



MEMORANDUM

To: OMA Board of Directors

From: Patty Mulvihill, OMA Staff Liaison & LOC General Counsel

Date: October 18, 2021

Re: Report from Onboarding & Mentoring Committee

Recommendation Regarding Onboarding Program for New Board Members

The OMA Onboarding Committee recommends that the following onboarding programs for new Board members be established, with the programs becoming effective immediately.

1. Creation of a Buddy Program. Veteran Board members will be paired with incoming Board members as part of a Buddy Program, whereby veteran members will serve as a resource to the incoming members. The veteran member will be expected to immediately connect with the incoming member upon the incoming members election to the office and review the OMA Board's general processes, procedures and purpose.
2. Board Binder. LOC staff shall create a Board binder that is to be mailed to all incoming Board members upon their election to the office. The Board binder will include the following documents: Constitution and Bylaws; Board Policies; Board Reimbursement Forms; Board Member Contact Sheet; LOC Staff Contact Sheet; OMA Membership Directory; Summaries of OMA Committees' Purposes & Responsibilities; Contract Between OMA and LOC; and a listing of all upcoming meetings and events. LOC staff will bring a sample of the Board Binder to the in-person December meeting.
3. Onboarding Training. Each year, the OMA President, LOC Executive Director and OMA Staff Liaison will host new Board members in a short 1-2 hour new member orientation. This new member orientation will be held in conjunction with the first business meeting of the OMA each year. For calendar year 2022, since no current member of the Board has undergone an onboarding orientation, all Board members will be expected to attend the onboarding orientation. A sample Power Point presentation of what the training will include is attached herein.

The Committee recommends the below timeline be used to successfully onboard new Board members. It should be noted that the Committee recognizes the onboarding process is new and that tweaks are likely to occur; the Committee sees the proposed programs as a starting point, not an ending point.

Proposed Onboarding Timeline for 2022 OMA Board of Directors

	Task/Event/Project	Lead(s)
October 2021 Board Meeting	<p>Committee submits its draft Onboarding Program to the OMA Board of Directors for review and approval.</p> <p>Board of Directors selects veteran members to serve as buddies to incoming new members (for 2022, two veteran members are needed).</p>	Mayor Wytoski
October 25 - 29, 2021	<p>Buddy assignments are made by President Wytoski. President Wytoski notifies Patty Mulvihill of her pairings.</p> <p>Patty Mulvihill provides the veteran Board members with the name and contact information of their assigned buddy (the incoming Board member).</p> <p>Patty Mulvihill ships new Board members the OMA Board Binder. This should be accompanied by a letter from President Wytoski and the contact information of their assigned buddy. She also sends calendar invitations of all pre-established 2022 meetings and events to the new Board members.</p>	Mayor Wytoski and Patty Mulvihill
November 1 – 5, 2021	<p>Veteran Board members serving as buddies will contact their assigned incoming Board member to welcome them to the OMA, offer their general assistance, and coordinate a time whereby they can meet to more fully discuss the purpose of the OMA, what it means to serve on the OMA Board of Directors, and the general processes and policies of the OMA.</p>	Board Buddies
November 5 – Dec. 10, 2021	<p>Veteran Board members have a comprehensive meeting, or meetings, with their assigned buddies to review OMA’s purpose and processes. At least one of the meetings should include a discussion and review of the following: Board of Director meetings and purposes; Constitution and Bylaws; Board Policies; Website; Listserv; and the Membership Directory and drive.</p> <p>Patty Mulvihill outreaches to new Board members to ensure they’ve received their Board binder, inquire if they have any questions or concerns not yet addressed by their Board buddy, and offer the assistance of LOC staff.</p>	Board Buddies and Patty Mulvihill
January/February 2022	<p>In association with the first OMA Board meeting of the new year, there will also be held a 1-2 hour onboarding session (all Board members attend this year). The session will be led by 2022 President Gowing, with speaking parts for Committee chairs and relevant LOC staff.</p> <p>Within a week after the first Board meeting, both the veteran Board buddy and LOC staff liaison (by then it will not be Patty Mulvihill) will reach out to new members to gauge their comfort level, identify any concerns, and determine if additional assistance is needed/wanted.</p>	Mayor Gowing, Board Buddy, and LOC Staff Liaison



