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## ARTICLE II - OFFICERS

**Section 1. Officers:** The officers of the Agency shall be chair, vice chair, and any other officer whom the Agency deems necessary.

**Section 2. Chair:** The Chair shall be elected by the Agency members and shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of the Agency, the Chair shall sign all contracts, deeds and other instruments made by the Agency. At each meeting, the Chair shall submit such recommendations and information as the Chair may consider proper concerning the business, affairs and policies of the Agency.

**Section 3. Vice Chair:** The Vice Chair shall be elected by the Agency and shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Agency shall elect a new Chair.

**Section 4. Additional Duties:** The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency by the by-laws or rules and regulations of the Agency.

**Section 5. Election or Appointment:** The officers of the Agency shall be elected annually by the Agency from among the Agency members at the first regular meeting of the Agency on or after January 1 of each year, and shall hold office for one (1) year or until their successors are elected and qualified.

**Section 6. Vacancies:** Should the offices of the Chair, or Vice Chair become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office. "Vacancy" shall be determined as by the City of Lincoln City for vacancy of a City Councilor.



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2 members of the Agency voting when a quorum of the Agency is present at the Agency meeting  
3 shall be necessary to decide any question before the Agency.  
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5 **Section 4. Manner of Voting:** All questions shall be voted on by affirmation except those  
6 involving expenditure of money, in which case a roll call shall be had as provided in Lincoln City  
7 Municipal Code 2.04.050.

8 **Section 5. Order of Business:** At the regular meetings of the Agency, the following shall  
9 be substantially the order of business:

- 10 (a) Roll Call  
11 (b) Comments From Citizens Present On Agenda And Non-Agenda Items  
12 (c) Consent Agenda  
13 (d) Special Order of Business  
14 (e) Committee Reports  
15 (f) Public Hearings  
16 (g) Resolutions  
17 (h) Agency Member Comments  
18 (i) Adjournment

19 **Section 6. Roberts Rules:** All rules of order not herein provided for shall be determined in  
20 accordance with Roberts Rules of Order Newly Revised.

21 **Section 7. Open Meetings:** All meetings shall be open to the public, except for a meeting  
22 in Executive Session in conformance with the Oregon Public Meetings Law.  
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#### 24 **ARTICLE IV - PROCEDURES**

25 **Section 1. Standing or Special Committees:** The establishment of committees shall be by  
26 vote of the Agency. The Agency by vote may refer items to standing or special committees for  
27 recommendation and report. All committee members shall be appointed by the Chair, subject to  
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2 approval by the Agency. The committee member first named shall act as Chair thereof. All  
3 committees need not be restricted to Agency members.  
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5 **Section 2. Authorization of Expenditures:** Authorization and approval of the expenditures  
6 of money may be made only at a regular meeting or at a special meeting called for that purpose.  
7 Provided, that no authorization or approval of expenditures of money may be made at a special  
8 meeting unless all Agency members have been advised in advance of said meeting that such  
9 authorizing action is intended to be taken or considered.

#### 10 **ARTICLE V - FINANCIAL**

11 **Section 1. Custody of Funds:** The Finance Director of the City of Lincoln City shall be the  
12 ex-officio custodian of the funds of the Agency. Such funds shall be kept separate from the funds  
13 of the City. Investment and disbursement of Agency funds shall follow the regular investment and  
14 disbursement procedures of the City of Lincoln City by the City Council. The Urban Renewal  
15 Agency General Fund is hereby established for deposit of all Agency revenues until otherwise  
16 provided by the Agency. Other funds shall be established as needed by resolution of the Agency.

17 **Section 2. Budget:** Budget procedures followed for funds of the City of Lincoln City shall  
18 also be substantially followed for the fund or funds of the Agency, except that the committee which  
19 reviews the budget of the Agency shall consist of the Agency members and seven (7) residents of  
20 the City of Lincoln City appointed by the Agency.

21 **Section 3. Audit:** An annual audit of the fund or funds of the Agency shall be performed  
22 by the auditor of the City of Lincoln City using the same procedures as are used for funds of the  
23 City.  
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#### 25 **ARTICLE VI - AMENDMENTS**

26 **Section 1. Amendments to By-Laws:** The by-laws of the Agency shall be amended  
27 only with the approval of at least four (4) of the Agency members at a regular or special meeting,  
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2 but no such amendment shall be adopted unless at least three (3) days written notice thereof has  
3 been previously given to all of the Agency members.

4 This resolution is effective as of the date of its adoption.

5 PASSED AND ADOPTED this 10th day of March 2008.

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8 RICK BRISSETTE, CHAIR

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11 ATTEST:

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13 CATHY STIERE, CITY RECORDER