



Clackamas
County
Coordinating
Committee

Promoting partnership among the County, its Cities and Special Districts

**CLACKAMAS COUNTY COORDINATING COMMITTEE (C4)
Agenda**

**Thursday, December 01, 2016
6:45 PM – 8:30 PM**

Development Service Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Commissioner Paul Savas & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of November 03, 2016 C4 Minutes

Page 02

6:50 p.m. Opening Discussion on C4 Bylaws

- Existing C4 Bylaws

Page 05

7:05 p.m. Overview of Submitted Recommendations to C4 Bylaws

- Recommendations Overview

Page 09

7:10 p.m. Discussion of Technical Recommendations to C4 Bylaws

- DRAFT bylaws including technical recommendations in track-changes

Page 11

7:25 p.m. Discussion of Policy Recommendations to C4 Bylaws

- *Note: Discussion may require additional meeting*

8:10 p.m. Next Steps for C4 Bylaws Discussion

8:15 p.m. Discussion on County Fuel Tax

8:30 p.m. Adjourn

RFFA Project Presentations

Steve Williams provided an overview of the RFFA process and steps that have already occurred.

Presentations were received from the following projects:

1. Clackamas County: Monroe Street Active Transportation Project
2. Milwaukie: Monroe Street Neighborhood Greenway
3. Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
4. West Linn: Hwy 43 Multimodal Transportation Project
5. Wilsonville: I-5 Pedestrian & Bikeway Bridge (Town Center Loop to Barber Street)

Public Comment Period for RFFA Projects within Clackamas County

Public comment was received from the following individuals:

Name	Project
Ray Stobie	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
William Gifford	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
Bob Cochran	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
Richard Sakeliu	West Linn: Hwy 43 Multimodal Transportation Project
Teri Cummings	West Linn: Hwy 43 Multimodal Transportation Project & West Linn: I-205 Bike/Pedestrian Trail
Karie Oakes	West Linn: Hwy 43 Multimodal Transportation Project
Blane Meier	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
Amber Holveck	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
Karin Morey	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213

CTAC Rankings of Clackamas RFFA Projects

There were six projects submitted from Clackamas County. Metro's technical ranking and the Clackamas Transportation Advisory Committee (CTAC) technical ranking are below.

Metro Technical Ranking & Project

3	Wilsonville: I-5 Pedestrian & Bikeway Bridge (Town Center Loop to Barber St)
6	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
8	Clackamas County: Monroe Street Active Transportation Project
17	West Linn: Hwy 43 Multimodal Transportation Project
21	Milwaukie: Monroe Street Neighborhood Greenway
27	West Linn: I-205 Bike/Ped Trail

CTAC Scoring & Project

20.3	West Linn: Hwy 43 Multimodal Transportation Project
20.1	Oregon City: Molalla Avenue – Beaver Creek Road to Hwy 213
19.4	Wilsonville: I-5 Pedestrian & Bikeway Bridge (Town Center Loop to Barber St)
18.8	Clackamas County: Monroe Street Active Transportation Project
15.9	Milwaukie: Monroe Street Neighborhood Greenway
12.8	West Linn: I-205 Bike/Ped Trail

CTAC Concerns on Scoring

- Different criteria – Overlap between Metro criteria and the guidelines selected by the C4 Metro subcommittee. Specifically, geographic equity was an important factor for C4, including past awards data.
- Coordination with other grant awards - Combining RFFA and ODOT STIP funds awarded to West Linn Hwy 43 project was an important aspect.

- Disadvantaged Populations – Hwy 43 project provides an important and unique regional connection serving populations commuting between Portland and Oregon City.
- Improved access to and from priority destinations – Hwy 43 project did not receive a high enough score to adequately reflect the improved access.

Questions were raised as to how much influence the C4 has in changing Metro rankings and why the federal regulations do not have weighting requirements that were applied in Metro’s technical evaluation.

The schedule for the remainder of this process is as follows:

November 9	C4 Metro Subcommittee
November 18	TPAC
December 15	JPACT
February 2	Metro Council

C4 Member Discussion on RFFA Projects

C4 members discussed the projects, history of funding and the final processes for funding decisions.

A motion was suggested by Terry Gibson to recommend the top three proposals and drop off the Clackamas County: Monroe Project. Mayor Gamba concurred and offered removal of Milwaukie’s adjoining Monroe Street Neighborhood Greenway project. The combined Monroe Street projects are a critical regional piece and serves a lot of low income people and would improve safety. However, it is critical that West Linn be able to utilize the other grant funds to finish their project. He indicated that he would second Terry Gibson’s motion.