Oregon Mayors Association

New Board Member Orientation 2022

Agenda

- Welcome and Introductions
- Purpose of Today's Orientation
- Overview of the Oregon Mayors Association
- Newsletter
- Board Expense/Reimbursement Policies
- 2022 Meetings and Events
- Relationship and Contract with the LOC
- Closing Remarks

Welcome & Introductions



Buddy System

Created to provide new Board members a go-to member of the Board in case there are questions or concerns.

Existing Board Member	New Board Member
Insert Name	President-Elect
Insert Name	New Director
Insert Name	New Director

Purpose of Today's Orientation



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Welcome new Board members to the OMA.

Promote cooperation and connections.

Provide information so that new Board members can be successful in their roles.



Overview



Purpose of the OMA

To increase the knowledge and ability of persons serving in the position of mayor in Oregon cities.

To promote the exchange of information and ideas among mayors.

To provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor.

To provide strong, collective efforts for influencing state programs and legislation.

To further programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

The Basics

- Founded in 1972
- Approximately $\frac{3}{4}$ of Oregon's Mayors are members
- 9-Member Board of Directors with 3 Officers
- LOC's Executive Director serves as the Secretary/Treasurer
- LOC assigns a staff liaison to manage day-to-day operations



Board of Directors

2022



2022 Board of Directors

President	Jeff Gowing
President-Elect	
Past President	Beth Wytoski
Director #1	Jason Snider
Director #2	Teri Lenahan

Director #3	Rod Cross
Director #4	Jim Trett
Director #5	
Director #6	
Secretary/Treasurer	Mike Cully

Board's Role

- General supervision over all the affairs of the Association.
- Operational policy direction.
- Budget adoption.
- Represents all Oregon mayors.
- Attends all major OMA events.
- Assist the LOC on its initiatives and legislative priorities.
- Monitors legislative and administrative actions by state and federal governments.

Board Logistics

- OMA Staff Liaison works with Board President prior to each meeting to establish an agenda and approve a Board packet.
- Board packets typically distributed 7 – 10 days in advance of meeting.
- Board picks dates and locations of next year's meetings in the Fall/Winter (in consultation with LOC staff).
- Meetings are either in-person or virtual. Reasonable travel expenses covered by OMA for in-person meetings.
- OMA Staff Liaison is *currently* Patty Mulvihill, LOC's General Counsel. As of February 2022, Staff Liaison is {Insert Name}.

Governing Documents

OREGON MAYORS ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE I Name and Purpose

SECTION 1

NAME: The name of this Association shall be the Oregon Mayors Association (referred to herein as OMA).

SECTION 2

ORGANIZATION: OMA is an unincorporated association of persons serving in the position of mayor in Oregon cities. OMA shall be based at the League of Oregon Cities located at 1201 Court St. NE, Suite 200, Salem, OR 97301

SECTION 3

PURPOSE: The purpose of the OMA shall be to increase the knowledge and ability of persons serving in the position of mayor in Oregon cities; to promote the exchange of information and ideas among mayors; to provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor; to provide strong, collective efforts for influencing state programs and legislation; and to further the programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

ARTICLE II Membership

SECTION 1

ACTIVE MEMBERSHIP: Any person who is the duly elected or appointed mayor of an Oregon city shall be eligible for active membership in the association. Such a person shall become a member by submitting an application and payment of the membership fee for the current year to the secretary/treasurer.

SECTION 2

TERMINATION OF MEMBERSHIP: A person shall cease to be an active member of the OMA upon termination of service in the office of mayor or failure to submit payment of the membership fee for the current year.

