



MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)
FROM: Sue Hildick, Director, Public & Government Affairs
RE: Approval of Proposed Bylaws for the Committee for Community Involvement
DATE: October 10, 2023

REQUEST: PGA is requesting the Board of County Commissioners to approve the proposed bylaws for the Committee for Community Involvement (CCI).

BACKGROUND: The current CCI bylaws date back to 2016. After an intensive six-month development process and five-week public comment period, CCI voted unanimously to put forth the proposed bylaws for approval by the BCC.

These proposed bylaws align with the current ABC model bylaws format and update some procedural details to conform to current PGA practices. The proposed bylaws eliminate vague language and give CCI and staff liaisons the guidance and structure they need for what CCI does and how it does it.

They provide a foundational but flexible structure of activities to give current and future CCI members and staff a document where they can continue to add on rather than having to continually reinvent. Including additional information in the bylaws also helps communicate to community planning organizations (CPOs) some of the ways CCI will work with them, since CPOs are an integral part of the county's public involvement program on land use planning.

County counsel also reviewed the proposed bylaws and made two recommendations, both of which were incorporated in the attached proposed bylaws. They were approved by CCI on September 19, 2023.

Respectfully Submitted,

Sue Hildick

Director, Public & Government Affairs

Attachments: Proposed bylaws for the Committee for Community Involvement
Existing bylaws (There are no redlines included because the proposed bylaws were effectively re-written.)

Clackamas County Committee for Community Involvement
Proposed Bylaws Amendments (to replace current bylaws) Approved 9-19-2023

ARTICLE I - Name

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

ARTICLE II - Purpose

The State of Oregon requires Clackamas County to have an officially recognized CCI to help the County carry out directives in State Goal 1 to develop a public involvement program that ensures the opportunity for community members to be involved in all phases of the County's planning process.

The CCI will be responsible for:

1. Advising and assisting Clackamas County with the development and enhancement of a public involvement program on land use planning that promotes widespread and meaningful participation from diverse groups in County decision-making processes, in a way that fosters collaboration and empowers community members.
2. Assisting in the implementation of the County's public involvement program by providing ongoing guidance, oversight and direction for the program components, which include the Community Planning Organization program for public involvement in land use decisions; the process used to involve the public in revisions of the County's Comprehensive Plan, and Zoning and Development Ordinance; and the CCI.
3. Evaluating the process being used for Clackamas County public involvement in land use planning.
4. Actively working with the County as it provides two-way communication between members of the public and decision makers as plans that impact the public are prepared.

As part of addressing State Goal 1 and Clackamas County Comprehensive Plan Chapter 2 responsibilities, the CCI will strive to carry out the following annual activities:

1. Communicate to the County an annual action plan and estimated time table of CCI activities that address State Goal 1 requirements.
2. At a minimum, conduct biannual joint listening sessions with representatives from all Community Planning Organizations to learn about their needs and issues in involving the public in all phases of the planning process, and increasing involvement and participation from their communities.
3. Subsequently advise the County (the Department of Public and Government Affairs, the Department of Transportation and Development, and the Board of County Commissioners as appropriate), on those needs and issues; and provide ideas on solutions, and on ways to involve Community Planning Organizations in determining solutions.
4. Assist the County and Community Planning Organizations with the process to determine the Community Planning Organization representative and alternate to the Clackamas County Coordinating Committee (C4).
5. Support, at a minimum, an annual Community Leaders meeting, and work with Public and Government Affairs to develop the agendas and programs.

6. Based on an annual report from Public and Government Affairs about the public involvement program, provide the Board of County Commissioners with an evaluation of how well the County public involvement program achieves the goals and policies in Clackamas County Comprehensive Plan Chapter 2 on public involvement; the International Association for Public Participation (IAP2) Spectrum of Public Participation standards; any applicable County community engagement standards; and the requirements of State Goal 1, including but not limited to a program that:
 - a. Involves a widespread cross-section of the affected public in all phases of the planning or decision process;
 - b. Clearly defines the procedures by which the general public will be involved in the on-going planning or decision-making process;
 - c. Is appropriate to the scale of the planning effort or decision;
 - d. Provides for continuity of public participation, and continuity of information that enables members of the public to identify and comprehend the issues;
 - e. Provides effective two-way communication with the public, and assures that affected members of the public receive a response from policy-makers; and
 - f. Ensures the allotment of adequate funding and human, financial, and informational resources for public involvement.

