Presidents
    3. Honored guests
5. Clean up after the event.

# EXHIBITOR / SPONSORS SUBCOMMITTEE

**Purpose:** This subcommittee is responsible for securing exhibitors/sponsors for the annual conference, assisting them during the conference, and introducing them during the exhibitor lunch. The projected revenue from exhibitors/sponsors is included in the annual budget and sets the goal level of exhibitors/sponsors needed for the conference.

## Exhibitors

### **A. Potential Exhibitors**

1. Subcommittee updates the list of exhibitors from past conferences and solicits new ideas for business exhibitors
2. Work with the Facilities Subcommittee Chair to secure the following for the Exhibitors at the conference:
  - i. Electrical
  - ii. Internet
  - iii. Table sizes
  - iv. other potential needs
3. Work with the Digital Assets Committee to update payment options on OAMR website for the different Exhibitor levels
4. Send potential exhibitors' information with "save the date" in February
5. Send letters/email all potential exhibitors by May 1<sup>st</sup>
  - i. The letter should include a list of the benefits of being an OAMR exhibitor
  - ii. Exhibitor meal policy
  - iii. Hotel information
  - iv. Conference schedule
6. Once exhibitors are registered, send a confirmation letter with any additional information as needed.
7. Provide a list of exhibitors to:
  - i. Conference Materials Subcommittee with their logo, for inclusion in the conference handbook and to the President for verbal recognition during the conference.
  - ii. A list to the Digital Assets Committee, with their logo, for posting on the OAMR website.
  - iii. A list to the OAMR President to verbally recognize the Exhibitors during the conference.
8. Chair to send a thank you letter/email to the exhibitor, along with information on the location and dates for the next annual conference.

### **B. Pre-Conference Setup**

1. Assign tables to each of the exhibitors
  - i. The table should be set up in a location that accommodates their electrical or internet needs
2. Place the conference handbook, along with the Exhibitor name and badges, on each table

### **C. Exhibitor Door Prizes**

1. An Exhibitor Door Prize sheet will be created and included in the conference information/bags
2. The Exhibitor door prize should be secured directly from an exhibitor

## Sponsors

### **A. Sponsor List**

- a. Create/update a list of businesses and individuals who have supported OAMR in the past.
- b. Contact the host recorder for business names and addresses in the local community that currently or previously worked with their municipality for potential sponsorships.
- c. Work with the Digital Assets Committee to update payment options on OAMR website for the different levels of sponsorship.
- d. Send potential sponsors information with "save the date" in February. Send a letter/email to all potential sponsors no later than May 1<sup>st</sup>.

- i. Personal contact and follow-up are encouraged.
- e. Provide a list of secured sponsors to the Materials & Handbook Subcommittee, with their logo, for inclusion in the conference handbook and to the President for verbal recognition during the conference.
- f. Provide a list of sponsors, with their logo, to the Digital Assets Committee for posting on the OAMR website.
- g. Prepare and display signs at the annual conference recognizing the sponsors.
- h. Following the annual conference provide a list to the Events & Fundraising Committee Chair, who will send thank you letters to each of the sponsors.

# **FACILITIES SUBCOMMITTEE**

**Purpose:** with the Conference Committee Chair and Host Recorder. This subcommittee is responsible for site selection for future conferences and is responsible for coordination of the facility during the annual conference. Serves as the official contact between OAMR and the Facility Manager during the conference.

## **A. Future Conference Site**

- a. Solicit at least two (2) quotes from lodging/conference facilities in the region where the conference is scheduled to be held two years in advance. This may be accomplished by working with the Region Director within the area/region the conference is to be held.
- b. Visit potential sites and secure written quotes and present the Subcommittee recommendation presentation to the membership at the annual conference during which the location of the subject conference will be voted on.
- c. obtain items for the Future Conference table which should be located, space permitting, in the Registration area. The table will represent both the upcoming OAMR and IIMC Conferences and could include items such as brochures, pins, and/or small give away items from the host facilities or cities.
- d. After the location is selected by vote of the membership at the Annual Business Meeting, notify the lodging/conference facility selected by the membership of the acceptance of their proposal, confirm the prices quoted, and secure reservations of the block of rooms for anticipated attendees and conference meetings.

## **B. Subcommittee to meet with the conference Facility Manager well in advance of the annual conference for:**

- a. Tour of the facility
- b. Overview of the contract arrangements
- c. Parking situation
- d. Room block dates and rates
- e. Meal selection
- f. Discussion of the room assignments
- g. Configuration for:
  - i. Sessions
  - ii. Meals
  - iii. Banquets
  - iv. Other space necessary for the conference
- h. Audio-visual needs shall be addressed in conjunction with the Speaker Subcommittee

## **C. Determine and disperse information to the conference subcommittees regarding the location and room configuration for:**

- a. Educational sessions
- b. Meals
- c. Registration
- d. Vendors
- e. Store merchandise
- f. Photographs
- g. Any other displays needed for the annual conference

## **D. Selects the menu for:**

- a. Each meal during the conference
- b. Refreshment breaks (based on conference budget allocations)

## **E. Provides the following to the Facility Manager:**

- a. Meal counts by a date pre-determined by the Manager
- b. Display, Vendor, and Registration Tables which Shall be skirted for conference
- c. Audio Visual Needs
  - i. Work with the Speaker subcommittee for details on what the session speakers will

need

- ii. Arrange for all audio-visual needs such as microphones, screens, projectors, etc.
- d. Water shall be placed on tables for each of the session speakers and attendees.

**F. Reserve Rooms for the following:**

- a. OAMR President
- b. Honored Guests (State Presidents, NWCI Director, IIMC Region IX Directors(2), and IIMC President (or representative)
- c. Speakers/Speakers

# FINANCE & FUNDRAISING SUBCOMMITTEE

**Still needs to be reviews/updated**

**Purpose:** Responsible for all incoming and outgoing monies associated with the conference including fundraising. This subcommittee is also responsible for obtaining and distributing freebies and door prizes at the conference. They provide assistance at the registration desk to collect tickets and money for raffles and the auction. They obtain and prepare the conference bags. This subcommittee also conducts the silent, oral, or online auctions, including coordinating with the Facilities Subcommittee for tables and space for the silent auction. This Subcommittee shall make announcements and give fundraising updates throughout the conference.

## **A. Finance**

1. Conference Registrations when submitted
  - i. Provide a copy to:
    1. Conference Chair
    2. Registration/Information Chair
    3. Education Chair
    4. Fundraising/special Projects Committee Chair
  - ii. If registration includes an order for a permanent name badge
    1. Send the information to the Membership Committee Chair for placing of the order.
2. During conference set-up, arrange for an area at the registration table to:
  - i. Collect late registration fees
  - ii. Purchase of additional meal or event tickets
  - iii. Collect monies from the sale of raffle tickets
  - iv. Collect monies from the silent auction and/or store items.
3. Review and pay all conference invoices.

## **B. Fundraising**

1. OCTOBER/NOVEMBER:
  - i. Send a memo to the members of the Special Projects/Fundraising Committee to solicit ideas for the next conference. Also send a copy of the job description and budget for the upcoming year.
  - ii. Send a memo to the Region Directors urging all to solicit Getaway Packages for the raffle, door prizes and auction items.
2. DECEMBER:
  - i. Get a copy of the tentative conference schedule from the Conference Committee Chair and start adding in information, such as when freebies will be distributed, special events, and when door prizes will be given out.
  - ii. Contact a travel agent to start getting estimates for destination vacation packages for the Spring Trip Raffle.
3. JANUARY/FEBRUARY:
  - i. Have a committee meeting, at the conference site if possible, and decide on sale items, conference bags, freebies, and the destination of the Spring Trip Raffle.
  - ii. Start assigning duties to the committee members:
    1. **Door Prizes:** Get number of nametags that will be produced and make numbers for door prize drawings - provide basket for numbers. Responsible for creating four groups of prizes for four separate meals (Wednesday breakfast and lunch and Friday breakfast and lunch). Draw numbers and distribute prizes during meals.

2. **Auctions:** Make up auction cards and master auction inventory list, number auction items and set out. Plan on two (2) auctions; one beginning Thursday morning and ending at 3:00 p.m. - set up after Wednesday Academy Session ends and announce results at Presidents reception; Silent Auction - set out items Thursday evening or Friday morning for viewing all day - bidding during Social Hour before banquet, from 6:00 to 7:00, results announced at banquet.
  3. **Freebies:** Make sure all freebies, welcome message, etc., are put out on tables before meals and any extra items picked up and inventoried.
  4. **Revenue Report:** Create report of revenue from fundraising for the duration of the conference.
- iii. After your meeting, send out a memo outlining the results of the meeting and reiterating all of the committee member responsibilities.
- iv. Contact the Region Director in the area that will be responsible for the conference 3 years out. Encourage the director to contact the members of the Region to prepare a list of potential sites for the upcoming conference.
4. **MARCH:**
  - i. Make sure you prepare a Spring Newsletter Article encouraging all members to secure auction items, door prizes, and region getaway packages.
  - ii. Prepare a status report for the Conference Committee Chair.
  - iii. Get the Spring Raffle Tickets Printed. Make sure the Oregon Attorney General's rules are followed regarding the raffle tickets (i.e. what information must be printed on the ticket, number of tickets printed, etc.) You will want the tickets ready to start distributing at Mid-Year Academy.
5. **APRIL:**
  - i. During the Mid-Year Academy, distribute tickets to members. You will need to keep a detailed record of who has received tickets, ticket numbers issued, money received, and ticket numbers turned back in. Have a flyer available to distribute with the tickets indicating who should receive the ticket stubs and money from sales. Also include very explicit instructions regarding the need for unsold tickets to be returned.
  - ii. Order the freebie and sale items for conference.
6. **JUNE:**
  - i. Submit pre-conference newsletter article (this is your last chance to get in a request for auction items and last-minute raffle packages.) Strongly encourage members to provide you their auction item information in advance so you know what you have.
  - ii. Make sure the future conference information has been secured.
7. **JULY:**
  - i. By the middle of July, have the package raffle tickets printed in books of 24 tickets each (\$1/each or \$5/6 tickets). Make sure you proof the tickets carefully before the final printing is done. Order 175 to 200 books of 24 (4200 to 4800).
  - ii. Ask the Newsletter Chair to send you a printout of the mailing labels used for the OAMR Newsletter. By the end of July send 1 book of tickets to each active OAMR member, asking them to either sell the tickets or buy them themselves. Also provide the information to order more tickets.
8. **AUGUST:**
  - i. Prepare an update for the Conference Chair and also for the committee members (it is easiest to keep committee members constantly up to date).
  - ii. Get an updated Conference Attendance count from the Treasurer to make sure you have planning on enough items for conference bags, freebies, etc.
9. **SEPTEMBER:**
  - i. Early September, send out a last-minute detail checklist to your committee members to make sure all of the details are taken care of. Set up a time to meet at conference to take care of last-minute details.
10. **WEEK OF CONFERENCE**

