BYLAWS
FOOD SERVICE ADVISORY COMMITTEE

ARTICLE 1
Name

The name of this organization shall be the Food Service Advisory Committee of Benton County (the "Committee").

ARTICLE 2
Function

The Committee shall assist the Benton County Board of Commissioners, and shall have the following powers and duties as follows:

(1) Pursuant to ORS 624.550, the Committee shall make recommendations to the County Commissioners and review and provide to the Oregon Health Division an evaluation of the effectiveness of food service statutes relating to:
   (a) Licensing;
   (b) Inspections and re-inspections of restaurants, reports, public notice posting;
   (c) License revocation, suspension, closure, sanitation, scores; and
   (d) County delegation (administration, enforcement, fees).

(2) The Committee shall perform other duties as prescribed by the County Commissioners and the Health Administrator.

ARTICLE 3
Membership

Section 1. Number and Selection.
The Committee shall consist of seven members, appointed by the Board of Commissioners. Five of the members shall be from the food service industry, chosen to achieve a cross sectional representation of the industry. Two members shall be from the general public whose interests shall be broadly representative of the interests of food service consumers.

Section 2. Terms of Office.
Members of the Committee shall be appointed for terms of three years. Any member may serve two successive full terms if re-appointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Initial appointments however, shall include two appointments for one year, and two appointments for two years, in order to establish a staggered rotation.

Section 3. Responsibilities.
Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.
The Board of Commissioners shall follow Benton County Code Chapter 3 in appointing and removing Committee members.

(1) The Board of Commissioners may remove any appointee for failure to attend three or more consecutive regular committee meetings.

(2) The Board of Commissioners may also remove any appointee for cause following public hearing, for reasons including, but not limited to:
   (a) Commission of a felony;
   (b) Corruptness;
   (c) Intentional violation of open meetings law;
   (d) Failure to declare conflicts of interest;
   (e) Incompetence.

(3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.
The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the un-expired term of that position.

ARTICLE 4
Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote creates a tie vote, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 5
Subcommittees

Section 1. Creation of Subcommittees.
The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees.
The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6
Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7
Meetings

Section 1. Regular Meetings.
Meetings shall be held annually, or more frequently when called by the Chair of the Committee or the Board of Commissioners.

Section 2. Special Meetings.
Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum.
A majority of the appointed members shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting.
Each Committee member shall have one vote. In the event the Chair's vote creates a tie vote, the Chair shall refrain from voting.

Section 5. Staffing.
Staff for recording the proceedings of the Committee shall be provided by the County.

Section 6. Agenda.
The Chair, with the assistance of the Health Administrator or his/her designee, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 7. Notice.
All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes.
Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Health Department.

ARTICLE 8
Public Health Planning Advisory Committee

The Chair or his/her designee may choose to serve as an ex-officio member of the Public Health Planning Advisory Committee (PHPAC) and may periodically attend and/or report to PHPAC on the activities of the Committee.

ARTICLE 9
Public Records and Meeting Law

The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings.

ARTICLE 10
Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

ARTICLE 11
Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

ARTICLE 12
Bylaw Amendments

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 20th day of September, 2016.

Signed this 20th day of September, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner

APPROVED AS TO FORM:

Vance Croney, County Counsel

Adopted: 06/17/96
Revised: 03/29/05
09/09/08
09/20/16