SECTION 3

HONORARY MEMBERSHIP: Honorary members may be granted or retracted as the board of directors may determine. Upon approval of the board, any former mayor who has contributed in widely recognized and significant ways to the OMA and to their communities as mayor may be granted honorary membership. All past presidents of the OMA become honorary members upon

OREGON MAYORS ASSOCIATION

POLICIES

ARTICLE I Board Expense Policy

SECTION 1

BOARD MEETINGS: Eligible expenses related to attending board of directors' meetings are paid, or reimbursed, by the OMA. Eligible expenses include travel (mileage reimbursed at the federal per diem), lodging and meal expenses.

SECTION 2

OMA CONFERENCES: Except for the president, board members shall be responsible for paying their registration, travel, lodging and meal expenses. The OMA may pay or reimburse the president's expenses.

SECTION 3

LOC BOARD MEETINGS: Eligible expenses related to attending LOC board meetings incurred by the president or board liaison may be paid or reimbursed by the OMA. Eligible expenses include travel (mileage reimbursed at the federal per diem), lodging and meal expenses.

Amended 4-11-2014 and February 27, 2020.

ARTICLE II Guest Policy

Section 1

Guests are permitted at OMA conferences and certain events, although their participation in all aspects of an OMA conference or particular event may be limited by the Board of Directors. A guest is defined as a spouse or significant other, friend, or relative who is not a member of the OMA, is not qualified to become a member of OMA, and does not work for or represent a governmental organization.

Section 2

Prior to each OMA conference and event, the OMA Board of Directors shall determine the price, if any, for a guest registration.

Section 3

Honorary members of the OMA may attend OMA conferences and certain events and pay the guest fee, provided the Board of Directors has assessed a guest fee for the conference or event.

Section 4

Guest passes are not available to sponsors, speakers or staff. If a sponsor, speaker or staff person is asked or directed to attend an OMA conference or event, OMA will not require them to pay a registration fee – although their participation in all aspects of the conference or particular event may be limited by the Board of Directors.

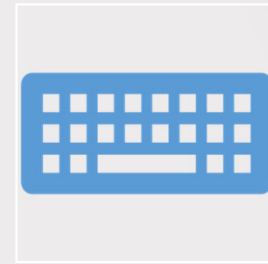
Amended 1-29-16 and 2-27-2020.

Website & Listserv



Website

Information on Association
Identification of Board Members
Announces Upcoming Events
Membership Registrations
Conference Registrations
Newsletter Editions
Committee Information



Listserv

Only accessible to OMA Members
Used to Make Major OMA Announcements
Used by Mayors to Seek Advice, Guidance
and Ideas from Other Mayors

OMA Membership Drive & Directory

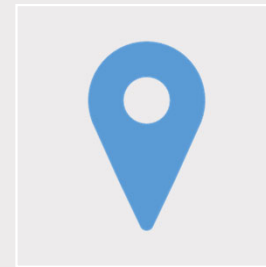


Membership Drive

Begins in November/December Each Year

Goal is for Each Oregon Mayor to Join OMA

Board Members Actively Recruit Members



Directory

Identifies Every Oregon Mayor

Only Available to OMA Members

Typically Distributed in First Quarter of Each Year

OMA Committees

- Bylaws Committee
- Conference Planning Committee
- Mayors Leadership Award Committee
- Nominating Committee
- Student Contest Selection Committee



Bylaws Committee



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- Ad-Hoc Committee
- Any Board Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Reviewing & Recommending Updates to OMA's Governing Documents

Conference Planning Committee

- Makeup Ranges Between 4-9 Members
- Any Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Planning the Annual Summer Conference & Allocating Scholarship Funds



Mayors Leadership Award Committee

- Makeup ranges between 3 to 5 members
- Appointed by the OMA President with the Board's approval
- Responsible for reviewing nominations for the Mayors Leadership Award and selecting winners