## **i. MONDAY**

1. Special Projects/Fundraising Committee Meeting (mid-afternoon)
2. Delegate members shall report to the following assignments
  - a. Assistance at Registration Desk
  - b. Collection of tickets/monies for raffles
  - c. Distribute Kathy Walk shirts and maps
  - d. Collection of auction items
  - e. Collection of door prize or freebie items
  - f. Special Raffle ticket sales (quill)
3. Coordinate door prizes
  - a. Determine number of prizes for each day
  - b. Prepare numbers to match numbers on name tags
4. Prepare Conference Bags for Registration to include:
  - a. Conference Handbooks
  - b. Conference Evaluation Forms
  - c. Vendor Door Prize Sheets
  - d. Miscellaneous Conference Information
  - e. Freebie Items
5. Set up for Auction Item Intake:
  - a. Prepare Inventory Sheet
  - b. Transfer intake sheet information to Auction Bid Card

## **ii. TUESDAY**

1. Coverage at Registration Desk includes:
  - a. Collection of raffle tickets/monies
  - b. Distribute Kathy Walk shirts and maps
  - c. Collection of auction Items (tape intake sheet to item)
  - d. Collection of door prizes or additional freebies
  - e. Open OAMR Stores during lunch and breaks
2. Announcements
  - a. Auction Items
  - b. Ticket Sales
  - c. Kathy Walk
  - d. Other Special Fundraising Events
  - e. Auction Times

## **iii. WEDNESDAY**

1. Coverage at Registration Desk
  - a. Collection of raffle tickets/monies
  - b. Distribute Kathy Walk shirts and maps
  - c. Collection of auction Items (tape intake sheet to item)
  - d. Collection of door prizes or additional freebies
2. Distribute welcome message and any freebie items on tables
3. Coordinate first time attendee gifts with Profession Image Committee (???)  
Chair for Mentor Breakfast
4. Door prize giveaways
5. Wednesday auction set up
6. Announcements for information on auction shall be made as follows:
  - a. Location of Items
  - b. Opening Bid times
  - c. Bid Closing
  - d. When the results will be announced
  - e. Raffle ticket sales (tally of number sold to date if available)
  - f. Kathy Walk
  - g. Special Events if planned

#### **iv. THURSDAY**

1. Continue coverage of registration table
2. Present Upcoming Conference Site Bids at Business Meeting Door prize giveaway
3. Special invitation to next conference Location (usually during lunch)  
Announcements
  - a. Promotion of OAMR Store Items
  - b. Auction information
  - c. Raffle ticket sales
  - d. Kathy Walk
    - i. Time of walk
    - ii. Meeting place
  - e. Special Event Auction
    - i. Set up items and display bidding cards
    - ii. Coordinate member to collect cards at close of auction
    - iii. Announcement of Results
    - iv. Coordinate payment site with Finance Committee
  - f. Announce the Raffle winner at Banquet
  - g. Announce Fundraising Totals for Conference
  - h. Special Event?

#### **v. FRIDAY FOLLOWING CONFERENCE**

1. Kathy Walk
2. Inventory Supplies/Miscellaneous that will be stored.
  - a. Inventory
  - b. Packing
  - c. Storage Location
3. Meet with newly elected Second Vice President
4. The subcommittee assigns tables to each of the vendors.
5. The table should be set up in a location that accommodates their electrical or internet needs.
6. Place conference handbook, along with the Vendor name and badges on each table.
7. Vendor Door Prizes
  - a. Vendor Door Prize sheet will be created and included in the conference information/bags. The Vendor Door Prize should be secured directly from a vendor.

# HOST RECORDER SUBCOMMITTEE

**Purpose:** The Host Recorder Subcommittee is responsible for providing support and feedback to the Host Recorders as they assist with annual conference planning and preparation. This subcommittee plays an important role facilitating the success of the Host Recorders in their assigned duties as well as ensuring key aspects of the annual conference meet the specifications and vision of the OAMR President.

## **A. Before the Conference**

- a. Organized the following for the Annual Conference Opening Ceremony (Wednesday Morning of Conference):
  - i. Welcome from Host Recorder(s)
  - ii. Welcome from Host City (This is often an elected official (like the mayor or City Manager)
  - iii. Presentation of the flags
  - iv. Singing of the National Anthem

## **B. Provide local information to the Materials & Handbook Subcommittee (map of city, restaurants, places of interest, or nearby retail outlets)**

## **C. Choose a non-profit for OAMR's Community Outreach Project**

## **D. During the Conference**

- a. Provide a Welcome Message at Opening Ceremony
- b. Introduce Opening Ceremony Speaker (mayor, city official, etc.)
- c. Introduce the Community Partner at Banquet/Business meeting?

# NEW MEMBER SUBCOMMITTEE

**Purpose:** The New Member Introduction Subcommittee is responsible for facilitating the introduction and integration of new members into OAMR at the annual conference. This subcommittee plays a vital role in helping new members feel welcomed, informed, and prepared by connecting presenting them the opportunity to connect with mentors, providing them with necessary conference information, and fostering interactions with existing members.

- A. Obtain a New Member List:** Request an updated list of new members from the Membership Committee (by region).
  - a. Email Outreach: invite new members to conference and encourage participation in the new member event. Include a conference preparedness checklist. An email should be sent in groups to new members by region and CC their region director
- B. New Member Introduction Event:**
  - a. Event Coordination: Work with the Events Committee and Board to coordinate a New Member Introduction event.
  - b. Program Details: Happy Hour vibe w/ a short “Conference 10” session, introductions by board members, chance to meet and talk with other new members, and opportunity to meet potential mentors.
  - c. Executive Board Engagement is a brief “pop in” from the Executive Board to personally welcome new members and answer any questions.
- C. Annual Meeting and Banquet Introductions:**
  - a. Introduction Method: Instead of reading new members names during the banquet and annual meeting, ask new members to stand and wave hello and encourage existing members say hello and provide them with contact information.
- D. New Member Raffle:**
  - a. Raffle System: Organize a raffle for new members to encourage them to interact with existing members. Each new member receives a raffle ticket and earns additional entries by collecting business cards or contact information from other existing members.
  - b. Prize Coordination: Ensure the raffle prize is appealing and can work for anyone regardless of the region they are from.

# REGISTRATION SUBCOMMITTEE

**Purpose:** The Registration Chair (or designee) shall work with the Treasurer and Events and Fundraising Committee (EFC) Co-Chairs for setting up, organizing, and covering the registration table prior to and during the conference.

The registration table will track conference attendees, distribute conference materials, and serve as the centralized information desk during the conference. Coverage of the registration table should include the OAMR Treasurer, or a designated member of the Finance & Fundraising Subcommittee to help Registration collect ones for various items, such as late registration fees, purchasing additional meal or event tickets, and collection of raffle ticket monies, auction items, and store sales receipts.

Prior to the conference, the Registration Chair (or designee) shall work with the Treasurer and Events and Fundraising Committee (EFC) Co-Chairs to:

**A. Work with the Internet Committee to prepare the Registration Form for Annual Conference that must include the following:**

- a. Name, Title, CMC/MMC, Municipality, Address, Email, Phone Attending:
  - i. Academy
  - ii. Full Conference or one-day registration
  - iii. Athenian
- b. Guest Registration: name, meals/events attending
- c. Other donations
- d. Banquet meal choice and any dietary restrictions
- e. "Is this your first conference?" question
- f. "Are you a new member?"

**B. Prepare a modified Registration Form for Sponsors/Exhibitors:**

- a. Name, business address
- b. Sponsor, Exhibitor or both?
- c. Full name and title of conference attendee(s), with contact phone and email
- d. Meals attending, including banquet

**C. Obtain a list of attendees**

- a. Prepare the conference name badges
- b. Include the purchase of lanyards and/or ribbons if the supply is low
- c. If not, buffet style create meal tickets

**D. Registration**

- a. Set up (*tables should be located in a centralized location as determined at mid-year during the walk-through*)
  - i. Two skirted tables
  - ii. 2 to 4 chairs
  - iii. Trash receptacle
  - iv. Access to a power outlet
- b. Table set-up should include:
  - i. Collection boxes for exhibitor door prize sheets
  - ii. Plan Your Next Conference Forms
  - iii. Conference Evaluation Forms
  - iv. Extra copies of the Business Meeting Packet
  - v. Lost and Found Bin
  - vi. Forms for signing up for next year's Committees
- c. Assemble name badges
  - i. Include attaching ribbons (i.e. board member, special guest, speaker, etc.)
  - ii. Insert the specified meal ticket, if not buffet style
  - iii. Include/attach "First Timer's" designation as provided by the Membership Committee

- iv. Assemble conference bags and place behind the registration table, along with any special bags/gifts (if given) for the first time conference attendees
- d. Cover the booth prior to and during the conference
  - i. Coverage should include the Treasurer or a designated member of the Finance Subcommittee to collect:
    - 1. Monies for late registration fees
    - 2. Purchasing Additional meal or event tickets
    - 3. Collection of raffle ticket monies
    - 4. Collection of auction items monies
- e. In addition:
  - i. Track conference attendees in conjunction with the Education Committee and EFC.
  - ii. Distribute conference materials.
  - iii. Serve as the centralized desk during conference.
  - iv. Inventory all registration supplies at the conclusion of the conference. Provide copies to the President and Secretary.
  - v. The EFC Co-Chairs select the chair of Registration/Information Subcommittee for the next conference, and assigns the task of reordering necessary items, transportation and storage of registration supplies.
  - vi. Miscellaneous - Registration area is also the location for the collection of items donated to whichever community project selected. This area should be separated from the registration tables but should include two (2) additional skirted tables, with information regarding the project placed on display, and some type of collection bin/box, tubs for receipt of items. The community project should be coordinated with and/or through the President, to include set-up, supplies, pick-up, and the invitation to lunch for the specific project recipient manager or their designee.

# **TRANSPORTATION & HOSPITALITY SUBCOMMITTEE**

**Purpose:** This subcommittee assists the OAMR president and vice president in welcoming and coordinating transportation services for honored guests who attend OAMR's mid-year and annual conferences. In addition, this subcommittee assists the vice president in coordinating requests for sharing of hotel rooms and travel arrangements for conference attendees. This subcommittee may also assist with arrangements for carpooling to the conference and or to special events.

## **A. Transportation**

1. Coordinate transportation to and from the airport and conference site(s) for out-of-state honored guests.
  - i. Transportation may be provided by a hotel shuttle or OAMR members.
2. Assist the president and vice president with transportation needs to and from the Honored Guest dinner and conference special events.
  - i. Travel itineraries can be obtained from the president and vice president.
  - ii. Coordinate as necessary with the Host Recorder Subcommittee.

