

**RESOLUTION NO. 20-16**

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**A RESOLUTION ADOPTING BY-LAWS FOR THE CITIZEN INVOLVEMENT COMMITTEE  
(CIC)**

**WHEREAS**, the State of Oregon has adopted Statewide Planning Goals including Goal 1: Citizen Involvement to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process; and

**WHEREAS**, the City encourages citizen involvement in all phases of the planning process; and

**WHEREAS**, the City created a policy establishing a Citizen Involvement Council (CIC) in December of 1977 to provide an active and systematic process for citizen and public agency involvement in the land-use decision making for Oregon City; and

**WHEREAS**, since establishment, the Citizen Involvement Committee (name change from Council to Committee) (CIC) has proven to be a successful means of communication between the City and citizens; and

**WHEREAS**, Title 2 of the Oregon City Municipal Code codifies numerous other groups; and

**WHEREAS**, Chapter 2.30 of the Oregon City Municipal Code provides general guidelines for the CIC; and

**WHEREAS**, CIC members would like more detailed guidance.


**NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:**

**Section 1.** The City hereby adopts by-laws for the Citizen Involvement Committee (Exhibit A).

**Section 2.** Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

**Section 3.** Effectiveness. This Resolution shall take effect immediately upon adoption by the Commission.

Approved and adopted at a regular meeting of the City Commission held on the 15th day of July 2020.

  
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DAN HOLLADAY, Mayor

Attested to this 15<sup>th</sup> day of July 2020,

Approved as to legal sufficiency:

  
\_\_\_\_\_  
Kattie Riggs, City Recorder

  
\_\_\_\_\_  
City Attorney

EXHIBITS:

- A. Citizen Involvement Committee By-Laws

## **Citizen Involvement Committee By-Laws**

### Article I. Name, purpose, mission, vision and values

- Section 1. The name of this association will be the Citizens Involvement Committee (CIC).
- Section 2. Purpose: The purpose is identified in Chapter 2.30 of the Oregon City Municipal Code.
- Section 3. Mission: The CIC will consider a broad range of issues affecting the livability and quality of the City's neighborhoods.
- Section 4. Vision: Working together with communities and key community stakeholders to create forums for communication that result in fair and open processes to ensure quality of life for future generations.
- Section 5. Values: We value open, honest communication, diversity, mutual trust, respect and accountability.

### Article II City Liaison

- Section 1. The position of City Liaison is a City staff position designated by the City Manager to assist the CIC.
- a. The City Recorder maintains the CIC minutes for City records.
  - b. The City Liaison makes public notice of all General and Special meetings.
  - c. The City Liaison emails agendas and copies of minutes to CIC members.
  - d. The City Liaison maintains a database of CIC members as provided by the neighborhood associations.

### Article III. Boundaries

- Section 1. The area served by the CIC will include the current legal City limits: boundaries will also include all areas of impact within the current Urban Growth Boundary. Areas of impact will include, but are not limited to, the following:
- a. County islands within any of the neighborhood association boundaries.
  - b. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries.
  - c. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries which are not represented by a Community Planning Organization (CPO).

- d. Neighborhood associations directly adjacent to these areas should attempt to communicate their availability to represent those neighbors not within the City limits but within the Urban Growth Boundary.

Section 2. Membership

- a. The CIC shall consist of two members from each recognized neighborhood association.
- b. Each neighborhood association shall select two members for nomination for appointment by the Mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
- c. Members shall be appointed for two years. Terms of office shall commence on the first day of the calendar year.
- d. The member shall reside within the neighborhood association boundaries which they represent.
- e. All members shall serve without compensation.
- f. If a member is unable to attend a meeting, it is the member's responsibility to inform the CIC Chairperson prior to the meeting being missed.
- g. Upon failure of any member to attend three consecutive meetings, misconduct, or non-performance of duty, the CIC may recommend termination of that appointment to the City Commission. A CIC member may be removed by the City Commission, after hearing, for the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.
- h. It shall be the responsibility of the CIC Secretary to notify the neighborhood association of those members in danger of losing their membership.
- i. The CIC Secretary will inform the CIC that notification has been given.
- k. The neighborhood associations will notify the City Liaison within thirty (30) days of any changes to the neighborhood association CIC membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description in Article III, Section 2 from becoming or remaining a member of the CIC.

Section 4. The privileges, roles and responsibilities of the members of the CIC are:

- a. To participate in a civil and ethical manner related to all business conducted by the CIC.

- b. To attend meetings and to speak from the floor on any issue being considered by the CIC.
- c. To vote on motions placed before the membership at regular or special meetings.
- d. To serve on sub-committees of the CIC.
- e. To advocate community involvement and provide training and education to help develop community leaders.
- f. To continually align with our mission, vision, and values.

Article IV.     Accountability

- Section 1.     The names, addresses, telephone numbers and email addresses of the officers and members will be maintained by the City Liaison.
- Section 2.     The CIC representatives will be responsible to provide notification of CIC actions taken on issues and other pertinent events to the neighborhood associations.
- Section 3.     The CIC and its elected officers will be responsible, through a regular and orderly process, for seeking the views of neighborhood associations and community and key stakeholders affected by proposed policies or actions before making any recommendations.
- Section 4.     Minority views on any issue considered by the CIC will, upon request by any member, be included along with any recommendations submitted for government review.

