

COMMITTEE FOR CITIZEN INVOLVEMENT OF CLACKAMAS COUNTY

BYLAWS

September 2016

ARTICLE I - NAME

The name of this organization shall be the Committee for Citizen Involvement of Clackamas County, hereinafter called the "CCI".

ARTICLE II - PURPOSE

The CCI shall be responsible for advising and assisting the Clackamas County Board of Commissioners (BCC), Public and Government Affairs (PGA) and others with the development and coordination of the Public Involvement Program structured to promote and enhance citizen involvement and to provide guidance, oversight and direction for the Hamlet and Villages and Community Planning Organization programs, provide the BCC with annual updates, evaluations and recommendations regarding the Public Involvement Program.

ARTICLE III- MEMBERSHIP

The committee shall consist of one non-voting PGA staff liaison and no fewer than five and up to nine members appointed by the Board of Commissioners. There shall always be an odd number of voting members. Members shall be a resident of or business owner in Clackamas County and shall be as representative as possible of the geographic, demographic and diverse characteristics of the County. Following a public recruitment process, CCI members shall work with PGA to make recommendations to the Board of Commissioners regarding applicants for vacant positions.

ARTICLE IV - TERM OF OFFICE

The membership term shall be three (3) years. Expiration dates for terms shall be staggered so that no more than one-third of the members' terms will expire in any year. To stagger membership terms, initial appointments can be made for one or two year terms. Reappointments will be for three-year terms. Members may request reappointment for one additional term. A member's term shall not officially expire until a new member is sworn in to that position.

ARTICLE V - VOTING

A vote shall be decided by a simple majority of the CCI members present or by teleconference at a meeting at which a quorum is present.

A quorum shall be a majority of the current CCI members.

ARTICLE VI – MEETINGS

Regular meetings of the membership will be held at the recommendation of PGA, the BCC or by the CCI Chair, but at least annually.

Approved September 20, 2016

All CCI meetings shall be publicized in advance of the meeting date in accordance with Oregon Public Meetings Law and will follow “Roberts Rules of Order” and otherwise conduct themselves consistent with the requirements of applicable law.

Oregon Public Records Law applies to the CCI and the PGA staff member shall ensure that appropriate minutes are taken and records preserved.

ARTICLE VII - ELECTION OF OFFICERS

The officers of the CCI shall be Chair and Vice Chair. Election of officers will be held annually by secret ballot by the members of CCI, and the Chair and Vice Chair shall each serve one year terms. The Chair may serve no more than two consecutive one year terms as Chair. Temporary appointments as officers can be made as needed by a vote of the majority of the CCI.

ARTICLE VIII - DUTIES OF OFFICERS

The Chair shall preside at all meetings of the CCI and be an ex-officio member of all Task Forces.

The Vice-Chair shall preside in the absence of the Chair and carry out such duties as assigned by the Chair.

ARTICLE IX- TASK FORCES

Task Forces may be created by the Chair, based on the CCI recommendations as deemed necessary to implement the objectives and purposes of the CCI and carry out its directives.

Task Forces shall present plans of work to the CCI and no action shall be undertaken without approval of the CCI.

A task Force shall be dissolved upon completion of its objectives and submission of a final report to the CCI.

ARTICLE X – AMENDMENTS

The by-laws may be amended upon a two-thirds membership vote. The amended bylaws shall be sent to the BCC for approval. Amendments are not effective until approved by the BCC.

ARTICLE XI– ATTENDANCE

Three unexcused absences are grounds for removal from CCI. Six absences per year will be grounds for removal from the CCI. The BCC may remove members from the CCI for actions, statements, or behavior inconsistent with the purpose of the CCI or that reflects poorly on Clackamas County.