## **B. Room and Travel Sharing**

1. Announce at various times the offer to assist with room sharing or carpooling.
2. Provide a link to the confidential request form for completion.



# OAMR President Job Description

The President of the Oregon Association of Municipal Records (OAMR) serves as the executive officer of the organization, responsible for providing leadership and direction to the Executive Board and the membership. This is part of a three-year volunteer position elected annually by the members. Members elect one person from the membership each year to serve as vice president, then president, and immediate past president.

## Key Responsibilities

### A. Leadership & Direction

- I. Provide overall leadership and guidance to the Executive Board and the membership.
- II. Foster a positive and collaborative environment within the organization.
- III. Represent the interests of the membership and the organization to external stakeholders.

### B. Advocacy & Representation

- I. Represent Oregon at other Region IX annual state conferences (Alaska, California, Washington), including the International Institute of Municipal Clerks (IIMC) Annual Conference.
- II. Represent OAMR by serving as an ambassador to other municipal groups, such as League of Oregon Cities, Oregon City/County Management Association, Oregon Mayors Association, Oregon Municipal Finance Officers Association, others as appropriate.
- III. Advocate for the interests of city recorders/clerks at the local, state, and national levels.
- IV. Stay informed on relevant legislation and regulations impacting the profession.

### C. Operational Management

- I. Schedule and preside over Executive Board meetings and Annual Conference.
- II. Prepare and distribute meeting agendas and materials for all meetings.
- III. Oversee the implementation of the organization's strategic plan and goals.
- IV. Serve as a liaison to OAMR's Events and Fundraising Committee, coordinating logistical arrangements with out-of-state honored guests.

### D. Community Outreach

- I. Prepare the President's message for both the OAMR and IIMC Newsletters.
- II. Communicate effectively with members, stakeholders, and the public.
- III. Maintain a professional and positive image of the organization.

### E. Membership Development

- I. Encourage membership growth and engagement.
- II. Plan and participate in membership recruitment and retention activities.
- III. Recruit and select recipients of the annual President's Award of Distinction (PAD) and the Recorder of the Year (ROY).

### F. Professional Development

- I. Support professional development opportunities for members.
- II. Encourage and facilitate the exchange of information and best practices among members.

### G. Financial Oversight

- I. Assist the Treasurer and Vice President in managing the organizations finances.
- II. Ensure the organization operates within its budget.

## Qualifications

Board members, including the president, must be active and current members of OAMR in good standing, with at least two years of participation on an OAMR committee in the previous four years (Bylaws, Article V, Sec. 3.)

## Desired Skills

- A. Proven leadership and organizational skills.
- B. Excellent communication and interpersonal skills.
- C. Strong understanding of the role and responsibilities of a city recorder/clerk.
- D. Ability to work effectively as part of a team.

- E. Dedication to serving the needs of the membership.
- F. Commitment to professional development and continuous improvement.

#### **Additional Considerations for Volunteering**

- A. Time Commitment: This is a significant time commitment requiring dedication and flexibility.
- B. Travel: Attendance at other conferences may require travel and associated expenses; OAMR pays for the president and vice president to attend the annual IIMC conference and for the president to attend the other Region IX state conferences.
- C. Collaboration: Successful performance requires strong collaboration with the Executive Board and other members.
- D. Professionalism: The President is expected to maintain a high level of professionalism and integrity at all times.



## **JOB DESCRIPTION**

### **OAMR SECRETARY**

#### **RESPONSIBILITIES**

- A. Attend all Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Board.
- C. Keep the minutes of all meetings of the OAMR Board and distribute draft copies to the Board and Newsletter Chair as soon after the meeting as possible.
- D. Keep the minutes of the Annual Business Meeting.
- E. Keep the official copy of the current OAMR Bylaws.
- F. Serve as the official OAMR Records Officer.
- G. Maintain a current list of the names and addresses of all officers and committee members.
- H. Work with the Membership Committee Chair to keep a record copy list of all active members of the Association as of the end of each fiscal year.
- I. Work with the Historical Preservation Chair to ensure that the history of the Association is kept current.
- J. Produce correspondence of OAMR, as necessary and as required by the President, including letters of invitation, confirmation, notification, and appreciation.
- K. Adhere to the OAMR Code of Ethics.

#### **CALENDAR**

##### **Annual Conference:**

- Keep the Annual Business Meeting minutes.
- Provide President with resolutions for
  - o Banking Services (copy to Treasurer)
  - o Appreciation to Conference Hotel
- Collect Oaths of Office after installation ceremony

##### **Immediately after Annual Conference:**

- Send updated roster of OAMR Board to
  - o IIMC Headquarters
  - o Region IX Directors
  - o Region IX State Association Presidents
  - o Northwest Clerks Institute Director
  - o League of Oregon Cities
- Distribute draft of Annual Business Meeting minutes to Board for review. After review, send to Newsletter Chair for fall newsletter
- Send copy of Banking Resolution to Treasurer

**First Board Meeting of the year:**

- Distribute to Board members via email a page describing the location on the OAMR website of the following:
  - o Current Bylaws
  - o Code of Ethics
  - o Meeting Minutes Archives
  - o Current Expense Policy
  - o Retention Policy

**Annually:**

- Maintain and archive official copies of:
  - o Policies
  - o Oaths of Office
  - o Resolutions
  - o Minutes – Approved and Signed
  - o Other documents as received from Committee Chairs as required in the Retention Policy

**QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.



## **JOB DESCRIPTION**

### **OAMR TREASURER**

#### **Responsibilities:**

- A. Receipt all monies received by OAMR. (Original receipt is emailed or mailed to payer, as necessary).
- B. All funds received are to be promptly deposited in an OAMR account (savings, checking, CD, or other appropriate OAMR fund).
- C. Post, in an appropriate register, receipts to the proper account, i.e. Income: Interest; Expense: Newsletter, etc.
- D. Pay all claims deemed to be due and payable from OAMR funds in a timely manner and charge them against the appropriate general ledger account.
  - D.1. Pay bills no later than due date on invoice.
  - D.2. Make reimbursements within two weeks from submission, generally.
- E. Maintain a record of all claims invoices paid, cross referenced to check number.
- F. Maintain accounts and reconcile statements on a monthly basis.
- G. Receive all membership dues from the Membership Committee Chair for recording and deposit.
- H. Work closely with the Education Committee, forwarding all Education registrations, including Mid-Year Academy, Annual Academy and On-the-Road Workshops.
- I. Work closely with the Conference Committee and its subcommittees, keeping them advised of annual conference registrations, including but not limited to:
  - Special Conference Fundraising Event Registrations
  - Registration
  - Vendors
  - Sponsors
- J. Work closely with Special Projects/Fundraising Committee:
  - Track raffle tickets issued/moneys turned in
  - Provide expenditure reports
- K. Prepare an annual financial report for the annual conference business meeting, and as part of the Audit Committee, have all appropriate records available at the time of the audit.
- L. Provide Board with a quarterly financial statement.
- M. Shall be the appointed registered agent of the Association for purposes of corporation business, receive Association legal documents and shall submit proper renewal form and any amendments to the annual report, including changes in mailing address to the State Corporation Commissioner.
- N. Shall serve on the Budget Committee and work closely with the 1<sup>st</sup> Vice President to provide a draft budget document for the Budget Committee. The Treasurer shall maintain the drafts, providing copies to the committee as requested; provide the 1<sup>st</sup> Vice President with the final 'Approved' version; and shall provide the President the final 'Adopted' version.
- O. Update checking and savings account authorized signatures, as required by the financial institution and approved by Resolution.

- P. Shall perform an annual review of the OAMR Expense Policy, and make any recommended changes to the Board.
- Q. Relinquish all records to the newly elected Treasurer upon completion of the previous year's business audit.
- R. Adhere to the OAMR Code of Ethics.
- S. Prepare the Federal Tax Form – 990 and submit it before the March 15 deadline.
- T. Prepare the annual Oregon Charities to the Department of Justice CT-12 Report, filing with a copy of the IRS Form 990.
- U. Maintain a log of all scholarships, raffles and donations received during the fiscal year to include on the 990 and/or other reports required.
- V. If the Board has voted to acquire and maintain a State Raffle License – Prepare the annual State Raffle License application and renewals and all necessary raffle reports in a timely manner.
- W. Prepare receipts for all tax deductible eligible donations received from members or others for items used for fundraising and email or mail to donors before the end of the tax year.

**Calendar:**

- A. January: Begin forwarding Mid-Year registrations to Education Chair, 1<sup>st</sup> Vice President and any other Committee Chair needing the information.
- B. February: Provide Board with quarterly financial statement for November, December and January.
- C. March: Prepare and submit Federal Tax Form 990. Prepare and submit Oregon Department of Justice Charitable Activities Annual Report (CT-12).
- D. April: Prepare and submit Oregon Corporation Division Annual Report.
- E. May: Provide Board with quarterly financial statement for February, March and April.
- F. July - August: Work with Budget Committee on draft budget.
- G. August: Provide Board with quarterly financial statement for May, June and July. Prepare a report for the Annual Business Meeting Packet.
- H. Pre-Conference:
  - Forward Conference & Academy registrations to various committee chairs as needed, i.e. Conference, Education, Conference Fundraising Event.
  - Receive vendor and sponsor payments from Conference Committee Sub-Committee Chairs.
- I. Annual Conference:
  - Work with Registration, the store and Special Fundraising Committee members, tracking moneys received and due.
  - Receipt all money received and deposit all funds at the close of the conference.
  - Provide Conference Chair with estimates of fundraising money received, and provide final estimate at Annual Banquet.
  - Pay all charges for hotel, conference expenses and member reimbursement requests for conference related expenses.
- J. Following conference:
  - Acquire signatures of President and 1<sup>st</sup> Vice President on financial institution form; add Treasurer's signature & forward to bank.
  - Work with the Chair of the Audit Committee to set the date for the Audit.
  - Meet with newly elected Treasurer after audit; turn over all books, software, laptop & printer.
  - Forward Adopted Budget & Budget Narrative to the Chair of the Internet Committee for posting on the OAMR web site.

- K. November:
- Close out prior fiscal year, prepare year-end reports for Board, and open new fiscal year, including entering the new budget into the accounting software.
  - Send annual donation to MCEF.
- L. December: Receive Membership Dues from the Membership Committee Chair.