Article V.     Elections

- Section 1.     Nominating Committee - *Suspended for future consideration*
- Section 2.     Regular election of officers will be held at the General Meeting in January of an election year
- Section 3.     All certified neighborhood representatives in attendance will be able to vote in any and all elections of officers.
- Section 4.     Any member may run for any vacant office by declaring his or her intention to do so. A member may be nominated for any vacant office by another member of the CIC.

- Section 5. Elections shall be held by a raise of hands and the results will be announced to the membership at the same general meeting as the election. Newly elected officers will take their positions the first day of the month following the elections.
- Section 6. The following procedures will not be allowed: any vote by proxy, any absentee vote, any vote by mail, any secret ballot, any electronic vote, or any telephonic vote of the members. If a meeting is held online, electronic and telephone voting is allowed.
- Section 7. A partial term to fill a vacancy does not constitute a full term. The officers shall be elected for two years. In the event an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as Chairperson or Vice-Chairperson or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

Article VI.     Officers

- Section 1. All officers will be members of the CIC.
- Section 2. Officers will be elected as specified in Article V and will perform the following duties:
- a. Chairperson - Prepares the agenda and presides at all meetings. Serves as an ex-officio member on all sub-committees. Appoints members to serve on sub-committee. The Chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise designated in writing with the majority consent of the CIC.
  - b. Vice-Chairperson - Performs the duties of the Chairperson in his or her absence. Performs any other duties as assigned by the Chairperson.
  - c. Secretary - The Secretary calls the roll for attendance at all meetings and calls the roll for all votes.
- Section 3. In the event that an officer vacates his or her position, an election to fill that position will be held pursuant to the provisions in Article V.

Article VII     Sub-Committees

- Section 1. Sub-committee members will be made up of CIC member volunteers, or appointed as necessary, by the Chairperson. Sub-committees will have the responsibilities such as their titles indicate and as may be assigned to them.

- Section 2. Each sub-committee will develop its own agenda and will select its own sub-committee Chairperson.
- Section 3. The majority of the sub-committee members will constitute a quorum. sub-committee action will be determined by a majority vote of those present at each sub-committee meeting.
- Section 4. Sub-committees will make recommendations to the CIC for action.
- Section 5. Each sub-committee Chairperson may submit written reports to the CIC Chairperson to be added to and distributed with the CIC agenda for the next CIC meeting.

Article VIII. Meetings

- Section 1. General meetings will be held on the first Monday of each month at a place and time determined by the CIC and published to the membership and the community.
- Section 2. A quorum for any General or Special meeting of the CIC requires a majority of appointed members of the CIC to be in attendance at that meeting.
- Section 3. The Chairperson will prepare the agenda for General and Special meetings.
- a. Any person may request to add an item to the agenda by submitting the item to the CIC Chairperson in writing at least seven (7) days in advance of the meeting.
  - b. Any member of the CIC may request to add an item to the agenda.
  - c. Updates from Public Works, Oregon City Chamber of Commerce, and the Downtown Oregon City Association may be rotating items on the agenda.
- Section 4. Special meetings may be called by the Chairperson or by any seven (7) members provided the membership is notified of the Special meeting in writing at least seven (7) days in advance of the meeting.
- Section 5. Public comments: the following guidelines are given for citizens commenting on items on the agenda.
- a. The citizen is to complete a comment card, including the agenda item, prior to the meeting and submit it to the City Liaison, who forwards the cards to the Chairperson.
  - b. When the Chairperson calls the name of the citizen he or she shall proceed to the speakers table and state his or her name and city of residence into the microphone.

c. Each speaker will be given three (3) minutes to speak, or at the discretion of the Chairperson.

Section 6. All guests are encouraged to sign the attendance register at the back of the room as a record of their attendance for the minutes.

Section 7. The CIC Budget Year is from July 1 to June 30. The budget will be reviewed at least quarterly during the regular meetings of July, October, January and April.

Article IX. Conflict of Interest

No member of the CIC shall participate in any committee proceedings or action which the following has or

will receive a direct or substantial financial interest: the member or his/ her spouse, sister, child, parent, father-in-law, mother-in-law and business in which he/she is negotiating or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

Article X. Public Meetings/Public Records Requirements

Section 1. The CIC will abide by all Oregon statutes relative to public meetings and public records.

Section 2. Official action taken by the CIC must be on record and part of the minutes of each meeting. The minutes will include a record of attendance and the results of any votes taken. Upon request, a summary of minority views will be transmitted along with any recommendation made by the CIC to the City of Oregon City. Any such recommendations will also include the notice of Member Conflicts of Interest, if any have been declared.

Article XI. Non-Discrimination

The CIC shall not discriminate against individuals or groups based on race, color, religion, sex, sexual orientation, age, national origin, political affiliation, income, physical or mental disability, marital status, familial status, veteran status or membership in any other group protected by law in accordance with applicable federal, state and local laws in any of its policies, recommendations or actions.

Article XII. Parliamentary Authority and By-Laws

Section 1. The most current edition of the Roberts Rules of Order, Revised published by Da Capo Press will govern the procedures of the CIC when the procedure is



not otherwise covered by these by-laws.

Section 2. Proposed amendments to the by-laws must be presented to the membership at least thirty (30) days in advance of the vote to amend. Two-thirds (2/3) of membership must be present to vote. Of those present, two-thirds (2/3) must vote in support of the amendment(s) to change the by-laws.

Section 3. Any changes to the by-laws must be submitted to the City Commission for final approval.