

McLoughlin Area Plan Implementation Team (MAP-IT) Bylaws

ARTICLE I - NAME

The name of the organization shall be the McLoughlin Area Plan Implementation Team (MAP-IT).

ARTICLE II - BOUNDARIES

The boundaries of MAP-IT shall be those described in the “McLoughlin Area Plan Vision Framework”, and the “Five Components of the McLoughlin Area Plan” approved the County Board of Commissioners on March 15, 2016: unincorporated Clackamas County between the cities of Milwaukie and Gladstone and between the Willamette River and I-205.

ARTICLE III - PURPOSE

MAP-IT is a partnership of the active community planning organizations and McLoughlin business association within the MAP boundaries. The purpose of MAP-IT is to serve as a community advisory committee working with the businesses, property owners and residents who form the community within the MAP boundaries, as well as Clackamas County staff (as appropriate), to:

- A. Identify and set priorities for projects and programs recommended in the McLoughlin Area Plan (MAP), and identify how the priority projects and programs can incorporate the vision, values and principles adopted in the MAP Vision Framework document.
- B. Provide a process that involves the community in identifying and setting the project and program priorities, and gives the community the opportunity to review and approve recommendations from this community advisory committee.
- C. Make recommendations to Clackamas County and other public bodies that communicate the agreed upon project and program priorities, and how the priority projects and programs can incorporate the vision, values and principles adopted in the MAP I framework plan.
- D. Provide communication between the community, Clackamas County and other public bodies regarding the projects and programs.
- E. Assist Clackamas County with work needed to develop and implement projects and programs in the McLoughlin Area Plan through any community volunteer efforts that may be available.
- F. Assist Clackamas County in identifying sources of funding for projects and programs recommended in the McLoughlin Area Plan.
- G. Provide a path for additional projects and programs to be identified to address new or changing circumstances consistent with the vision, values and principles adopted in the MAP Vision Framework document.

ARTICLE IV - MEMBERSHIP

- A. MAP-IT shall consist of a chairperson, and representatives from the partner organizations who have signed the Cooperative Inter-Organizational Agreement Between the Partner Organizations of the McLoughlin Area Plan Implementation Team (MAP-IT). The Cooperative Inter-Organization Agreement governs the number of representatives each partner organization will provide to MAP-IT.
- B. Each partner organization will be responsible for determining how the representatives and alternates from their organization will be selected, and orienting new representatives and alternates so they will be current with MAP-IT issues.
- C. Representatives and alternates from each partner organization will be expected to provide two-way communication between MAP-IT and their organizations; and at MAP-IT meetings, represent the views and instructions given to them by their organizations.

ARTICLE V - QUORUM AND VOTING

A quorum shall be required to vote or take other action. A quorum shall consist of at least seven members, and shall include at least two members from each partner organization.

Each member present will have one vote, and a vote shall be decided by a simple majority of the MAP-IT members present, except as stated in Article VI and Article IX. The Chairperson is a non-voting position. The Vice-Chairperson is a voting position.

ARTICLE VI - OFFICERS

The officers of MAP-IT shall include the following:

- A. Chairperson. The Chairperson shall set the agenda for and preside over all meetings of MAP-IT, represent MAP-IT in conferences or activities involving intra/inter-organizational planning and coordinating, and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all subcommittees. The Chairperson does not serve to represent a specific partner organization in MAP-IT.
- B. Vice-Chairperson. The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability. In addition, the Vice-Chairperson continues to represent his/her organization in MAP-IT.

The term of office for all officers shall be one year. Nominations for officers shall be made at the last meeting of the year, and elections will be held at the next meeting. Election of officers must be approved by at least seven MAP-IT members, which must include at least two members from each partner organization.

ARTICLE VII - MEETINGS

MAP-IT meetings shall be held no less than twice a year, and only when there are substantial items for the agenda. Agenda items must be given to the Chairperson with enough advance notice so that public notice can be made in accordance with Oregon Public Meeting Law. Appropriate minutes will be taken and preserved in compliance with Oregon Public Records Law.

MAP-IT meetings will follow parliamentary rules of procedures such as “Roberts Rules of Order”. In addition, MAP-IT will determine any necessary procedures, basic ground rules, and a code of conduct for meetings; and create processes for effectively and appropriately providing for public input during meetings.

ARTICLE VIII - SUBCOMMITTEES and TASK FORCES

- A. MAP-IT may create Subcommittees of members as needed to develop recommendations on how to carry out specific purposes and objectives of MAP-IT. In order to prepare recommendations, Subcommittees may consult with individuals who have particular knowledge or expertise relevant to accomplishing the objectives of the particular subcommittee. MAP-IT Subcommittees must make reports at MAP-IT meetings and/or otherwise communicate to all MAP-IT members about their activities and progress. No action on recommendations shall be undertaken without approval of MAP-IT. Subcommittees shall be dissolved upon completion of their objectives and submission of a final report to all MAP-IT members.

- B. MAP-IT may promote to its partner organizations the formation of specific work Task Forces to implement approved recommendations, or carry out other MAP-IT approved tasks. Such Task Forces are expected to be formed primarily of representatives appointed by and directly representing a partner organization, but could also include other individuals with particular knowledge, expertise or skills necessary for the work of the Task Force. Coordination of individual Task Forces will be by agreement of the partner organizations. Task Forces will be expected to provide reports to MAP-IT as well as partner organizations. If MAP-IT is asked and agrees to serve as the coordinator for a specific Task Force, the Task Force must make reports at MAP-IT meetings and/or otherwise communicate to all MAP-IT members about their activities and progress, in addition to any reports required to partner organizations; and no work plan shall be undertaken without approval of MAP-IT.

ARTICLE IX - AMENDMENTS

The bylaws may be amended by approval of at least seven MAP-IT members, which must include at least two members from each partner organization. The amended bylaws shall be sent to the Clackamas Board of County Commissioners (BCC) for approval. Amendments are not effective until approved by the BCC.

ARTICLE X - ATTENDANCE

Three unexcused absences in one calendar year are grounds for removal from MAP-IT. Six absences per year will be grounds for removal from the MAP-IT.

Approved by the Clackamas Board of County Commissioners on [date].