**Qualifications:**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.
- C. Must have a municipal finance background.

***NOTES:***

- 1. The OAMR fiscal year is November 1<sup>st</sup> through October 31<sup>st</sup>.***
- 2. The Treasurer should reference OAMR Bylaws and the OAMR Expense Policy for guidance in performance of duties.***



## **JOB DESCRIPTION**

### **OAMR VICE PRESIDENT**

#### **RESPONSIBILITIES**

- A. The vice president shall serve as a liaison to the Events and Fundraising Committee (EFC) with the president and will work with EFC chair to ensure all committee duties, as outlined in the Conference Manual, are accomplished in a timely manner.
  1. The vice president and EFC chair will coordinate with the president and host recorder(s) on conference activities.
  2. The vice president will coordinate with the appropriate EFC subcommittees on the following specific EFC tasks.
    - a) Facilities. The vice president shall support the request for proposals process to solicit quotes from conference facilities in the region where the conference is scheduled to be held in two years. The vice president shall accompany any EFC delegation to visit venues for scheduled and possible conferences. The vice president will support the EFC Facilities Subcommittee chair in providing the annual conference report to the membership at conference.
    - b) Fundraising. The vice president shall support the activities of the EFC Fundraising Subcommittee, including announcing fundraising activities at conference and OAMR activities.
    - c) Finance. The vice president will work with the treasurer to support mid-year and conference registration processes and support the fiscal needs of conference.
    - d) Merchandise. The vice president will coordinate the availability and sale of OAMR merchandise.
    - e) Transportation and Hospitality. The vice president will serve as chair or co-chair of the EFC Transportation and Hospitality Subcommittee to help coordinate the travel needs of out-of-state honored guests at conference and mid-year.
    - f) Reports. The vice president will work with the EFC chair to provide newsletter and board reports on EFC activities and to update the OAMR website regarding conference activities.
    - g) Installing Officer. The vice president shall coordinate with an installing officer for the installation of officers at conference.
  3. The vice president will work with the Education Committee chair to coordinate mid-year and conference session topics and speakers and conduct attendee surveys.

- B. The vice president will serve as a member of the Budget Committee and assist the president and treasurer in preparing an annual budget.
- C. The vice president will act as president of the association in the absence of the president.
- D. The vice president will attend all OAMR Board meetings and conferences unless excused by the president.
- E. The vice president will represent OAMR at conferences as a member of the Board.
- F. The vice president will attend IIMC conferences on behalf of the association.
- G. The vice president will adhere to the OAMR Code of Ethics.

### **CALENDAR**

**Please reference the Conference Handbook Calendar, and the current to-do list for the vice president (VP) position.**

#### **Immediately after Annual Conference:**

- Schedule and Hold Leadership Transition Meeting to brief incoming officers including the vice president, board members, and committee chairs.

### **QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated in OAMR committees for two years, within the past four years, prior to taking office.

### **TERM**

The term for the OAMR executive leadership is a three-year commitment, beginning with one year as vice president (VP), and automatically succeeding to the office of president the following year, and then succeeding to the office of immediate past president (IPP) the year after. The VP, president, and IPP are all voting members of the OAMR Board.

## **2024-2025 OAMR Internet Committee updated description**

### **Description:**

The Digital Assets Committee (DAC) of the Oregon Association of Municipal Recordors (OAMR) oversees the organization's online presence, including maintaining the website, curating social media content, and ensuring consistent branding across digital platforms. The committee is responsible for developing policies and procedures to guide the management of OAMR's digital assets, ensuring transparency, security, and professionalism. Additionally, the DAC establishes protocols for granting access to designated members, ensuring that only authorized individuals can manage or update the organization's online platforms. The committee's efforts focus on enhancing member engagement, sharing timely information, and promoting OAMR's mission through effective digital communication strategies.

### **Responsibilities of the Digital Assets Committee (DAC) Chair**

- **Leadership and Coordination:** Provide leadership to the committee, set agendas for meetings, and facilitate productive discussions to achieve the committee's goals.
- **Policy Oversight:** Lead the development and implementation of policies and procedures for managing the organization's digital assets, including the website and social media accounts.
- **Access Management:** Oversee the process for granting and revoking access to OAMR's digital platforms, ensuring compliance with approved protocols.
- **Content Oversight:** Develop and maintain standards for website updates and social media content to ensure alignment with OAMR's mission and branding. While the committee focuses on setting guidelines for social media content review, website updates serving as resources or educational materials do not require prior committee approval.
- **Event Marketing:** Support marketing efforts for OAMR events and conferences by assisting with promotions via the website, social media, and other digital platforms.
- **Reporting:** Regularly report to OAMR leadership and the board on the committee's progress, initiatives, and any challenges encountered.
- **Training and Support:** Organize training sessions for authorized members on using digital tools, adhering to policies, and maintaining professional standards in communications.
- **Representation:** Serve as the primary point of contact between the DAC and OAMR leadership, addressing inquiries or issues related to the organization's online presence.

### **Responsibilities of the Digital Assets Committee Members:**

- **Content Creation and Management:** Collaborate to create, curate, and update content for OAMR's website and social media platforms, ensuring accuracy and relevance.
- **Policy Development:** Assist in drafting and refining policies and procedures for managing digital assets, contributing ideas and feedback.
- **Access Administration:** Support the chair in implementing access protocols and ensure compliance with security measures.
- **Platform Maintenance:** Monitor the functionality and appearance of the website and social media platforms, reporting any technical issues or inconsistencies.
- **Engagement Monitoring:** Track and analyze online engagement metrics, providing insights to improve outreach efforts.
- **Collaboration:** Work closely with other OAMR committees and members to gather and promote content that reflects the organization's activities and values.
- **Professional Standards:** Uphold OAMR's commitment to professionalism in all digital communications, adhering to established branding and messaging guidelines.



## OREGON ASSOCIATION OF MUNICIPAL RECORDERS

### EDUCATION COMMITTEE

#### PURPOSE

The purpose of the Education Committee is to encourage and support the OAMR membership's educational opportunities.

#### CHAIR RESPONSIBILITIES

The OAMR President shall appoint the Chair before the conclusion of the annual OAMR Conference.

- The OAMR President may appoint Co-Chairs at the request of the Committee.

It shall be the Chair's responsibility to call meetings, set agendas, and preside over Committee meetings.

The Chair will be responsible for forwarding Committee recommendations, suggestions, and results to the OAMR Board for review, revision, and approval.

#### COMMITTEE RESPONSIBILITIES

It is the responsibility of the Committee to notify the OAMR President and Vice President regarding educational opportunities.

The Committee will provide information on educational opportunities and resources to OAMR members via the listserv.

The Committee will delegate one member to serve as a member of the Northwest Clerk's Institute Committee.

- This member will be responsible for obtaining IIMC approval of educational sessions through the Northwest Clerk's Institute Director.

The Committee will delegate one member to serve as a liaison on the OAMR Events and Fundraising Committee.

- This member will serve as Chair of the Speaker Subcommittee.

The Committee will delegate one member to serve as a liaison on the OAMR Internet

Committee.

- This member will be responsible for updating the OAMR website with educational opportunities.

#### OAMR Annual Conference

- A. The Committee will contact and schedule the annual conference speakers and facilitators.
- B. The Committee will obtain Region Director Conveners for each conference session, including:
  - confirming the Conveners' attendance,
  - preparing and delivering speaker folders to the appropriate Convener, and
  - providing speaker gifts (if any).
- C. The Committee will confirm speaker needs for each session, including but not limited to:
  - a. meals,
  - b. hotel accommodations,
  - c. classroom set up, and
  - d. audiovisual requirements.

#### Academy, Athenian, and Other Educational Sessions

- A. The Committee will forward contracts for educational sessions to the Board for approval and signature.
- B. The Committee will prepare evaluation forms for each session and provide a copy to the Northwest Clerk's Institute Director.
- C. The Committee will provide the Northwest Clerk's Institute Director with attendance rosters for each session.
- D. The Committee will prepare and distribute participant certificates for each educational session.
- E. The Committee will prepare an OAMR newsletter article and registration materials for each educational session.
  - a. These will also be posted on the OAMR website and sent to the OAMR President for circulation amongst other IIMC Region IX partners.

#### Workshops

The Committee will provide review and support of any member or Committee that would like to prepare an educational opportunity for the membership.

### Collaboration with Partner Organizations

The Committee will collaborate with partner organizations to develop and provide educational opportunities for members of either organization.

### **POLICY REVISION DATES**

April 3, 2008

July XX, 2024



## **JOB DESCRIPTION**

### **OAMR MENTORING COMMITTEE**

**PURPOSE:** To encourage professional growth and development of new City Recorders/OAMR members through the OAMR Mentoring Program.

**COMMITTEE MEMBERSHIP:** The Committee should be primarily comprised of experienced OAMR members, including OAMR members who have retired from the profession, who are qualified and willing to act as a mentor to new members and/or who have held at least one position on the OAMR Board. Mentors should have a minimum of three years of experience in the profession and must be current OAMR members.

#### **GENERAL RESPONSIBILITIES:**

- A. The Committee will coordinate the Mentoring Program.
- B. With Board approval, the Committee may take on any project that will serve to promote the mission of the Committee.
- C. The Committee will work in conjunction with other OAMR committees such as the Education Committee, and the Membership Committee to provide information and coordination of like projects.
- D. The Committee Chair will provide newsletter articles regarding Committee activities.
- E. The Committee will meet as needed. Much of the communication between Committee members will be done by video conferencing meetings, telephone, or e-mail.
- F. The Committee Chair will give committee reports and attend Board meetings.
- G. The Committee Chair will give a Committee Report at the Annual Conference Business Meeting or provide a written report to the President for presentation at the Annual Business Meeting.

**Program Guidelines:** The Mentoring Program is designed to assist new City Recorders/OAMR members become more informed and comfortable with the duties and responsibilities of the profession and to educate them on the organizational make-up of OAMR and benefits of membership. The Mentoring Program will provide new City Recorders/OAMR members ("Mentees") with both formal and informal knowledge and support from experienced City Recorders/OAMR members ("Mentors") who will serve as both teachers and coaches to assist the

new City Records/OAMR members in their professional development.

**Program Application:** Through the Mentoring Program, the Committee Chair will seek a volunteer from the Mentoring Committee to provide mentorship to a Mentee. The Mentor will provide their Mentee with professional resources and support, share both the formal and informal knowledge necessary to effectively and efficiently perform the duties of the position, and assist their Mentee in reaching their personal and professional goals. The Mentor will give their Mentee professional advice, support and assistance to help their Mentee become strong, self-confident and self-sufficient in the administration of their duties. The Mentor may need to simply offer moral support and encouragement; or the Mentor could be called upon to instruct the Mentee on matters such as how to properly draft agendas, minutes and ordinances; explain public meetings and records law, election laws and parliamentary procedures; or offer advice on how to deal with the media, etc.