Article III - Membership

The CCI shall consist of one non-voting PGA staff liaison, and no fewer than five (5) and up to nine (9) voting members appointed by the Clackamas County Board of County Commissioners. Members shall be residents or property owners in unincorporated Clackamas County; and shall be as representative as possible of the geographic, demographic, and diverse characteristics of the County. Membership shall not be limited by race, creed, color, gender, sexual orientation, age, heritage, religion, national origin, or income.

Following a County public recruitment process, CCI members shall make recommendations for PGA to provide to the Board of County Commissioners regarding applicants for vacant positions.

MEMBERSHIP TERMS

The membership term shall be four (4) years. Members may request reappointment for another four-year term, serving up to a total of two (2) consecutive terms. Term expiration dates will be on the last day of the final month of the membership term. Whether filling a vacant position following an expired term, or replacing someone who had an unexpired term, the membership term for a new member will be four years.

ATTENDANCE

Three (3) consecutive *unexcused* absences from regular meetings, or a failure to attend at least 50% of regular meetings in a 12-month period, shall constitute resignation from the CCI.

ARTICLE IV - Officers

The officers of the CCI shall be the Chairperson and the Vice-Chairperson.

DUTIES OF OFFICERS

The Chairperson shall preside at all meetings of the CCI, work with the Department of Public and Government Affairs staff liaison and CCI Vice Chairperson to draft the CCI meeting agendas, and be an ex-officio member of all CCI Task Forces, Subcommittees, and Work Groups.

The Vice-Chairperson shall carry out the duties above in the absence of the Chairperson, and any other duties as assigned by the Chairperson.

TERMS OF OFFICE

The Chairperson and Vice-Chairperson will be elected for two year terms. The officers may serve no more than two (2) consecutive terms in each position, not including temporary appointments to fill unexpired terms.

SELECTION OF OFFICERS

Election of officers will be held at the first meeting of odd-numbered calendar years, and determined by an affirmative vote from a majority of CCI voting members.

VACANCIES

If an officer vacancy occurs mid-term, CCI voting members will vote to approve a temporary appointment for the remainder of the officer's unexpired term.

ARTICLE V - Meetings

Regular meetings of the CCI will be held monthly as needed, but at least six (6) times a year. All CCI meetings will follow "Robert's Rules of Order", contain a public comment period, be publicized in advance of the meeting date in accordance with Oregon Public Meetings Law, and otherwise comply with the requirements of applicable law.

MEETING QUORUM

A quorum consists of a majority of all voting members of the CCI, not just those present. A quorum, at minimum, must be in attendance for the CCI to vote or take other official CCI action at a CCI meeting.

VOTING

Except for ARTICLE VII on AMENDMENTS, a vote shall be decided by an affirmative vote of the majority of all voting members of the CCI, not just those present.

MEETING RECORDS

The Department of Public and Government Affairs staff liaison shall ensure that appropriate minutes are taken and records preserved to comply with Oregon Public Records Law.

ARTICLE VI - Task Forces, Subcommittees, Work Groups

The Chairperson will create CCI Task Forces, Subcommittees, or Work Groups as needed, and establish the parameters of responsibility after discussion with CCI voting members. The number of CCI voting members in a Task Force, Subcommittee, or Work Group shall be less than a CCI meeting quorum.

Task Forces, Subcommittees, or Work Groups shall be dissolved upon completion of their objectives and submission of a final report to the CCI.

ARTICLE VII - Amendments

These bylaws may be amended. Amendments approved by at least two-thirds of the CCI voting membership shall be submitted to the County Counsel for approval. Should the County Counsel approve the amendments with any changes, the proposed amendments must be approved by at least two-thirds of the CCI voting membership to be forwarded to the Clackamas Board of County Commissioners. However, amendments shall not be in effect until approved by the Clackamas Board of County Commissioners and that approval has been communicated back to the CCI Chairperson.

The approved amended bylaws shall supersede all previous bylaws and become the governing rules for the CCI.

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.