Nominating Committee

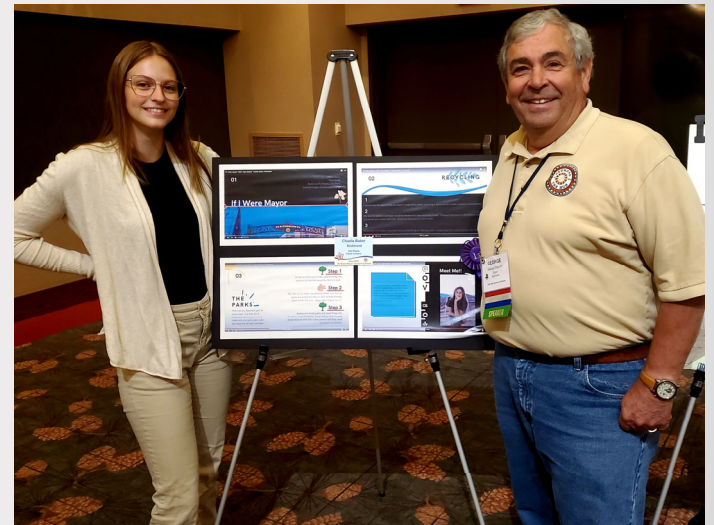
- 5-Member Committee
- Immediate Past President, 2 past OMA Presidents, and 2 OMA members who are not past presidents and who do not serve on the Board
- Appointed by the President with the Board's approval
- Review applications for open Board positions and develop a slate of candidates for the Board and membership's review and approval



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Student Contest Selection Committee

- Makeup ranges between 3 to 5 members
- Appointed by the President with the Board's approval
- Purpose is to review submissions from *If I Were a Mayor* Contest and determine award winners





OMA Newsletter

OMA publishes a Quarterly Newsletter

The Board selects a city to be spotlighted in each quarter

Board members develop the content of the Newsletter

Board members typically write 1-3 articles for the various Newsletters each year

Board Expense Policy



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What Expenses are Paid by OMA?

	OMA Pays	OMA <i>MAY</i> Pay	OMA Pays (President)
Board Meetings	✓		✓
OMA Annual Conference		✓	✓
OMA Fall Workshop		✓	✓

Reimbursement Records



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- **Submitting for Reimbursement.** At each Board meeting, staff will provide a form. These forms are due to staff within two business days from the date of the meeting.
- **Ethics Reporting.** Within 10 calendar days from the date of the Board meeting, staff will distribute a summary of expenses paid by OMA. These must be used for the annual Statement of Economic Interest (SEI).

Looking Forward to 2022

Date	Event
January/February 2022	OMA Board Meeting/Retreat
April 21 – 22, 2022	LOC Spring Conference Hermiston
April/May 2022	OMA Board Meeting
August 11 – 13, 2022	OMA Annual Summer Conference Newport
October 12, 2022	OMA Board Meeting Hillsboro
October 13, 2022	OMA Annual Membership Business Meeting Hillsboro
October 13, 2022	OMA Fall Workshop Hillsboro
October 13 – 15, 2022	LOC Annual Conference Hillsboro

Relationship & Contract with the LOC

- The OMA is a recognized affiliate of the LOC
- The OMA contracts with the LOC for administrative support & management services
 - Designated staff person to assist the OMA in all its needs
 - Conference planning and event services
 - Financial and accounting services



Recommendation Regarding Mentoring Program for New Oregon Mayors

The Committee does not believe a formalized mentoring process for new Oregon mayors is appropriate at this time. Rather, the Committee recommends the Board of Directors create a new OMA Committee, known generally as the “Resource Committee” which will do three things: (1) be comprised of members who agree to serve as a resource and point of contact for new mayors; (2) develop a new mayor orientation program to be hosted in conjunction with LOC’s Elected Essentials training program; and (3) identify ways in which the Committee itself, or the Board of Directors, can be of better assistance to new mayors.

Based on the discussion that was had during the prior meeting, the Committee and LOC staff have developed a proposed resolution creating this new Committee, that resolution is attached to this Memorandum as Exhibit A.