Mentors will also encourage their Mentee to participate in OAMR educational programs and provide information about such opportunities. The Mentor will serve as a guide to their Mentee at OAMR Regional Meetings, the Annual Conference, Academy Sessions and all other OAMR events. As such guide, the Mentor shall take the time to get to know their Mentee on a more personal level, introduce the new member to other members and involve them in activities throughout the event. Prior to the annual conference or any OAMR event, the Mentor should advise the Mentee on such things as what is considered appropriate dress for the event and what types of activities will be held during the event (i.e. raffle sales, the auction, scholarship walk, all conference event, etc.). The Mentor should attempt to arrange a time and place to meet with their Mentee once they arrive at the event. The Mentor should strive to do everything possible to make their Mentee feel welcomed and comfortable in the OAMR environment. The Mentor should also be willing to continue serving their Mentee for as long as their Mentee feels the Mentor's assistance is needed.

**Program Tasks:**

- a. The Committee will work with the Membership Committee to receive information regarding any new members joining OAMR. The Mentoring Committee Chair will email new members, welcoming them to OAMR, explaining the Mentoring Program and encouraging them to participate as a Mentee of the Program. The email shall ask for a response to the question of participation as a Mentee and request that the mentee provide a brief background (bio) of themselves and briefly identify areas of responsibilities and needed support. If the response is affirmative, the Chair shall then seek a volunteer Mentor from the committee for the Mentee.
- b. The Committee Chair will work with all Committee Members to determine an appropriate Mentor for the new member. A Mentor may request from the committee membership or offer to co-mentor a Mentee. If co-mentoring a Mentee, both mentors have equal responsibility to support the Mentee.
- c. The Committee Chair shall send a welcome message (email) to the new member introducing them to their Mentor. The Mentor should be included in this communication as a means of introduction. The Committee Chair shall maintain an annual roster (list) of all new members and their Mentors.

- d. Mentors should attempt to contact Mentees within 5 days of volunteering their mentorship. The Mentor should attempt to schedule time to meet the new member in person or via a video conference call on the soonest possible date (maybe just to have lunch and get to know each other a little). If this cannot be accomplished, the Mentor should contact the Mentee again within two weeks of the original contact to see how the Mentee is adjusting to the job and to see if further assistance of any type is needed.
- e. The Committee will organize and conduct a Meet N' Greet at the OAMR Annual Conference to introduce new members in conjunction with the Mentor Program. Mentors will be responsible for ensuring their Mentee is aware of the Meet N' Greet. The hosting of a "Meet N' Greet" event is dependent on OAMR funding. In the event that funding is not available for a hosted "Meet N' Greet", Mentoring Committee members may coordinate a gathering of Mentors/Mentees.

### **Committee Evaluations:**

At the beginning of a new fiscal year, the Committee Chair shall seek feedback from Mentees from the prior fiscal year on effectiveness of the program and any suggestions for improvements. The Committee Chair will compile the feedback and schedule a meeting for the Mentoring Committee to discuss. Compiled feedback will not contain any personal information that identifies the Mentee.

Board Approved:

Update: March 2010

Revised: April 2014

Revised: March 2025



**NOMINATING COMMITTEE JOB DESCRIPTION**  
**(REVISED February 2009; January 2014; January 2015,**  
**January 2025)**

**PURPOSE:**

The purpose of the Nominating Committee is to provide the OAMR membership a slate of candidates for open offices, and to coordinate absentee ballots, if needed, for the annual election of officers at the annual meeting.

The Nominating Committee shall, at each meeting present a slate of candidates for the ensuing year.

**RESPONSIBILITIES:**

**IIMC Region IX Director**

- a) Beginning in 2009 and every six years thereafter (2009, 2015, 2021, etc.), OAMR will put forth a candidate to run as IIMC Region IX Director as outlined below.

**Criteria**

**The candidate must meet the qualifications for office as outlined by IIMC:**

- 1. Served at least three years as Municipal Clerk;
- 2. Been a member of IIMC for at least three years;
- 3. Attended at least three annual IIMC Conferences;
- 4. Been a full or additional member of IIMC and if elected remain a full or additional member during the term of office;
- 5. Provided written endorsement of candidacy from the candidate's governing body.

In addition to the IIMC criteria, the Oregon representative must:

- 1. Have served as a President of OAMR;
- 2. Been an active voting member of OAMR;
- 3. Have served on or chaired an IIMC Committee;
- 4. Possess the CMC or MMC designation.

**Process**

If the President deems all criteria are met, the member's name(s) will be submitted to the membership at the annual meeting. Election of OAMR's nominee for the position will be in accordance with OAMR election guidelines as set forth in the bylaws.

The name of Oregon's nominee shall be forwarded to the other Region IX states for confirmation prior to being submitted to IIMC. Nominating elections for this position shall be conducted in conjunction with OAMR's regular election of officers in the year preceding that in which the IIMC Region Director is to be elected from Oregon.



- b) OAMR members interested in serving as IIMC Region Director shall submit a letter, including their qualifications to the OAMR President. If the president deems all criteria are met, the members name(s) will be submitted to the membership at the annual meeting. OAMR election guidelines will be followed.

### **OFFICERS AND DIRECTORS:**

- c) The officers and directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are no contested races, the Chair of the Nominating Committee shall submit recommendations for the offices of Director and Officer Positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended officers and directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of officers, the decision will be made by the toss of a coin. Terms of offices for officers and directors shall commence upon being sworn in at the annual meeting.
- d) In the event of a contested race, absentee voting shall be allowed by Full Active Members in good standing of each city/jurisdiction. Voting by Proxy shall not be allowed. Any Full Active Member in good standing who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominating Committee Chair no later than 20 days prior to the date of the annual conference. The Nominating Chair will mail an absentee ballot to the Active or Associate Voting Member in good standing within two (2) days of receiving the request. Absentee ballots must be physically received back by the Nominating Committee Chair by 5 p.m. on the Friday prior to the conference. Ballots received after that date will not be counted.
- e) In the event of a contested race, applications for absentee ballots will be available at the Mid-Year Academy Session and published in the spring and summer OAMR Newsletters for those members who will be unable to attend the annual conference and would like to cast their vote. The Nominating Committee Chair shall be responsible for the security of the absentee ballots.
- f) Upon receipt of an absentee ballot application, the Nominating Committee Chair will confirm with the OAMR Treasurer the member requesting the ballot is a member in good standing.
- g) The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual conference business meeting and shall be included in the final tally of votes for that election. Absentee ballots will be checked with the attendance sheet. If an absentee ballot is received from a member and the member is on the attendance sheet, the absentee ballot will be destroyed. After the election, the Chair would ask for a motion to destroy all ballots.



- h) Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, along with a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor, by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on OAMR committees for two years, within the past four years, must also be provided.
- i) A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If a candidate is nominated by the membership at the annual meeting, and then elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, along with proof of active committee participation.
- j) The Chair of the committee shall provide a written report to the President prior to the annual conference, describing the open offices, and stating the candidates for each office.
- k) The Chair of the committee shall provide the OAMR President a copy of each signed Oath of Office; and the President shall send a letter to city officials after the election congratulating the city and the elected officer.

**Schedule:**

- a) Publish notice and forms for nomination for the positions open in the upcoming election in the winter OAMR Newsletter and on the OAMR Website.
- b) In the event of a contested race, publish the Absentee Ballot Application in the spring and summer OAMR Newsletters.
- c) Publish candidates' statements and photos in the summer OAMR Newsletter.
- d) Forward candidates' statements and photos to the OAMR President, which will be published in the annual conference business meeting packet.
- e) Prepare ballots for vote at annual meeting.
- f) Prepare Oath of Office forms for installation of officers' ceremony at annual banquet.
- g) Send a reminder letter to candidates regarding when they will be expected to speak (at the candidates' luncheon or a designated time during the conference).
- h) Have script available to conduct elections and be prepared to collect and count ballots at annual meeting.
- i) Prepare a log of all absentee ballots (sent out – received – voted on site).



## **PROCEDURES AND EXAMPLES WITH TIMELINES**

### **September/October:**

As soon as possible after the annual conference in September, the appointed Chair of the Nominating Committee should contact the members of the committee and include a committee roster and a copy of this document; “Nominating Committee Job Description and Procedure Manual”. Correspondence can be submitted via email.

### **October:**

While the job description indicates the first newsletter article should be submitted in the winter OAMR Newsletter, it does not hurt to get the word out in the fall edition of the OAMR Newsletter to let the membership know what positions will be up for election at the following September conference (**Exhibit A**). Before submitting articles for inclusion in the newsletter, make sure you share them with your committee members.

### **December:**

For the winter OAMR Newsletter, you need to include an article outlining what positions are up for election, a brief outline of the duties required of the position, and the nomination forms (**Exhibit B**). Also forward the information to the Internet Committee to be posted to the website.

### **March:**

In the event of a contested race, publish the Absentee Ballot Application in the spring OAMR Newsletter.

### **April:**

At the OAMR Mid-Year Academy Session, applications for absentee ballots shall be available. Information on the current slate of candidates should also be available to distribute.

### **May:**

After the deadline for nominations has passed, make copies of all of the nominations received and forward to your committee members. The committee needs to review for completeness and to ensure the candidate has met all of the requirements to run for the office (see this document; “Nominating Committee Job Description and Procedure Manual” pages 1-3).

### **June:**

The slate of candidates, as recommended by the Nominating Committee, will be included in the summer OAMR Newsletter. The candidates’ statements and photos will be published. Also publish the application for absentee ballot in the summer OAMR Newsletter.

### **August:**

The candidates’ statements and photos need to be forwarded to the President or designee to be included in the annual conference business meeting packet. A year-end report also needs to be prepared and forwarded for inclusion in the packet (**Exhibit C**).



### **September:**

- Prior to the annual conference, the Chair of the Nominating Committee should contact all of the candidates and advise them of when they will be expected to address the membership. Usually, the candidates' forum is held during Thursday lunch. The Chair will act as moderator for the candidates' forum.
- A script needs to be prepared to conduct the election of officers during the annual business meeting (**Exhibit D**). If there is a contested race, an election will be held using the procedures outlined in this document; ("Nominating Committee Job Description and Procedure Manual" pages 1-3).
- A log of all absentee ballots (sent out – received – voted on site) shall be available at the meeting.
- The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual conference business meeting and shall be included in the final tally of votes for that election. All ballots will be destroyed after the results are announced.
- An Oath of Office (**Exhibit E**) needs to be prepared for each office. If you have a contested race, prepare an oath for each candidate, pending the outcome of the election. After the oaths have been signed, a copy is sent to the officer and the original oath is forwarded to the OAMR Secretary.
- After the election, provide the OAMR President a copy of the signed Oath of Office, and the President shall send a letter to city officials congratulating the city and the elected officer.

