



## Join the LOC Board of Directors Elected Official Director & Vice President Positions 2024 Board of Directors

Serving on the League of Oregon Cities (LOC) Board of Directors (Board) is an opportunity for you to be a statewide leader shaping the actions of the LOC and state policy. The LOC is seeking to fill three Elected Official Director positions and the position of Vice President. Below you will find information about the Board, the open positions, and the process for submitting a statement of interest.

**Statements of Interest are due by 5:00 p.m. on September 26, 2023.**

### What is the LOC Board?

The LOC Board is the governing body of the League of Oregon Cities, an organization which provides cities what they need to build thriving communities through advocacy, training, and information. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities. The Board directs the affairs of the LOC, setting the organization's policies, priorities, positions, goals, and outcomes.

There are 15 voting members on the [Board](#), and presently an additional 6 non-voting members.

- Officers.
  - President.
  - Vice President.
  - Treasurer.
  - Immediate Past President.
  - Senior Appointed Official.
- 9 Elected Official Directors.
- 2 Appointed Official Directors.
  - Voting Appointed Official Director.
  - Non-Voting Appointed Official Director.
- Regional Representative Directors (only appointed if the region would otherwise be unrepresented on the Board during the calendar year).
- Past Presidents who continue to serve as an elected or appointed official.

### Who is eligible to serve in the open positions?

**Officers.** The officers of the LOC, all held by elected officials, are: President, Vice President, Treasurer, and Immediate Past President. Unless there is a vacancy, this year the only officer position open is of the Vice President. Note, if elected to serve as Vice President in 2024, the person will then be President in 2025 and Immediate Past President in 2026.

**Directors.** In addition to the officers, the LOC's Bylaws provide for 11 voting Directors and one non-voting Director. Directors represent all geographic regions of the state and varied city populations. Directors serve three-year terms that begin with the first meeting of the new calendar year following the election. For the 2024 Board of Directors, there are open seats for three Director positions. (An additional Director position may be filled in the event the Vice President position is filled by a current Board member with an unexpired term).

New board members will be given an orientation on December 14, 2023. New board members will also participate, but not be permitted to vote, in the December 15, 2023 Board Meeting. The new term of office begins with the first meeting of 2023 and will be taking place on February 23, 2024 in Condon.

### **What other qualifications or experience are beneficial for a city official considering serving on the LOC Board?**

Board members have generally found it helpful to be acquainted with LOC programs and services. Knowing area legislators, having the ability to attend all-day Board meetings, and generally being interested in taking an active part in LOC events and activities throughout the year are all beneficial.

### **How long is the term of office?**

The Elected Official Director positions term will expire on December 31, 2026, and the Vice President position will expire on December 31, 2024 (but please note the person in that position will automatically ascend to the LOC Presidency for calendar year 2025 and serve as the LOC Immediate Past President in 2026).

### **What selection process is being used to fill this vacancy?**

All candidates for a Board position will be expected to do the following:

***Complete an Application Form.*** Return a completed Application Form to the League office or via email to [jajones@orcities.org](mailto:jajones@orcities.org) by **Tuesday, September 26, 2023** for the Vice President position or an Elected Official Director position. This will provide the Nominating Committee with a general background on all candidates for office. Questions about the application form can be directed to Jasmine Jones at [jajones@orcities.org](mailto:jajones@orcities.org) or (503) 588-6550.

***Appear Before the Nominating Committee.*** The LOC Nominating Committee will hold a public meeting during the LOC Annual Conference in Eugene on Thursday, October 12. Each applicant for the Vice President position and Elected Official Director positions will be given a set amount of time to address the committee.

### **What are the responsibilities of the Board?**

In accordance with the LOC's [governing documents](#), Board members have the following collective and individual responsibilities.

- General Governance Responsibilities.
  - Determine and support the LOC's vision, mission, and strategic plan.
  - Select and support the Executive Director.
  - Ensure adequate revenues and approve a budget for effective management of the revenues.
  - Participate in LOC activities.
  - Determine, monitor, and strengthen the LOC's programs and services.
  - Review agenda and supporting materials prior to Board meetings.
  - Attend all Board and general membership meetings, including periodic meetings, and notify the President and Executive Director of any planned or emergency absence and the reason for it.
  - Serve on LOC committees as needed and offer to take on special assignments.
  - Lead by example in the Board of Director's support and commitment to diversity, equity, and inclusions, and to utilize the adopted [Equity Lens](#) in decision making.
- Ethical Responsibilities.
  - Adhere to the requirements of the Oregon Governments Ethics Law, ORS

- Chapter 244.
  - Perform Board duties in good faith to promote the best interests of the LOC.
  - Disclose potential and actual conflicts of interest prior to voting on any matter before the Board.
- Communication Responsibilities.
  - Facilitate two-way communication between LOC and city officials within your sphere of influence.
  - Assume responsibility for interpreting Board policy to the LOC membership.
  - Ensure the LOC speaks with “one voice” once the Board has made a decision.
  - Seek out city officials who have the potential to strengthen the LOC and encourage their participation in the LOC.

### What are the expectations of Board members?

Board members are expected to attend all meetings, of which there are historically five per calendar year. Generally, meetings occur during the following months: February; April; June; October; and December. Meetings typically begin around 9:00 a.m. and end in the late afternoon. Hybrid capabilities exist for Board meetings for those members who cannot travel. A Board dinner is generally held in coordination with the meeting itself, sometimes the dinner occurs the night before the meeting and other times it occurs immediately after the meeting concludes. The LOC covers all travel expenses related to attending Board meetings.

Meeting dates and locations for calendar year 2024:

- February 23, Condon
- April 24, Klamath Falls
- June 14, Joseph
- October 16, Bend
- December 13, Hermiston

Meeting dates for calendar year 2025 (some locations will not be determined until 2024):

- January 27, Salem
- April 23, Hood River
- June 27, TBD
- October 1, Portland
- December 12, TBD

Board members are also expected to attend major LOC events. Of particular importance are the Spring Conference, Annual Conference, and in odd-numbered years City Day at the Capitol. The following major events are presently scheduled:

- 2024 Spring Conference, April 26 – 27 (Klamath Falls);
- 2024 Annual Conference, October 16 – 19 (Bend);
- 2025 Spring Conference, April 23 – 25 (Hood River);
- 2025 Annual Conference, September 30 – October 4 (Portland);

While not required, Board members are strongly encouraged to participate in Small Cities meetings and any major LOC training events occurring in their [region](#). The LOC has created 12 regions of the state, with each region hosting quarterly [Small Cities meetings](#) and playing host to regional training events throughout the year. When possible, Board members are encouraged to attend these events.

### Does the LOC cover Board members’ travel expenses?

In general, the LOC pays actual and necessary travel expenses incurred by Board members attending Board meetings. Covered expenses generally include mileage reimbursement,

meals, and lodging.

The LOC does not automatically pay the expenses or the registration fees for Board members to attend major LOC events on the theory that as a city official, each Board member would already be attending the major events at the expense of their own city. However, recognizing that not all cities in Oregon have the financial capacity to send their officials to major LOC events, within each budget, the Board sets aside funds to ensure funding is not a barrier to a member attending a major LOC event.

Expenses incurred by the LOC on behalf of a Board member, along with direct reimbursements, are reportable on a member's Statement of Economic Interest. The LOC will provide all members with the information necessary to submit the required information.





