

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.

ARTICLE III Board Liaison

SECTION 1

LEAGUE OF OREGON CITIES: The president, or their designee, shall be the liaison to the LOC board and shall attend LOC board meetings. The liaison responsibilities shall be to keep the OMA board informed of LOC actions and keep the LOC board informed of OMA actions.

Amended 4-11-2014 and 2-27-2020.

ARTICLE IV Board Meetings

SECTION 1

SCHEDULE: The board shall meet at least four times per year. One of the meetings shall be scheduled in conjunction with the OMA Summer Conference. One of the meetings shall be scheduled in conjunction with the annual conference of the League of Oregon Cities.

SECTION 2

EMAIL MEETINGS:

1. The President may choose to conduct a special meeting via email.
2. Any Board member wishing to convene a special meeting must coordinate said meeting with the President and Secretary/Treasurer via email.
3. The President, Board member requesting the meeting, and Secretary/Treasurer will work cooperatively together to create the meeting notice, a summary or explanation of the purpose for the meeting, and the proposed motion to submit to the Board. Motions raised during an email meeting do not require a second.
4. The Secretary/Treasurer is responsible for sending an email to all Board members that advises them that a Special Email Meeting has been called by the President; that email will contain the information described in the above subsection (c).
5. All Board members, including the President, may vote on the proposed motion raised in the Special Email Meeting. Votes must be made in such a way that the Secretary/Treasurer and President can clearly identify the vote is cast in either the affirmative or negative.
6. Motions provided via a Special Email Meeting cannot be amended.
7. The Board member who requested the Special Email Meeting can rescind the motion contained therein at any time, doing so requires the Board member work in concert with the President and Secretary/Treasurer.
8. All votes must be cast within 7 days of the Special Email Meeting notice being sent to all Board members. For a motion to pass, a majority of the Board members must have voted in support of the motion within the required 7 days. If the 7 days expires without a majority of members casting their vote, the motion fails.
9. The Secretary/Treasurer is responsible for tallying the votes and informing the Board of the outcome. If a member fails to cc: other Board members on their vote, the Secretary/Treasurer will forward the email to all other Board members.

10. At the next regular, non-email, Board meeting, the purpose of and results from the Special Email Meeting shall be publicly reviewed by the Board, in recognition of the need for transparency to the full OMA membership.

Amended 4-11-2014, 2-27-2020, and 7-29-2021.

ARTICLE V Cancellation Policy

SECTION 1

CANCELLATION: Training and continuing education programs are designed to promote a reliable and consistent learning experience for members. While schedules change, and emergencies unfortunately occur, when reservations are cancelled, particularly close to the event date, additional personnel and financial resources are expended, the cost of which are often difficult if not impossible to recoup. Therefore, refunds for cancelling participation in a training or continuing education program will only be provided in accordance with this Cancellation Policy.

1. 30 or More Days Prior. Cancellations made 30 or more days in advance of the event date will receive a full refund, minus a \$50.00 administrative fee.
2. 14-30 Days Prior. Cancellations made between 14 to 30 days in advance of the event date will receive a full refund, minus a \$100.00 administrative fee.
3. 14 Days Prior. Cancellations made 14 days or less in advance of the event date are not eligible for a refund.
4. Exception Requests. Notwithstanding the preceding sections, refunds may be provided in accordance with the terms of this section.
 - a. *Bereavement.* Full refunds will be given in the event of the death of the registrant or an immediate family member of the registrant. A registrant's immediate family includes any of the following: spouse, child, parent, sibling, grandparent, grandchildren, parent-in-law, child-in-law, sibling-in-law, stepparent, stepchild, stepsibling, step-grandparent, or step-grandchild.
 - b. *Critical Illness.* Full refunds will be given in the event the registrant suffers from a critical illness. A critical illness is one in which:
 - The registrant or an immediate family member of the registrant requires patient medical care. Immediate family is defined in the above subsection 4(a).
 - The registrant is under the care of a physician and has been deemed contagious.
 - c. *Transportation Failure.* Full refunds may be given in the event the registrant is unable to attend the event due to an unforeseen transportation failure. Examples of an unforeseen transportation event include: motor vehicle accident on the way to the event; a significant mechanical issue; or cancellation/delay of air/bus/train travel beyond the control of the registrant.
 - d. *Event of Force Majeure.* If a force majeure event occurs and prevents the registrant from attending the event, a full refund may be provided. A force majeure event includes:

- An act of God, such as, but not limited to, fires, explosions, earthquakes, tsunamis, floods, and their effects;
 - War, hostilities (whether war be declared or not), invasion, or act of foreign enemies.
 - Riot, commotion, or strike.
 - Acts or threats of terrorism.
5. Documentation. To receive a refund, a registrant must submit written documentation to the Oregon Mayors Association (OMA) identifying why they believe a refund is entitled.
- a. *Format*. The written documentation can be in the form of an email or letter which identifies the registrant's name, the name of the event the registrant is enrolled to attend, the date of cancellation, the reason for the cancellation, and an explanation of why the registrant believes they are entitled to a refund.
 - b. *Submission*. All requests for refunds shall be submitted to the OMA either at: loc@orcities.org; or, OMA, 1201 Court Street NE, Suite 200, Salem, Oregon 97301.
 - c. *Additional Document*. OMA reserves the right to ask a registrant seeking a refund for additional documentation to support their request. For example, in the event a registrant is seeking a refund due to a critical illness, OMA reserves the right to ask for a statement from the registrant's medical provider.
 - d. *Discretionary Approval*. The OMA Secretary-Treasurer or their designee has sole and exclusive discretion to grant a refund, provided the terms and conditions of this Cancellation Policy are followed.
 - e. *Appeals*. If the request for a refund is denied, the registrant may appeal the decision to the OMA Board of Directors within 30 days of notice.

Refunds. If OMA determines that a registrant is entitled to a refund, the refund will be processed, and the registrant reimbursed within 60 days of LOC's decision to grant the refund request.

Adopted 09-25-2019.

ARTICLE VI Mayors Leadership Award Committee

SECTION 1

MEMBERSHIP: The president shall appoint, with board approval, five people to serve on this committee. Three people should be past recipients of the Mayors Leadership Award. The president shall also appoint, with board approval, a past recipient to serve as chair.

Adopted 2-27-2020

**ARTICLE VII
Amendments**

SECTION 1

AMENDMENTS: These policies may be amended or repealed at the discretion of the OMA board of directors.

Adopted 2-27-2020.