## **OAMR NOMINATING COMMITTEE**

BOARD & REGION DIRECTOR  
Positions Available and Term Length

**IIMC REGION IX DIRECTOR:** Six year term

**PRESIDENT:** One year term

**VICE PRESIDENT:** Two year term (transition from VP to President)

**SECRETARY:** Two year term

**TREASURER:** Two year term of office

**IMMEDIATE PAST PRESIDENT:** Three year term (transition from VP to President, to IPP)

*REGION DIRECTORS HAVE A TWO-YEAR TERM. REGIONS I, III, V, and VII rotate every other year from REGIONS II, IV, and VI.*

### **REGION I DIRECTOR:**

*(Clatsop, Columbia, and Tillamook Counties)*

### **REGION II DIRECTOR:**

*(Clackamas, Multnomah, Washington, Yamhill Counties)*

### **REGION III DIRECTOR:**

*(Benton, Lincoln, Linn, Marion, and Polk Counties)*

### **REGION IV DIRECTOR:**

*(Lane and Douglas Counties)*

### **REGION V DIRECTOR:**

*(Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties)*

### **REGION VI DIRECTOR:**

*(Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes Counties)*

### **REGION VII DIRECTOR:**

*(Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallow, and Wheeler Counties)*



## DECLARATION OF CANDIDACY 2025-2026

**Terms expiring in September 2025 are Vice President, Treasurer,  
Secretary, Directors for Regions II, IV, and VI**

**VICE PRESIDENT:** Three-year term of office.

**TREASURER:** Two-year term of office.

**SECRETARY:** Two-year term of office.

**REGION II DIRECTOR:** Two-year term of office.  
(Clackamas, Multnomah, Washington, Yamhill Counties)

**REGION IV DIRECTOR:** Two-year term of office.  
(Lane and Douglas Counties)

**REGION VI DIRECTOR:** Two-year term of office.  
(Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes Counties)

***PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE  
OF THE 2025-2026 OAMR BOARD OF DIRECTORS:***

**NAME:** \_\_\_\_\_  
(as it appears on ballot)

**TITLE (CMC/MMC):** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CANDIDATE FOR POSITION OF:** \_\_\_\_\_

***(Nomination/Candidacy Deadline: Wednesday, June 11, 2025)***

(Eligibility and Requirements are provided on following page.)

## ELIGIBILITY AND REQUIREMENTS

**ELIGIBILITY:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

**REQUIREMENTS:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the summer newsletter and annual conference program.

### ITEMS FOR SUBMISSION:

- ☐ Declaration of Candidacy form.
- ☐ Candidate Statement form and minimum requirements, include:  
(please attach on separate page)
  - Number of years as an active member of OAMR
  - Whether you are currently participating or have completed professional development certification program
  - List other professional organizations and/or activities in which you participate
  - List current and past OAMR committees and/or Board activities (include dates)
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- ☐ Letter of Support from Mayor or municipality you represent.
- ☐ Recent photograph (high quality digital color photograph).
- ☐ Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

***(Nomination/Candidacy Deadline: Wednesday, June 11, 2025)***

### **Submit completed Candidacy Packet to any member of the Nominating Committee:**

|                                      |                                                                                          |
|--------------------------------------|------------------------------------------------------------------------------------------|
| Chair, Christie Teets, CMC – Molalla | <a href="mailto:cteets@cityofmolalla.com">cteets@cityofmolalla.com</a>                   |
| Cathy Nelson, MMC – Harrisburg       | <a href="mailto:cnelson@ci.harrisburg.or.us">cnelson@ci.harrisburg.or.us</a>             |
| Susan Reeves, MMC – Scappoose        | <a href="mailto:sreeves@cityofscappoose.org">sreeves@cityofscappoose.org</a>             |
| Donna Biggerstaff, CMC – Pendleton   | <a href="mailto:donna.biggerstaff@pendletonor.gov">donna.biggerstaff@pendletonor.gov</a> |

## Declaration of Candidacy Region I Director



*Lisa Scholl, MMC  
City of St. Helens*

### CANDIDATE STATEMENT



I am pleased to submit my candidacy for Region I Director. I have worked at the City of St. Helens since 2003 and am currently the Deputy City Recorder. I have been an active member of OAMR since 2012. I attended PD I in 2012, PD II in 2013, PD III in 2014, and PD IV in 2018. I earned my CMC in 2014 and MMC in 2020.

My board and committee activities with OAMR include:

- Region I Director – September 2022 to present
- Strategic Planning Group – January 2023 to present
- • Events & Fundraising Committee (fka: Conference Committee & Special Projects/Fundraising Committee combined)
  - FKA: Conference Committee – September 2012 to September 2018; September 2019 to present
  - FKA: Special Projects Fundraising Committee September 2012 to September 2013; September 2018 to September 2019
- Publications Committee (Newsletter Committee & Historical Preservation Committee combined)
  - FKA: Newsletter Committee - September 2012 to present; Chair September 2019 to September 2022; Co-Chair September 2022 to September 2023
  - FKA: Historical Preservation Committee – September 2013 to present; Co-Chair September 2014 to 2015; Chair September 2015 to September 2019
- Records Management – October 2021 to present
- 

Outside of work, I serve as the Public Relations Officer for St. Helens Band Patrons, which supports the St. Helens School District Band and Guard Program. In April, I had the privilege of chaperoning their trip to LA where they competed in Music in the Parks and placed first in their division and overall!

I have been in public service all my adult life, beginning at the City of Eugene when I was 18 and attending college. I enjoy helping people and serving in my community. I prefer to be a “behind the-scenes” leader. As Region Director, I will support and encourage my OAMR colleagues to be involved, ask questions, and share knowledge.

I believe in the objectives of OAMR; communication and encouragement are vital, as well as educational and networking opportunities. As budgets get tighter and workloads increase, I think it’s important to listen to feedback from members and find creative ways for education and networking. I would be honored to serve as Region I Director.

**Declaration of Candidacy  
Region III Director**



*Gloria Tucker, CMC  
Port of Newport*

**CANDIDATE STATEMENT**



I have been an active member of OAMR since 2017. I have completed the CMC program. I am also a member of NAGARA and SDAO. I served on the Education Committee and Conference Committee from 2017-2021. I have served on Historical Preservation Committee from 2018 to Present. I have been the Chair of Historical Preservation since 2019.

I am hoping to grow my leadership abilities and connect with Region III members. I will bring my expertise from leading the Historical Preservation Committee and public service work from the past five years.

I believe in the potential of OAMR. Awareness of the legislative changes that affect all of our municipalities and districts is just as vital as the sharing of best practices. Most important of all is providing the opportunity for development of lifelong relationships between members. I would be honored to serve as Region III Director.

**SAMPLE**

**Declaration of Candidacy**  
**Region V Director**



*Winnie Shepard, CMC*  
*City of Medford*

**CANDIDATE STATEMENT**



I have been with the City of Medford for 19 years, starting in the Finance Department managing business licenses, liens, taxi permits and assisted with other financial activities, such as billing and accounts payable. I moved to the City Manager's Office and served as an administrative assistant and Deputy City Recorder position, prior to becoming the City Recorder.

Previously, I worked in the legal field for 11 years, starting as a receptionist, moving to an administrative assistant, before becoming a legal secretary, responsible researching and

understanding the Oregon Administrative Rules to prepare pleadings and documents for attorneys unsupervised.

I have been a notary for 25 years. I have an associate's degree; my MMC and I'm working on my MMC. I intend to continue my education to become a Registered Parliamentarian. I have been awarded "The Employee of the Quarter," a Giraffe (for "going above and beyond") and received a gold star in recognition of my outstanding service to the City of Medford.

I have been a member of OAMR for eight years and currently serve on the Records Management and Legislative Committees. I have also served on the Special Projects/Fundraising Committee, Scholarship Committee and Procedure Manual Committee. Through the IIMC, I mentored a local City Recorder, and I taught a records retention class at the OAMR fall conference with the Records Management Committee.

I have also been a member of the IIMC for eight years and recently applied to serve on their futures committee.

OAMR is a well-respected organization for City Recorders throughout the State of Oregon. Our objectives should continue to center around serving in an ethical and professional manner, focusing on education, and offering exceptional public service.

## Declaration of Candidacy Region VII Director



*Karen Howton, CMC  
City of Island City*

### CANDIDATE STATEMENT



With the support of my family, Staff, Mayor and City Council, I submit my candidacy for the Region VII Director with Oregon Association of Municipal Records (OAMR). I have been an active member of OAMR and IIMC since August 2015.

I began my local government career in 2013. I worked as an Escrow Officer for close to 20 years prior to joining the City of Island City. I was hired as Administrative Assistant in 2013, and was appointed to City Recorder in June 2015, upon the resignation of the former City Recorder.

I have received the designation of CMC from IIMC in September, 2019. I am currently working towards my MMC designation. I have attempted to be an active member of OAMR since joining the organization, as my mentor kindly suggested, or directed. I have been a member of the following committees:

- Mentoring Committee (2017 - present)
- Conference Committee (2016-2021, 2023 - present)
- Education Committee (2017 - 2021)
- Events & Fundraising Committee (2023 - present)
- Co-Host City Recorder (present)
- Region VII Director (2022- present)

I am very active in my community, having served as treasurer, vice president, president and various committee chairs of Soroptimist International of La Grande. I have sat on the Board of Directors for CASA (Court Appointed Special Advocates) of Eastern Oregon, and served as President for two (2) terms.

I volunteer regularly for the local food bank, which helps put together food boxes for those in need, and includes delivering these boxes for those who cannot make it to the distribution center.

I am also a volunteer volleyball coach for our club volleyball organization and have been a certified OSAA and NAIA volleyball official for the past 22 years. This past year I was appointed as the Northeast Oregon Volleyball Association Commissioner. I work hand in hand with all schools, OSAA to schedule, pay and officiate the local volleyball contests, managing 14 schools and 16 officials' schedules.

I feel that I have a lot to offer OAM R. I have learned a lot in my time with this organization from all of the wonderful leaders that have helped shape OAMR into the great association it is today. I value each and every person and treasure the friendships I have been able to forge because of OAMR.

The dedication OAMR has to developing strong leaders in and for our communities, with wonderful education opportunities, go hand-in-hand with my core beliefs. With education comes knowledge; with knowledge comes power; with power comes responsibility; with responsibility comes leadership; with leadership comes entire package: educated, knowledgeable, powerful, responsible leaders who help usher in change. I am excited to be a small part of the changes that happen throughout our individual cities, counties, states, country and world.

I appreciate the time and consideration of me for the Region VII Director position. I know our successes are because of those who have come before us, and those who support us now and in the future.

SCRIPT FOR CONDUCTING  
OAMR ELECTIONS  
2024-2025 Business Meeting

**\*\* BOARD NOMINATIONS \*\***

**President:** Christie Teets, Chairperson of the Nominating Committee, will introduce the candidates for the upcoming election.