C4 members asked that Mayor Gamba’s willingness to support the West Linn project over his own cities be recorded in institutional memory.

Mayor Gamba made a motion that C4 forward the top three CTAC recommendations to Metro. Terry Gibson seconded. Approved.

Terry Gibson made a motion that C4 send a letter to JPACT explaining the C4’s project prioritization. Jeremy Pietzold seconded. Approved. Letter to be approved by the C4 Metro Subcommittee and signed by the C4 co-chairs and JPACT representatives.

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

The voting membership shall consist of one (1) elected representative and an elected alternate appointed by the City Council of the Metro Jurisdiction Cities of: Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/Rural Cities of: Barlow, Canby, Estacada, Molalla and Sandy. The Clackamas County Board of Commissioners shall be represented by two (2) voting members. The voting membership shall also include one (1) elected representative of fire districts, one (1) elected representative of water districts/authorities, one (1) elected representative of sanitary sewer districts/authorities, one (1) representative of Villages, one (1) representative of Hamlets and one (1) representative of CPOs. A Metro councilor, one (1) representative from the Port of Portland, one (1) representative from a rural transit agency and one (1) representative from an urban transit agency are included as non-voting members. The representatives of the Port of Portland and the transit agencies do not have to be elected officials to serve in this non-voting capacity.

The cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or his/her designee in December of each even numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County's Hamlets and Villages, represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities, Hamlets, and Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in December of every odd-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by December of each odd-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary in January of the following year.

Each jurisdiction with a voting membership shall have one vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC will be on the policy body but shall not have an additional vote.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, Villages and CPOs. This committee shall set the agendas for meetings of C-4 and to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the January C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the January C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their February meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules
Meetings shall be conducted in accordance with Roberts' Rules newly revised.

G. Agenda Items
Before presentation to C-4 for action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee
C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee
C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to ODOT Region 1. The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee
The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees
C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Transportation Advisory Subcommittee

The membership of the Transportation Advisory Subcommittee shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. The Transportation Advisory Subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities within Clackamas County that are within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located outside the Metro's Urban Growth Boundary.

The Hamlets of Clackamas County include: Beaver Creek, Molalla Prairie, Mulino and Stafford; and one Village: the Villages at Mt Hood (collectively Brightwood, Rhododendron, Welches, Wemme and Zig Zag).

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001

Amended on March 3, 2005

Amended on February 5, 2009

Amended on January 7, 2010

Amended on November 3, 2011

Amended on April 4, 2013

Amended on December 5, 2013

Clackamas County Coordinating Committee (C4)

Recommendations for updating the C4 Bylaws

Process:

Sept – Oct: Submit feedback and recommendations to C4 Executive Committee or Staff

December: Proposed member discussion of recommendations

January: Proposed adoption of technical changes to bylaws

Unknown: Adoption of policy recommendation changes to bylaws

Technical Recommendations:

- Simplify how member list is presented
 - Change requires new paragraphs reformatting how some members are chosen.
 - *Found in: Section 2*
 - *Submitted by: County Staff*
- Clarify when cities choose their members: from December of even numbered years to January of odd numbered years to allow cities to appoint new council members after elections.
 - Ensure consistency in bylaws so that non-city members are also selected in January of even numbered years
 - *Found in: Section 2, Paragraphs 2, 3, and 4*
 - *Recommended by: C4 Discussion*
- Remove Damascus from members list
 - *Found in: Section 2, Paragraph 1*
 - *Submitted by: C4 Discussion*
- Update the name of Transportation Advisory Subcommittee to reflect its current name: Clackamas Transportation Advisory Committee (CTAC)
 - *Found in: Section 6, Subsection 1*
 - *Submitted by: County Staff*
- Update the language in the Rural Cities Subcommittee to reflect the change from ODOT Region 1 to the R1ACT
 - *Found in Section 6, Subsection B*
 - *Submitted by: County Staff*

Policy Recommendations (by subject):

Membership Questions

- Staff recommendation for C4 to consider the Clackamas Citizen from MPAC as a non-voting member.
 - This position has had honorary status for several years, including a seat at the members table, but has not been memorialized in the bylaws.
 - *Found in: Section 2*
 - *Submitted by: County Staff*

- Clarify that special districts are included in the C4 Metro Subcommittee
 - Clarify if they want to be involved
 - *Found in: Section 6, Subsection A*
 - *Submitted by: Commissioner Savas*

