

Memo

DATE: 1/05/2022
TO: Historic Commission
FROM: Brandon Goldman, Senior Planner
RE: Commission Membership and Quorum Requirements

The City of Ashland has 14 standing Commissions that regularly meet to review and advice on projects and policies that relate to their areas of expertise. There are numerous additional committees, boards, and ad hoc groups that convene to address specific City related business of the course of the year. Advisory Commissions and boards are established consistent with [Chapter 2.10](#), Uniform Policies and operating procedures for Advisory Commissions and Boards, of the Ashland Municipal Code. This code aims to provide require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. [Chapter 2.10](#) provides standardized rules for all City Commissions relating to operations including but not limited to public meeting law, ethics, appointments, meeting attendance, and quorum requirements. In addition to Chapter 2.10, each Commission is governed by a separate subsection of Ch. 2.10 which will outline the powers and duties of the specific Commission, as well as provide for membership qualification and number. The Historic Commission has requested information regarding the established membership of other City Commissions, and specifically in relation to the membership number of each commission.

The makeup of the Historic Commission's membership is set forth in [Chapter 2.24](#), Historic Commission, of the Ashland Municipal Code. Any change to this section, including revisions to the number of members or quorum limits, would require an ordinance amending the Municipal Code be approved by the City Council. A recommendation from the Historic Commission regarding any such membership revisions would be presented to the City Manager for inclusion on a future Council agenda for consideration.



Background

City Commission Membership and Vacancies – current as of December 2021.

Commission	Membership number	Currently Appointed Members	Quorum Requirement
Airport	9	8	5
Climate Policy	9	6	5
Conservation	9	7	5
Forest Lands	7	6	4
Historic	9	7	5
Housing and Human Services	9	9	5
Municipal Audit	4	3	3
Parks and Recreation	5 (elected)	5	3
Planning	7	6	4
Public Arts	7	5	4
Social Equity and Racial Justice	9-11	10	6 (1/2 seated plus 1)
Tree	5-7	4	3 (1/2 seated plus 1)
Transportation	7	7	4
Wildfire Safety	9	7	5

Tree Commission Membership and Quorum Requirements.

In July of 2008 the Ashland City Council approved an ordinance amending the Ashland Municipal Code (AMC) to revise the number of Tree Commission members and the definition of a quorum for this commission. At the time the Tree Commission had experienced several canceled meetings in the prior year(s) due to a lack of members and the corresponding inability to achieve a quorum in the event appointed commissioners were absent, and/or appointments to available seats had remained unfilled. Creating an allowance for the commission to reduce the number of Commissioners from seven to five allowed a quorum to be met when only three members were present. This reduction enabled the Commission to regularly achieve a quorum and thus satisfy their responsibility to hold meetings to review planning actions and tree removal permit applications.

The flexibility to appoint up to seven (7) members was retained in the AMC, however recruitment and appointment of additional Tree Commission members has continued to remain difficult. As of December 2021, there are presently four currently appointed members on the Tree Commission, with three open vacancies. Therefore, three of the four currently seated members must be present to satisfy the quorum requirements and conduct a public meeting.



AMC 2.25.010 Established Membership

The Tree Commission is established and shall consist of no less than five members nor more than seven voting members. There shall also be three nonvoting ex officio members consisting of a member of the City Council, a representative of the Community Development Department and a representative of the Parks and Recreation Department. (Ord. 3003, amended, 02/18/2010; Ord. 2962, amended, 07/15/2008)

AMC 2.25.030 Quorum Rules and Meetings

Notwithstanding any other provision of this code, a quorum shall be defined as one-half the number of sitting Commissioners, plus one, but in no case less than three. (Ord. 3003, amended, 02/18/2010; Ord. 2962, amended, 07/15/2008)

Social Equity and Racial Justice Commission Membership and Quorum Requirements

The Ashland Social Equity and Racial Justice Commission was established in May of 2021. This Commission was established to allow as few as nine (9) voting members, and as many as eleven (11). As of December 2021, there are presently ten (10) appointed members. The quorum requirement is established as more than ½ the appointed members, and no less than five (5). With 10 appointed members the quorum requirement is six members.

AMC 2.20.010 Establishment – Membership

B. The Social Equity and Racial Justice Commission shall consist of no fewer than nine (9) and no more than eleven (11) voting members. All voting members shall reside within the corporate limits of the City of Ashland.

AMC 2.20.020 Meetings and Rules

A. Notwithstanding any other provision of this code, a quorum of the Social Equity and Racial Justice Commission shall consist of more than one-half (½) of the total number of its current Council-confirmed voting members, but in no case fewer than five (5).

