

BY-LAWS

LANE COUNTY ELECTED OFFICIALS COMPENSATION BOARD

ARTICLE I

NAME

This Board will be known as the Lane County Elected Officials Compensation Board, hereinafter referred to as the EOCB.

ARTICLE II

RESPONSIBILITIES AND OBJECTIVES

The EOCB has the following authorities and responsibilities (Lane Manual 3.705):

Recommends to the Budget Committee and to the Board of County Commissioners a compensation schedule for County elected officials. EOCB is established pursuant to the authority granted by the Lane County Home Rule Charter.

Recommends to the Budget Committee a compensation schedule for County Commissioners and recommends to the Board of County Commissioners a compensation schedule for non-board elected officials (Currently, Assessor, Sheriff, Justices of the Peace, and District Attorney). The EOCB will consider at least the following when determining the compensation schedule:

The compensation paid to persons comparably employed by the State of Oregon; local public bodies, private businesses, non-profit agencies, and/or other counties within a labor market deemed appropriate by the EOCB for each elected officer.

The number of employees supervised; the size of the budget administered by each elective officer; the duties and responsibilities of each elective officer; and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. In any event, the Sheriff's compensation will be fixed in an amount which is not less than that for any member of the Department of Public Safety.

“Compensation” is to be evaluated on the basis of the total compensation received, as relevant to the particular elected position. For example, the District Attorney position receives health insurance benefits from the State of Oregon as a State official. Total compensation includes consideration of insurance benefits, retirement benefits (including pension and deferred compensation programs), time management or vacation and sick leave, life insurance, medical leave, and other fringe components.

The EOCB will prepare and approve by majority vote a recommended compensation

schedule for the elective officers and will submit the recommended schedule to the Board of County Commissioners and/or the Budget Committee, with a copy provided to the Board of County Commissioners.

ARTICLE III

MEMBERSHIP

The EOCB consists of five (5) members appointed by the County Administrator to four (4) year terms ending December 31. There is no limit on number of terms a member can serve.

ARTICLE IV

VACANCIES

Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs the EOCB will notify the Director of Human Resources who will request that the County Administrator appoint a new member. Whenever a vacancy occurs during a term, the replacement will be appointed to fill the unexpired portion of the term.

ARTICLE V

OFFICERS

- A. Chair will be elected by majority vote of EOCB. Any member may elect to waive this duty.
- B. Chair may be removed from office for misconduct or neglect of duty in office as determined by a majority vote of the Board.

ARTICLE VI

MEETINGS AND VOTING

The EOCB will meet as needed, but at least once each year in which there is a general election, prior to July 31 of that same year.

All meetings of the EOCB will be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 - 690. The EOCB is responsible for complying with the requirements of the law, including advance public notice of the agenda and recording minutes.

Meetings of the EOCB will be conducted according to Robert's Rules of Order, latest revision.

Each member of the EOCB will be entitled to one (1) vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy vote will be allowed.

Three (3) of the EOCB members will constitute a quorum for the transaction of business at any meeting of the EOCB.

The act of a majority of the members present at a meeting at which a quorum is present will be the act of the EOCB, except as noted in Article IX.

No member may speak for the EOCB except by designation by the EOCB for a special purpose.

ARTICLE VII

CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no EOCB member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the County Administrator as mandated by ORS 244.

ARTICLE VIII

ROLE OF STAFF

The staff person assigned to the EOCB (Human Resources) will provide the following administrative support: Prepare and disseminate meeting notices; provide background information on agenda items; and record and post minutes. The EOCB reserves the right to make provision for the preparation and distribution of meeting minutes in accordance with all relevant open-meeting laws as required by the state of Oregon. Staff should also provide new appointees the By-Laws, purpose and past minutes of the Board.

ARTICLE IX

AMENDMENTS TO BY-LAWS

The EOCB, by two-thirds vote of members present, may recommend amendments to these By-Laws. Amendments will become effective only upon approval of legal counsel and the Board of County Commissioners.

Original By-Laws Dated: August 30, 2018