LOC staff has determined that the OMA could host a new mayor orientation program in conjunction with LOC’s Elected Essentials training program. Some salient points to consider:

1. The Elected Essentials program occurs between November of each even-numbered calendar year and January of each odd-numbered calendar year. The next Elected Essentials training program is slated to run between November 2022 and January 2023.
2. To allow for a new mayor training program to run in concert with the Elected Essentials training program, LOC staff would host no more than two Elected Essentials training programs on back-to-back days. As a result of this Committee’s work, LOC staff has prepared a draft calendar for the 2022/23 Elected Essentials program, said calendar is attached to this Memorandum as Exhibit B. Because the calendar specifically identifies the region of the state hosting the training (LOC has broken the state into 12 distinct regions), attached as Exhibit C is a regional map used by the LOC.
 - a. Red Ink is used to highlight dates to avoid for any training – for example, we would not schedule a training to occur on Veterans Days, and we do our best to avoid hosting events during the evening hours of Hannukah.
 - b. LOC staff recommends that the OMA new mayor training occur during the evening hours, either the night before the Elected Essentials training program, or immediately following the Elected Essentials program (a dinner break between the two events on these dates is advisable – unless the OMA wishes to provide attendees with dinner). The calendar identifies the recommended training dates with the following notation “OMA Night Region {Relevant Region Number Identified}.”
 - c. To make the preferred timeframe work, there will be times when two separate Elected Essentials programs are occurring simultaneously. For example, if you look at the November 30th date, you’ll notice that LOC staff is recommending it host an Elected Essentials in Region 3 (LOC staff will be Jayme Hafner and Lisa

Trevino) and also in Region 1 (LOC staff will be Patty Mulvihill and another Member Services employee).

- d. Northeastern Oregon has consistently requested that its Elected Essentials training program occur over two separate evenings, preferring to meet twice at night instead of having the event over the course of one entire day. As a result of this request, you'll notice that the trip for that region is extended.
 - e. Additionally, given the holiday schedule, and council meeting and council workshop dates (LOC maintains a list of 98% of LOC's cities' council meeting/workshop dates) in the various regions, some of the Elected Essentials programs will need to occur in January. Eastern Oregon has consistently been happy to hold their trainings in January, that way their evenings during prime holiday season are not negatively impacted.
 - f. Finally, the LOC always hosts one last "catch-all" Elected Essentials program in the Salem-Keizer area, it's a final opportunity for someone who needs the training but couldn't attend the one in their region. That training always happens in January.
3. While no specific locations have yet been secured, there's a high likelihood that LOC would use the locations it had intended to use in 2020 (in-person events were cancelled due to the COVID-19 pandemic). Most of the locations were free to use, but some had charges. The total cost of the 13 venues was estimated, in early 2020, to be approximately \$1,000 – assuming the OMA utilized the same spaces, if even for only 2 hours the night before or after a training, it would be reasonable to assume additional costs would be incurred by the LOC and that said costs could be prorated for payment by the OMA. If the OMA would want to provide some type of food or beverages, those charges should also be considered. Additionally, depending on who from the OMA staffs the event, and how far they travel, it may be prudent to assume the OMA would incur some travel expenses as well. If these trainings seem more likely than not, the Committee recommends the OMA include fiscal resources for the trainings in the 2022 Budget.

**A RESOLUTION ESTABLISHING
THE OREGON MAYORS ASSOCIATION'S
RESOURCE COMMITTEE**

WHEREAS, the Oregon Mayors Association (OMA) was established in 1972, with one of its core purposes being to provide Oregon's mayors an organization wherein they can find support, advice, and training from their peers; and

WHEREAS, Article III, Section 7(b) of the OMA Constitution and Bylaws allows for the President, with the consent of the Board of Directors, to establish committee it deems advisable; and

WHEREAS, the Board, having heard from its members that new mayors in Oregon may benefit from a more structured OMA resource or training program to help them successfully transition into their roles as community leaders; and

WHEREAS, the purpose of this Resolution is to formally establish a Resource Committee, the purpose of which will be to provide new mayors with mentors, trainings, and assistance as they take office.