**Chair:** Thank you, President Sandoval.

The Nominating Committee is responsible for providing a slate of candidates for open offices at the Annual Business Meeting. An announcement for Directors for Regions 1, 3, 5, and 7 was published in the winter, spring, and summer newsletters. The applications received are in the Board packet for today's meeting. The Nominating Committee is pleased to offer the following slate of candidates for the 2024-2025 year (***candidates please stand as I call your name [encourage applause]***):

Region 1 Director – Lisa Scholl, MMC, City of St. Helens

Region 3 Director – Gloria Tucker, CMC, Port of Newport

Region 5 Director – Winnie Shepard, CMC, City of Medford

Region 7 Director – Karen Howton, CMC, City of Island City

**\*\* ELECTION OF OFFICERS \*\***

**Exhibitor's Lunch**

Thank you. This morning individuals declaring candidacy were introduced to the Membership. With that, the Nominating Committee recommends:

**LISA SCHOLL, MMC, CITY OF ST. HELENS, FOR THE OFFICE OF REGION DIRECTOR 1.**

Are there further nominations from the floor?

*If None:* Hearing none, nominations for Region Director 1 are closed.

**GLORIA TUCKER, CMC, PORT OF NEWPOR, FOR THE OFFICE OF REGION DIRECTOR 3.**

Are there further nominations from the floor?

*If None:* Hearing none, nominations for Region Director 3 are closed.

**WINNIE SHEPARD, CMC, CITY OF MEDFORD, FOR THE OFFICE OF REGION DIRECTOR 5.**

Are there further nominations from the floor?

*If None:* Hearing none, nominations for Region Director 5 are closed.

**KAREN HOWTON, CMC, CITY OF ISLAND CITY, FOR THE OFFICE OF REGION DIRECTOR 7.**

Are there further nominations from the floor?

*If None:* Hearing none, nominations for Region Director 7 are closed.

The Election for 2024-2025 is declared closed and the recommended Officers and Directors are hereby elected to office and in accordance to the OAMR Bylaws (Article 5, Section 1):

- KAYLA DUDDY, CMC, CITY OF REDMOND, will succeed to the office of President.
- SCOTT STAUFFER, CMC, CITY OF MILWAUKIE, will succeed to the office of Vice-President.
- LISA SCHOLL, MMC, CITY OF ST. HELENS, will be sworn in as Region 1 Director
- GLORIA TUCKER, CMC, PORT OF NEWPORT, will be sworn in as Region 3 Director.
- WINNIE SHEPARD, CMC, CITY OF MEDFORD, will be sworn in as Region 5 Director.
- KAREN HOWTON, CMC, CITY OF ISLAND CITY, will be sworn in as Region 7 Director.

**THE OATHS OF OFFICE WILL BE ADMINISTERED AT This Evening's Banquet.** Thank you.

# OATH OF OFFICE



I, Kayla Duddy, CMC, do solemnly swear that I will faithfully and impartially perform the duties of the office of Second Vice President of the Oregon Association of Municipal Recordors to the best of my abilities, and will uphold and defend the Constitution and Code of Ethics of the Oregon Association of Municipal Recordors, so help me God.

---

KAYLA DUDDY,CMC

**Subscribed and sworn to before me this 29th day of September 2022.**

---

CATHY NELSON, MMC



## Oregon Association of Municipal Recordors Publications Committee Manual (2024)

**Purpose:** To preserve the history of the Oregon Association of Municipal Recordors through the publication of four quarterly newsletters and one annual scrapbook.

**Annual Scrapbooks:** Scrapbooks contain the photos from each conference period. For example, the 2020 Annual Scrapbook contains photos and links to newsletters from September 2020 to August 2021.

### Scrapbook Responsibilities

- a. The President shall provide a list of all committee members and special awards/recognitions that shall be kept in a central location (Committee Hard Drive) for historical preservation.
- b. The Committee shall ensure all needed photos are taken during the academy session and annual conference.
- c. The Conference Committee shall provide a conference program for use and longterm preservation (Committee Hard Drive).
- d. The Committee shall store printed scrapbooks in a central location (City of Corvallis) after posting digital scrapbooks to the website. The three most recent scrapbooks will be available at each Annual Conference. **The scrapbooks are not brought to Mid-Year.**

### Scrapbook Duties

Instructions:

- Only one year per scrapbook.
- Save entire book for digital record as a PDF. Provide to the Internet Committee Chair for posting on the website.
- Journal/label photos as much as possible. Photos are distributed among members through the OAMR Flickr site. A copy of the Conference handbook is emailed to the members for reference.
- Cameras are assigned based on volunteers available to take photos at the Annual Conference. Request photographers obtain names of all participants in order to identify photos later.

- Use programs like MS Word, MS Publisher, Canva, etc. Try to fit pages with the theme of the conference or event.

### **SCRAPBOOKS DO NOT INCLUDE:**

- Committee Reports
- Proposals from the vendors

### **ORDER OF SCRAPBOOK:**

- Cover for the year
- List of Officers
- List of Committees
- Professional Development participants during the past year
- Photos
- Newsletters

### **PHOTOS TO INCLUDE FROM THE ANNUAL CONFERENCE:**

- Speakers, including the Opening Ceremony
- Classes/Sessions, including Athenian Dialogue
- Academy Session
- Region IX Meeting
- Annual Business Meeting
- President's Welcome Reception
- Mentor/Mentee/First Timer Breakfast
- Pink Walk
- Trivia Night
- Honored Guests Dinner
- Exhibitors/Sponsors
- Live and Silent Auctions
- Raffle Baskets
- Community Outreach Project
- Banquet
  - Incoming Board
  - Outgoing Board
  - Out of State/Honored Guests
  - Past Presidents
  - Swearing In
  - New Officers
  - Award Recipients (as presented and later with the President)
  - President's Corner
  - Group shots throughout the night
  - The Head Table
- Region Photos
- Registration Table
- President's Final Toast in their Suite
- Other photos that would make a good page.

## Newsletter Schedule

| ISSUE  | SEND BY               | FOCUS<br>(but not restricted to...)                                                                                                                                                                                                                                                | SENT TO                                                                                                                                                 |
|--------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall   | Late October          | <ul style="list-style-type: none"> <li>• Conference recap with photos</li> </ul>                                                                                                                                                                                                   | OAMR membership and honorary and retired members via notice by e-mail that newsletter is available on OAMR website.                                     |
| Winter | First week of January | <ul style="list-style-type: none"> <li>• Mid-Year Academy information</li> <li>• Mid-Year and Northwest Clerks Institute scholarship applications</li> <li>• Board position nomination forms</li> </ul>                                                                            | OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website. |
| Spring | First week of April   | <ul style="list-style-type: none"> <li>• Conference scholarship and Annual Academy scholarship applications</li> <li>• Northwest Clerks Institute information</li> <li>• Absentee ballot application for voting on Board nominees</li> </ul>                                       | OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website. |
| Summer | First week of July    | <ul style="list-style-type: none"> <li>• Annual Conference information</li> <li>• Announcement of annual Board meeting</li> <li>• Board position candidate profiles</li> <li>• <i>President's Award of Distinction</i> and <i>Recorder of the Year</i> nomination forms</li> </ul> | OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website. |

- All issues contain a message from the President, any available region or committee reports, IIMC Region IX reports, IIMC CMC or MMC designation awards, and new member profiles.

### **Newsletter Distribution**

E-mail notice that the first issue each year (fall) is available online will be sent to active members and honorary and retired members only. For the other three issues, e-mail notices will be sent to active members, honorary and retired members, advertisers and sponsors, and non-members. Letting all the non-members know what OAMR is doing has resulted in several new OAMR memberships.

### **Newsletter Deadlines**

Submission deadlines should be determined for each edition, allowing sufficient time to meet delivery deadlines. The submission deadline should be conveyed to the membership by e-mail not less than two months prior to the deadline. Deadline information for the next newsletter should be provided in each edition to allow outside sources (IIMC) to submit timely articles.

### **Newsletter Layout**

Layout of the newsletter should be completed by a single designated member of the Committee to ensure consistency of formatting. Committee members can proofread and help write articles for the newsletter.

### **Newsletter Advertising**

Advertising space is offered for sale in the OAMR newsletter. The Publications Committee is charged with soliciting advertising to help offset the cost of the newsletter. An advertising order form is posted on the OAMR website. The Committee will maintain tracking and billing for all newsletter advertising. Payments should be forwarded to the OAMR Treasurer.

### **Newsletter Photography**

The Committee Chair shall appoint photographer(s) for the Annual Academy and Conference, the Mid-Year Academy and other events. At the annual banquet, the photographer shall be seated close to the dais in order to take appropriate photographs of presentations, installation of officers, awards, etc. The photographer shall avoid interfering with the conduct, decorum, protocol, etc. of the proceedings.

Board head shots and group photos should be maintained for use throughout the year as needed. Photos of members receiving certifications or other honors shall be used when possible.

### **Newsletter Public Relations**

IIMC must be notified of any changes in the Committee Chair in order to issue their press releases to the correct person. The Chair designates a member of the Committee to act as Public Relations Coordinator for OAMR. The PR Coordinator will issue press releases to local newspapers when members of OAMR receive honors. These should include: Election to Board positions, Recorder of the Year, President's Award of Distinction, or any other honors that promote the professional image of city recorders.



# OAMR Newsletter Manual

Approved 2/25/05  
Revised 6/4/07  
Revised 4/3/08  
Revised 2/6/09  
Revised 9/20/13  
Revised 8/23/24

## **ALL ISSUES**

Each edition of the newsletter should include the following process:

1. Set deadline. Four weeks before submission deadline, email all members announcing the deadline date. List the articles expected for that issue.
2. Assign committee articles and photographer for OAMR events. IIMC sends media releases to the Publications Committee Chair announcing recognition for new Certified Municipal Clerk and Master Municipal Clerk status. Newly certified members should have an article with photos. Whenever possible, use Publication Committee members to write these articles. One or more photographer(s) should be designated for Annual Conference and Mid- Year Academy. Also ask the President to share their IIMC Conference photos with you.
3. Gather articles and photographs. Refer to special process instructions for specific articles that should be submitted for each edition. Approximately two weeks before the deadline, email a reminder to those who still need to submit items.
4. Create outline and position advertisements. Create a rough outline for the entire edition by creating sections. Link forms and applications directly to their website pages. Position advertisements in different locations from the prior edition.

### Every issue should include:

- |                                                      |                              |
|------------------------------------------------------|------------------------------|
| • President's message                                | from President               |
| • Board meeting updates*                             | from President               |
| • Region reports*                                    | from Region directors        |
| • Committee updates*                                 | from Committee chairs        |
| • IIMC Region IX report                              | from IIMC region director(s) |
| • New IIMC certifications                            |                              |
| • New member profiles                                |                              |
| • Executive Board and Committee chairs contact pages |                              |
| • Next newsletter deadline                           |                              |

\*Only needed if there is information to pass on to the membership

The following should be included if space allows:

- Calendar of upcoming events
- Recorder's World
- In the Know

5. Format and position photographs. Photographs should be edited in a photo software program to crop and adjust contrast. Photo subjects should be correctly identified, and captions written that include professional designations (CMC, MMC) if space allows.

