

# **MINUTES**

## **Volunteer Coordinating Committee**

### **Thursday, September 26, 2007**

### **Conference Room A - Keizer City Hall**

David Fifer, Chair of the Volunteer Coordinating Committee called the meeting to order at 6:30 p.m. In attendance were:

#### **Members:**

Kim Beesley  
Trish Crenshaw  
David Fifer  
Jerry McGee  
Amy McLeod  
Richard Walsh – Council Liaison  
Tracy Davis – Staff Liaison

#### **Absent:**

Brian Stephen  
Vacant position #4 (previously held by Brandon Smith)

### **PUBLIC TESTIMONY**

There was no public testimony to come before the Committee.

### **APPROVAL OF MINUTES**

Kim Beesley pointed out that she was in attendance for the August 16<sup>th</sup> meeting, however her name was not listed at the top of the minutes. In addition, she recollected that a motion was made by Brian Stephen to close the nominations and should have been listed at the bottom of page 2

Jerry McGee moved for approval of the August 16<sup>th</sup> 2007 Volunteer Coordinating Committee minutes as corrected. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Brian Stephen absent and a vacant position.

### **VOLUNTEER COORDINATING COMMITTEE APPOINTMENT PROCESS**

Chair Fifer reported at the August meeting of the Volunteer Coordinating Committee, Kim Beesley requested a clarification to the appointment process when recommendations are not accepted by the City Council. Kim Beesley pointed out when a recommendation is not accepted by the Council, the Committee should have a defined process when additional applications are

sought or if remaining applications from the original pool are considered. Jerry McGee noted in past practices, a decision was made on a case-by-case basis, however he agreed it should be a standard policy. Trish Crenshaw added in certain instances, the appointment may be time sensitive, such as a lack of a quorum when it prevents a Committee from meeting to conduct their business.

Upon further discussion, the Committee determined it would be most desirable to do a press release requesting additional applications before making a second recommendation for appointment or when a new vacancy occurs during the process. In certain instances when time is an issue, it may be necessary to suspend the rules to consider a recommendation from the current pool of applicants.

Jerry McGee moved to adopt a policy which states whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications. Amy McLeod seconded the Motion.

The Motion passed 5-0-2 with Brian Stephen absent and position #4 vacant.

This newly adopted policy will be added to the process for appointments to City Council Committees. To be consistent with the newly adopted language, the wording on the process – point #13 will be changed to read.... "Non-successful volunteer applications will remain on file for one year and will be contacted for any future openings on the committee of interest."

### **VOLUNTEER OF THE QUARTER AWARD**

Kim Beesley noted that Paul Morgan – Director of the Keizer Food Bank at John Knox Presbyterian Church and Evelyn Franz of the Keizer Heritage Museum have been suggested for volunteer awards.

Jerry McGee moved to select Paul Morgan – Director of the Keizer Food Bank at John Knox Presbyterian Church as the recipient of the Volunteer of the Quarter award for third quarter 2007. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-1 with Brian Stephen absent and position #4 vacant.

### **OTHER BUSINESS**

Jerry McGee announced that he has tendered his resignation to Councilor Taylor from serving on the Volunteer Coordinating Committee. He thanked the

Committee for their work. Chair Fifer and other members of the Committee extended their appreciation to Mr. McGee for his commitment and dedication to the Keizer community.

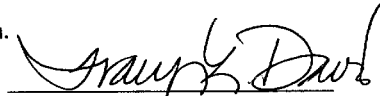
Kim Beesley suggested the volunteer training session be delayed until after the first of the year due to the number of new volunteer appointments that will be coming forth.

### **NEXT MEETING DATE**

Chair Fifer announced the next meeting will be held on Thursday, October 18<sup>th</sup> at 6:30 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 7:22 p.m.

A handwritten signature in black ink, appearing to read "Tracy L. Davis", is written over a horizontal line.

Tracy L. Davis, MMC  
City Recorder/Staff Liaison



#### Process for Appointments to City Council Committees

1. Announcements for vacancies that occur on any City Council Committees shall be distributed to the media, posted on the City's web page and at City Hall. Announcements will contain the name of the committee, a brief description of the duties of the committee, the date of time of the committee meetings, the number of vacancies that are available, and the closing date to submit a volunteer application.
2. Interested applicants will be sent a letter of invitation to attend the Volunteer Coordinating Committee meeting to give an oral presentation on their background and qualifications for the position they are seeking. The presentation should be limited to five minutes.
3. At the beginning of the meeting, the chair of the Volunteer Coordinating Committee shall review the voting process with the applicants. The applicant will then be allowed five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.
4. The Volunteer Coordinating Committee may ask questions of the applicants.
5. Upon conclusion of the presentations, a member of the Volunteer Coordinating Committee may nominate all applicants or individual candidates for the positions. A motion will then be made to close the nominations.
6. Each member of the Volunteer Coordinating Committee shall vote for a nominated candidate. The Committee will follow the voting guidelines and rules as set forth under the Oregon Public Meeting laws. (Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced.)
7. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for recommendation.
8. If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote.
9. In the event of a tie vote during the second vote, the names of the two candidates shall be placed in a "hat" and the chair of the committee shall draw the successful name.
10. A member of the Committee shall then make a motion to recommend the successful applicant to the City Council for appointment to the position.
11. If there are multiple positions to fill, each position shall be voted separately.
12. Whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications.
13. Letters will be sent to all non-successful individuals thanking them for their interest and encouraging them to attend the committee meetings.
14. Non-successful volunteer applicants will remain on file for one year and will be contacted for any future openings on the committees of interest.

*Adopted by the Volunteer Coordinating Committee*

*June 15, 2004*

*Amended – July 19, 2007 (addition of #11)*

*Amended – September 26, 2007 (addition of #12 and change of considered to contacted on #14)*