NOW, THEREFORE THE BOARD OF DIRECTORS FOR THE OREGON MAYORS ASSOCIATION RESOLVES AS FOLLOWS:

- A. Creation. There is hereby created a Resource Committee of the OMA.
- B. Purpose. The Resource Committee shall assist the Board of Directors in fulfilling its responsibility to serve as a resource and point of contact for new Oregon mayors.
- C. Roles & Responsibilities. The Finance Committee shall oversee the development and distribution of a new mayor orientation program to be hosted in conjunction with the LOC's Elected Essentials training program, while also seeking to identify ways in which the OMA can be of better assistance to new mayors.
- D. Appointment and Composition.
 - a. The Resource Committee consists of 7 members, four current members of the Board of Directors, and three OMA members not currently serving on the Board of Directors.
 1. *Chair*. The OMA shall appoint a Chair at the beginning of each calendar year. Should the Chair be absent from a Resource Committee, the members present shall accept nominations for a temporary chairperson and conduct a vote.
 2. *Appointments*. The President shall appoint the Resource Committee members, subject to approval of the Board of Directors. In making appointments to the Finance Committee, the President is to take all reasonable steps to ensure the Committee makeup:

- i. Does not include more than one person from each of the 12 regions of the state.
 - ii. Provides representation from as many geographic regions of the state as reasonably possible.
 - iii. Provides representation from cities with small, medium, and large populations.
 - iv. Provides representation from underserved and underrepresented communities.
3. *Terms.* Committee members, including the Chair, shall serve one-year terms.

E. Meetings.

- a. The Committee shall meet, at a minimum, at least six times per calendar, ideally meeting every other month of the calendar year. Additional meetings of the Committee may be called by the Chair or the Board President – provided at least 72 hours advance notice of the meeting has been provided.
- b. Meetings may be by or through the use of any means of communication allowing all participants to both hear and speak with one another.

Enacted on October 21, 2021.

Exhibit B

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
		Election Day			Veterans Day	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				Thanksgiving	Thanksgiving	
27	28	29	30			
		OMA Night Region 3 OMA Night Region 1	Region 3 EE Region 1 EE OMA Night Region 2			

Exhibit B

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Region 2 EE Region 5 EE OMA Night Region 5		
4	5	6	7	8	9	10
	OMA Nigh Region 4	Region 4 EE Region 10 EE OMA Night Region 10	Region 6 EE OMA Night Region 6 Region 7 EE OMA Night Region 7	LOC New Member Orientation	LOC Board Meeting	
11	12	13	14	15	16	17
			Region 8 EE OMA Night Region 8	OMA Night Region 9	Region 9 EE	
18	19	20	21	22	23	24
Hanukkah Begins					LOC Holiday for Xmas Eve	
25	26	27	28	29	30	31
	Hanukkah Ends LOC Holiday for Xmas Kwanza Begins					
Kwanza Ends						

Exhibit B

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	MLK Day		OMA Afternoon Region 11 Region 11 EE	Region 11 EE		
22	23	24	25	26	27	28
				Catchall EE OMA Night Catchall		
29	30	31				
	OMA Afternoon Region 12 Region 12 EE	Region 12 EE				



MEMORANDUM

To: OMA Board of Directors

From: Patty Mulvihill, OMA Staff Liaison & LOC General Counsel

Date: October 18, 2021

Re: Protocols for Voting at OMA Membership Meeting

Because the Annual Membership meeting will be held via Zoom, I want to clarify with the OMA Board the protocols used for voting.

1. First, all persons entering the meeting will be asked to ensure their Zoom profile states their name and city, for example, Mayor Beth Wytoski of Dayton. A message reminding attendees to set their profiles this way will be displayed on the screen when they enter the Zoom meeting. The President will remind attendees to do this upon calling the meeting to order. By ensuring we have the name of the official and their city, we can ensure proper use of Zoom's polling feature to record member votes.
2. Second, LOC staff will utilize the polling features on Zoom to manage the votes being cast. The polls will provide members with only three potential answers: yes, no, or abstain. The votes will include the: consent calendar, election of officers; and proposed amendments to the Constitution/Bylaws. When it is time to vote, LOC staff will display a poll that will be readily visible to members, and wherein they can easily select their desired answer.