



## **SPRINGFIELD HISTORY MUSEUM COMMITTEE BYLAWS (Draft-CAO edits)**

Approved by Council \_\_\_\_\_ (date)

### **ARTICLE I. Name and Duration**

This Committee, established by the Springfield City Council, shall be called the Springfield History Museum Committee. This Committee will serve at the will of the City Council.

### **ARTICLE II. Purpose**

The purpose of the Springfield History Museum Committee is to support the Museum's mission to foster an awareness of the history of Springfield, provide a link between our past and present, and promote an appreciation of the diverse communities that call Springfield and rural East Lane County home. Committee members should have an interest in the history of Springfield and rural east Lane County. The responsibilities of the Committee shall include, but are not limited to:

Section 1. Making recommendations for Museum exhibits and programs.

Section 2. Assisting with implementation of exhibits and special events.

Section 3. Assisting with community outreach, publicity, and fundraising.

### **ARTICLE III. Membership**

Section 1. Composition of Committee. Membership of the Committee shall consist of 9 voting members. Ex-Officio non-voting members may include one City Councilor acting as a liaison, one Planning Commissioner, the Development Services Director or designee and the Museum Curator. The non-voting members are in addition to the voting members. Other non-voting guests may participate at the request of the Committee and may represent other government agencies or City departments having an interest in subject matter and goals of the Committee.

Section 2. Appointment. All applicants shall complete a standard application form and submit it to the City Manager's Office.

Section 3. Tenure. Membership of the Committee shall be three year overlapping terms of office with no individual allowed to be appointed to more than two consecutive full terms. If

someone is appointed to fill a partial term, that term will not be considered a full term as it applies to this section, and they will be eligible to serve two additional full terms. A Committee member may reapply after being off the Committee for one year.

#### **ARTICLE IV. Officers**

Section 1. Officers. There shall be a Chair and a Vice-Chair for the Committee. Each officer shall serve for 1 calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Committee members at each calendar year's December meeting.

Section 2. Officer Removal. An officer may be removed by a two-thirds vote of the members present at a scheduled meeting, providing prior notice of intent to submit a removal motion is in the posted agenda.

#### **ARTICLE V. Meetings**

Section 1. Regular Meetings. Regular meetings shall be held 11 times during the course of one year at Springfield City Hall, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the City staff.

Section 2. Special Meetings. Special meetings may be called by the Chair or by resolution of the Committee. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. A quorum for conducting business is a simple majority of the voting membership of the Committee. The act of the majority of the members present at a meeting at which there is a quorum shall be the act of the Committee. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order and Oregon Public Meetings Law. City staff will provide meeting minutes or brief meeting summaries and audio recordings of meetings.

Section 4. Code of Conduct. By accepting an appointment to the Springfield History Museum Committee, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

#### **ARTICLE VI. Amendments**

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a majority of the Committee made at any regular meeting on the

Committee, provided that written notice of the proposed amendment shall be emailed and/or mailed to each Committee member not less than one week prior to such regular meeting of the Committee.

**ARTICLE VII. Additional Provisions**

[Placeholder for future bylaw provisions specific to Committee]

\_\_\_\_\_  
Museum Committee Chairperson

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Recorder