

BY – LAWS

of the

PORTLAND DEVELOPMENT COMMISSION  
OF PORTLAND, OREGON

ARTICLE I

THE COMMISSION

Section 1. Name of the Commission: The Department of Civic Development & Promotion as created by Charter Amendment shall be administered by the Portland Development Commission composed of five members who shall be appointed by the Mayor, subject to approval of the Council.

Section 2. Powers and Authority of the Commission: Powers and authority as provided under various sections of the amendment to the Charter of the City of Portland establishing the Portland Development Commission shall be vested in the Commissioners in office from time to time.

ARTICLE II

OFFICERS

Section 1. Officers: The Officers of the Commission shall be Chairman, Secretary and an Acting Secretary.

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

Section 3. Secretary: The Secretary shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Secretary shall perform such duties as are imposed on the Chairman until such time as the Commission shall select a new Chairman.

Section 4. Acting Secretary: The Acting Secretary shall perform the duties of the Chairman in the absence or incapacity of both the Chairman and the Secretary, and shall perform the duties of the Secretary when the latter acts as Chairman.

Section 5. Additional Duties: The Officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or by the by-laws or rules and regulations of the Commission.

Section 6. Election or Appointment: The Chairman, Secretary and Acting Secretary shall be elected annually by the Commissioners from among their members at the first regular meeting of the Commission in January of each year, and shall hold office for one year or until their successors are elected and qualified. Provided, that the officers initially elected shall hold office until the first regular meeting of the Commission in January, 1960, or until their successors are elected and qualified.

Section 7. Vacancies: Should the offices of the Chairman, Secretary or Acting Secretary become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of such office.

Section 8. Personnel: The Commission may create such positions and appoint such personnel as it may from time to time find necessary or convenient to perform its duties and obligations at such compensation as may be established by the Commission, which appointments shall continue at the pleasure of the Commission or until resignation.

### ARTICLE III

#### MEETINGS

Section 1. Regular Meetings: Regular meetings shall be held without official notice at such time and place as may from time to time be determined by resolution of the Commission. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next succeeding day. All meetings shall be held at the Commission office in the City of Portland, Oregon, or at such other place as the Chairman shall determine.

Section 2. Special Meetings: The Chairman may, when they deem it expedient, and shall, upon the written request of two members of the Commission, call a special meeting of the Commissioners to be held at such time and place as they shall appoint, for the purpose of transacting any business designated. Notice of such meeting shall be given to each member of the Commission. Such notice may be given either verbally or in writing when given directly to the member at least twenty-four hours before such meeting; otherwise notice shall be given in writing by sending it to the business or home address of the member at least forty-eight hours before such meeting. Presence of any member at any meeting shall be deemed to be a waiver of notice of such meeting.

Section 3. Quorum: Three members of the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the Commission upon a vote of a majority of the full membership of the Commission.

Section 4. Manner of Voting: The voting on formal resolutions, matters to any federal, state, county, or city agency, and on such other matters as may be requested by a majority of the Commission members shall be by roll call, and the ayes and nays, and members present and not voting shall be entered upon the minutes of such meeting, except on the election of officers which shall be by ballot.

## ARTICLE IV

### PROCEDURE

Section 1. Standing or Special Committees: The Chairman is authorized to refer items to standing or special committees for recommendation and report. All committees shall be appointed by the Chairman unless otherwise ordered by the Commission. The Commission member first named shall act as Chairman thereof. Appointments to such committees need not be restricted to members of the Commission.

Section 2. Authorization of Expenditures: Authorization and approval of the expenditures of money may be made only at a regular meeting or at a special meeting called for that purpose. Provided, that no authorization or approval of expenditures of money may be made at a special meeting unless all members of the Commission have been advised in advance of said meeting that such authorizing action is intended to be taken or considered.

Section 3. Order of Business: The following shall be the order of business except by a vote without debate by the Commission: (1) Roll call and determination of quorum; (2) Correction and approval of the minutes of the preceding meeting; (3) Reading of the communications; (4) Reports of standing committees; (5) Reports of special committees; (6) Unfinished business; (7) New business; (8) Adjournment.

Section 4. Rules of Order: Robert's "Rules of Order" shall govern the conduct of the meetings of the Commission in any matter not covered by these rules and regulations.

## ARTICLE V

### AMENDMENTS

Amendments to By-Laws: The by-laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or special meeting, but no such amendment shall be adopted unless at least ten (10) days written notice thereof has been previously given to all of the members of the Commission.