6. Proofread. When everything is positioned, proofread carefully. Pay special attention to correctly spelled names and professional designations. Review articles to make sure deadlines in articles match deadlines on corresponding forms. Look at both layout and article content.

7. Ask the Committee members to proofread; also President and Vice President. Review and make any changes needed and approve final version for printing.
8. Email. Every newsletter issue is mailed to the OAMR membership. IIMC recipients should be reviewed and updated before each edition. The current IIMC President and Region IX Presidents from Alaska, California, and Washington should each receive the link to the newsletter. Honorary and retired members, advertisers/sponsors, and IIMC partners should also receive the emailed link.

## **QUARTERLY ISSUES**

### **Fall Newsletter**

The fall newsletter is prepared as soon as possible after the September Annual Conference. It is especially challenging because it includes a large number of photos from the Conference.

Fall issue articles (in addition to the standard articles):

- Committee chairs and members list President
  - Board meeting agenda or update President
  - President's Award of Distinction recipient information Immediate Past President
  - Recorder of the Year recipient information Immediate Past president
  - Wrap up article from NCI Director
- ✓ Update the Executive Board and Committee Chair list. Once updated, this list is published in every edition for the year, typically on the inside back cover. It should be proofread very carefully for accuracy of email addresses, phone numbers, and certification designations.
- ✓ Photos from the Annual Conference The Publications Committee Chair should create a signup (such as SignUp Genius) and email it to Committee members in advance of the Conference to sign up to take photos. Photos should include region photos, honored guests, past presidents, incoming and outgoing board, education session, events, meetings, vendors, group shots, banquet, award recipients during presentation and then staged afterwards, and anything else that seems valuable for historical purposes. Photos are uploaded to OAMR's Flickr account for sharing with members, using for the newsletter, and creating the scrapbook. Photos in the newsletter should include award recipients, incoming Board member group shot, past presidents group shot, region photo group shots, and other fun group shots. Please try to label those photographed to the best of your ability. You can rely on other committee members and region directors to help.

### **Winter Newsletter**

The winter newsletter should be posted the first week of January.

Winter issue articles (in addition to the standard articles):

- Mid-Year Academy information, including article, criteria, and scholarship application Education Chair
- Mid-year Academy scholarship article, criteria and application form Scholarship Chair
- Professional Development scholarship article, criteria and application form Scholarship Chair

- Board position article and nominating forms                      Nominating Chair-

## **Spring Newsletter**

The spring newsletter should be posted the first week of April.

### Spring issue articles (in addition to the standard articles):

- |                                                                               |                                              |
|-------------------------------------------------------------------------------|----------------------------------------------|
| • Annual Academy and Annual Conference scholarship criteria article and forms | Scholarship Chair                            |
| • Raffle trip article and fundraising news                                    | Fundraising Subcommittee Chair               |
| • Conference update article                                                   | Events and Fundraising Chair                 |
| • Municipal Clerks Week article and sample proclamation                       | IIMC website/President                       |
| • Northwest Clerks Institute information                                      | Northwest Clerks Institute website/President |

The spring edition is emailed to everyone.

## **Summer Newsletter**

The summer newsletter should be posted by the first week of July. The summer edition should include photos from Mid-Year Academy. If possible, photos from IIMC Conference should also be included.

### Summer issue articles (in addition to the standard articles):

- |                                                                                                                        |                                |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| • Announcement for September Annual Meeting; President's Award and Recorder of the Year criteria and application forms | President                      |
| • Annual Conference article and registration form                                                                      | Events and Fundraising Chair   |
| • Fundraising update article                                                                                           | Fundraising Subcommittee Chair |
| • IIMC scholarship criteria and application form                                                                       | Scholarship Chair              |
| • Any proposed by-laws changes                                                                                         | Bylaws Chair                   |
| • Board candidate profiles and absentee ballot form in the event of a contested race                                   | Nominating Committee Chair     |

## **OTHER PUBLICATIONS COMMITTEE RESPONSIBILITIES**

**Public Relations.** The Publications Committee chair should designate a member of the committee to act as Public Relations Coordinator for OAMR. The PR Coordinator should issue media releases to local media when members of OAMR receive honors at the Annual Conference. These should include acknowledging members elected to Board positions, Recorder of the Year Award recipients, and President's Award of Distinction recipients. Any other special honors received by members throughout the year that promote the professional image of city recorders should be announced with media releases.



# Records and Regulations Committee

## Job Description

(adopted by OAMR Board July 2024)

### PURPOSE

The purpose of the Records and Regulations Committee (RRC) is to provide records management information and guidance to OAMR members and to monitor proposed legislation and regulations affecting municipal government. The RRC will maintain working relationships with the League of Oregon Cities (LOC), the Oregon Secretary of State Archives Division, and other government agencies for the purposes of networking, education, and advocacy.

### MEMBERSHIP

The OAMR President will appoint a committee chair, or co-chairs, to oversee the committee. Membership of the committee is open to interested members of OAMR in good standing.

### RESPONSIBILITIES

The responsibilities of the chair or co-chairs of the Records and Regulations Committee include, but are not limited to:

- a) The chair(s), or their designee, will manage committee meeting agendas, recordings, minutes, and other materials.
- b) The chair(s) will maintain a list of current committee members and track attendance at committee meetings.
- c) The chair(s), or their designee, will arrange for training of the committee membership and coordination with other OAMR committees and outside partners when necessary.
- d) Trainings may include, but are not limited to, understanding the Oregon legislative process, records management, and the Cities General Records Retention Schedule.
- e) The chair(s), or their designee, will be OAMR's representative to the LOC and other regional councils of governments for legislative issues and will share updates with OAMR as appropriate.
- f) The chair(s), or their designee, will regularly provide updates to the OAMR membership via the newsletter, board reports, and a report at the annual business meeting.

The responsibilities of the membership of the Records and Regulations Committee include, but are not limited to:

- a. Attend as many committee meetings as practicable.
- b. Collaborate with the chair(s) on meeting coordination, training development, and special projects as requested.
  - i. The chair(s) may appoint task forces or subcommittees, comprised of committee members, to work on special projects or the general work of the committee outside of the regularly scheduled meetings.
- c. Monitor proposed legislation and regulations that might affect the interests of cities and the profession of municipal recorder.
- d. Under the direction of the chair(s), collaborate with the Oregon Secretary of State Archives Division when reviewing the Cities General Records Retention Schedule.
- e. Offer support, information, and resources to OAMR members on the subject of records management.

### PROCESS FOR ADDRESSING PROPOSED LEGISLATION

1. The chair(s) or a member of the RRC may identify proposed legislation, regulations, or rules, that they believe affect municipal government or the profession of municipal recorder.

2. The RRC will discuss the matter and may choose to recommend that OAMR support, oppose, or take a nuanced position on the proposed legislation or rule.
3. If the RRC recommends that OAMR take action regarding the pending legislation, regulations, or rules, the chair(s), or a designee, may draft a letter outlining the RRC's position and deliver that draft letter to the OAMR Board as soon as is practical.
4. The OAMR Board will consider the letter at its earliest opportunity by its own rules.
5. Should the OAMR Board choose to support the letter, they will make any necessary changes and it will be signed by the OAMR President and chair(s) of the RRC.
6. The chair(s) of the RRC will distribute the signed letter to all interested parties and archive it in accordance with the organization's rules.

#### **ACCESSIBILITY AND MEETING FREQUENCY**

The RRC should meet regularly at a date and time mutually agreeable, or as often as needed to complete any projects. The chair(s) will take all reasonable steps to maximize the access of committee members to committee meetings. To increase meeting accessibility, meetings will be virtual, with rare exceptions.



## **JOB DESCRIPTION**

### **OAMR REGION DIRECTOR**

#### **RESPONSIBILITIES**

- A. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Executive Board.
- C. Adhere to the OAMR Code of Ethics.
- D. Actively encourage membership in OAMR and IIMC to new regional members.
- E. Encourage members to attend Mid-Year and Annual Academy and Conference.
- F. Contribute information to the newsletter on any regional activity or item relating to the OAMR members in the region.
- G. If interest exists, set up special technical or person enhancement workshops within region, or jointly with other regions, during the Association year.
- H. Coordinate the Region basket for the annual Region Basket Raffle held in conjunction with the annual conference.
- I. Write letters of recommendation for members seeking CMC certification.
- J. Submit reports to the President as directed and prior to Executive Board meetings.
- K. Disseminate information to Region members from the President as requested.

#### **CALENDAR**

##### **Prior to Annual Conference:**

- Encourage members to attend Annual Academy and Conference.
- Solicit items for Region raffle basket.
- Coordinate with Special Projects/Fundraising Committee Region Raffle Subcommittee Chair to provide list of Region raffle basket items.

**Prior to Mid-Year Academy**

- Encourage members to attend Mid-Year Academy.

**QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR Committee for two years, within the past four years, prior to taking office.
- C. Must be employed within the OAMR Region elected to represent.
- D. Term of office is for two years.



## **JOB DESCRIPTION**

### **OAMR RETIRED CLERKS COMMITTEE**

**PURPOSE:** To encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession.

#### **RESPONSIBILITIES:**

- A. Update retiree roster. As members retire from OAMR, retain a mailing list in conjunction with the Membership Committee.
- B. Encourage retirees to maintain membership.
- C. Encourage retirees to remain active in OAMR, to serve on committees and to serve as mentors.
- D. Provide information to retirees about upcoming events.
- E. Plan annual retiree event.
- F. Coordinate annual recognition for retirees. (see attached Retiree Recognition Policy)
- G. Maintain list of retirees willing to assist municipalities in an interim recorder/clerk position, as needed.

## **OAMR RETIREE RECOGNITION POLICY**

1. A retiree shall be an active voting or associate member of OAMR at the time of retirement.
2. A retiree with at least ten (10) years of service as a city recorder, city clerk, or deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition.
3. Retirees with fewer than ten (10) years of services as a city recorder, city clerk, or deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition upon approval of the Board of Directors.
4. Names of retirees meeting the criteria set out by OAMR, shall be submitted by July 1<sup>st</sup>, to the Retired Clerks Committee by the Region Director along with a notation as to whether or not the retiree is expected to attend the annual conference to receive their certificate of recognition. In the event a retiree will be unable to attend the annual conference, the certification of recognition will be sent by the OAMR President to the Region Director for presentation at a region meeting or a retiree's reception given by his/her city.
5. Names of all eligible retirees shall be read at the annual OAMR conferences and those attending will receive their certificates at that time.

### **Committee Membership List**

 [Back to Committee list](#)