Agenda Setting Questions

- Create agenda and notification transparency
 - Identify a cutoff for when agenda items are recommended
 - *Found in: Section 5, Subsection G*
 - *Submitted by: Combination of C4 discussion, members recommendations and County Staff seeking clarity*
- Clarify how C4 members and [C4 Metro] Subcommittee members are able to “contribute to” the creation of monthly agendas
 - *Found in: Section 5, Subsection G*
 - *Submitted by: Mayor Knapp*
- Clarify that voting, whether at C4 or any subcommittee (pending on whether or not subcommittees vote), be noticed in the agenda
 - If notice will be required in bylaws, clarity is needed to address how far in advance notice is required
 - *Found in: Section 5, Subsection C*
 - *Submitted by: Commissioner Savas*

Executive Committee Questions

- Enable C4 members to elect a new chair and vice-chair each February from amongst the C4 voting members. County staff to continue as the support for C4
 - Propose there to be no requirements for a County Commissioner be a co-chair
 - *Found in: Section 4*
 - *Submitted by: Mayor Gamba*

C4 Metro Subcommittee Questions

- Clarify the purpose of the C4 Metro Subcommittee within the bylaws
 - They currently have an “at a minimum” scope
 - Should the new scope clarify the “Pre-MPAC/JPACT meeting” role?
 - *Found in: Section 6, Subsection A*
 - *Submitted by: Discussion at August C4 meeting and C4 Metro Subcommittee meetings post August discussion*
- Enable the C4 Metro Subcommittee members to decide on who serves as co-chair
 - *Found in: Could occur in Section 3; Section 5, Subsection A; or Section 6, Subsection A*
 - *Submitted by: Mark Ottenad on behalf of Mayor Knapp*
- Clarify the decision making protocol for C4 subcommittees
 - How should subcommittees reach decisions?
 - Current practice for decision making in subcommittees is a “consensus model”
 - Would be ideal to make this consistent protocol across all potential subcommittees (staff recommendation)
 - *Found in: Could occur in Section 5 as a new subsection or in Section 6, Subsection A*
 - *Submitted by: C4 Discussion in August, County Staff seeking clarity*

DRAFT CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS DRAFT

The track-changes in this document reflect the “technical fix” recommendations submitted by C4 Members and staff. Policy recommendations will be discussed separate from the recommendations listed here.

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1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs).

C-4’s primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

~~The voting Committee membership shall consist of one representatives from the following jurisdictions, communities, and districts: (1) elected representative and an elected alternate appointed by the City Council of the Metro Jurisdiction Cities of: Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non Metro/Rural Cities of: Barlow, Canby, Estacada, Molalla and Sandy. The Clackamas County Board of Commissioners shall be represented by two (2) voting members. The voting membership shall also include one (1) elected representative of fire districts, one (1) elected representative of water districts/authorities, one (1) elected representative of sanitary sewer districts/authorities, one (1) representative of Villages, one (1) representative of Hamlets and one (1) representative of CPOs. A Metro councilor, one (1) representative from the Port of Portland, one (1) representative from a rural transit agency and one (1) representative from an urban transit agency are included as non-voting members. The representatives of the Port of Portland and the transit agencies do not have to be elected officials to serve in this non-voting capacity.~~

Commented [WT1]: Damascus to be removed from the C4 Roster. It is not included as an option to remove in the reformatted list below

<u>Voting Body</u>	<u>Members</u>	<u>Votes</u>
<u>County</u>	<u>2</u>	<u>2</u>

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

Cities	Barlow	<u>1</u>	<u>1</u>
	Canby	<u>1</u>	<u>1</u>
	Estacada	<u>1</u>	<u>1</u>
	Gladstone	<u>1</u>	<u>1</u>
	Happy Valley	<u>1</u>	<u>1</u>
	Johnson City	<u>1</u>	<u>1</u>
	Lake Oswego	<u>1</u>	<u>1</u>
	Milwaukie	<u>1</u>	<u>1</u>
	Molalla	<u>1</u>	<u>1</u>
	Oregon City	<u>1</u>	<u>1</u>
	Rivergrove	<u>1</u>	<u>1</u>
	Sandy	<u>1</u>	<u>1</u>
	Tualatin	<u>1</u>	<u>1</u>
	West Linn	<u>1</u>	<u>1</u>
	Wilsonville	<u>1</u>	<u>1</u>
Communities	CPOs	<u>1</u>	<u>1</u>
	Hamlets	<u>1</u>	<u>1</u>
	Villages	<u>1</u>	<u>1</u>
Districts	Fire	<u>1</u>	<u>1</u>
	Sanitary	<u>1</u>	<u>1</u>
	Water	<u>1</u>	<u>1</u>
Total	<u>23</u>	<u>23</u>	

Non-Voting Body		Members
Regional	Metro	<u>1</u>
	Clackamas Citizen from MPAC	<u>1</u>
Transit	Rural	<u>1</u>
	Urban	<u>1</u>
Other	Port of Portland	<u>1</u>
Total		<u>5</u>

Clackamas County Board of Commissioners will select its two (2) elected representatives in January of odd-numbered years and notify the Secretary of C-4 by letter signed by the Chair or a designee appointed by the Chair.

The cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or ~~his/her~~ their designee in ~~December~~ January of each ~~even~~ odd-numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County's Hamlets and Villages, represented. The process for designating

Commented [WT2]: Requires approval by C4 to be added to the roster.
The Clackamas Citizen from MPAC has been an honorary seat at the C-4 table, but has not been recognized as a "member" by C4 in the bylaws.

Commented [WT3]: This paragraph is intended to provide clarity about how the Clackamas County members and alternates are chosen. This addition is to support information lost in the reformatted membership list

Commented [WT4]: This change is a technical recommendation provided by C4 members to support better coordination with cities, who do not appoint newly elected officials until January of odd numbered years. Similar changes below will be marked by "Date Consistency".

the representatives shall ~~by~~ be established by agreement among each of the groups of Districts/Authorities, Hamlets, and Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in ~~December-January~~ of every ~~oddeven~~-numbered year.

Commented [WT5]: Grammar fix

Commented [WT6]: Date Consistency

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by ~~December-January~~ of each ~~oddeven~~-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary ~~in January of the following year.~~

Commented [WT7]: Date Consistency

Commented [WT8]: Staff recommends removal because of redundancy

Each jurisdiction with a voting membership shall have one (1) vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC ~~will be on the policy body but shall not have an additional vote~~ are encouraged but not required to have their representative as a voting member or alternate on C-4.

Commented [WT9]: Technical fix clarifying how cities are encouraged to choose representation.

The Metro Council shall provide the name of their C-4 representative and alternate by letter signed by the Metro President or his/her designee in January of each odd-numbered year.

Commented [WT10]: This paragraph is intended to provide clarity about selection of the Metro member and alternate. This addition is to support information lost in the reformatted membership list

The representatives from the Port of Portland, the transit agencies, and the Clackamas Citizen from MPAC are not elected officials, and their membership is determined by appointment from their respective organizations.

Commented [WT11]: This paragraph is intended to provide clarity about the appointment of the non-elected, non-voting members who sit on C-4. This addition is to support information lost in the reformatted membership list

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, Villages and CPOs. This committee shall set the agendas for meetings of C-4 and to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the January C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the ~~January-February~~ C-4 meeting.

Commented [WT12]: Date Consistency

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their February meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

- B. Quorum
A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.
- C. Voting
Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present.
- D. Alternates
A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.
- E. Records
All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.
- F. Rules
Meetings shall be conducted in accordance with Roberts' Rules newly revised.
- G. Agenda Items
Before presentation to C-4 for action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

- A. Metro Subcommittee
C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.
- B. Rural Cities Subcommittee
C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop

positions relative to transportation issues and related funding for presentations to ~~the~~ ODOT Region 1 Area Commission on Transportation (RIACT). The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

Commented [WT13]: Staff recommendation to reflect the change from ODOT Region 1 to the RIACT.

C. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Clackamas Transportation Advisory Subcommittee ~~Committee (CTAC)~~

The membership of ~~the CTAC Transportation Advisory Subcommittee~~ shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. ~~The Transportation Advisory Subcommittee~~ CTAC shall operate under the same procedures as the policy body, and will meet as needed to be determined by ~~sub~~committee members.

Commented [WT14]: These changes are a staff recommendation to reflect the existing name of the staff advisory committee currently supporting C4.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities within Clackamas County ~~that are~~ located within Metro's Urban Growth Boundary.

Commented [WT15]: Staff recommendation to support consistent language with Rural Cities definition

Rural Cities are those incorporated cities within Clackamas County located outside ~~the~~ Metro's Urban Growth Boundary.

Commented [WT16]: Staff recommendation to support consistent language with Urban Cities definition

The Hamlets of Clackamas County include: Beavercreek, Molalla Prairie, Mulino and Stafford; and one Village: the Villages at Mt Hood (collectively Brightwood, Rhododendron, Welches, Wemme and Zig Zag).

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001

Amended on March 3, 2005

Amended on February 5, 2009

Amended on January 7, 2010

Amended on November 3, 2011

Amended on April 4, 2013

Amended on December 5, 2013