

ORDINANCE NO. 20-1008

AN ORDINANCE OF THE CITY OF OREGON CITY AMENDING CHAPTER 2.30 OF THE OREGON CITY MUNICIPAL CODE (CITIZEN INVOLVEMENT COMMITTEE)

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 (Exhibit 2); 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 CIC has proven to be a successful means of communication between the City and citizens; and

WHEREAS, the City Commission wishes to update the organization of the CIC; and

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

WHEREAS, Chapter 2.30 Citizen Involvement Committee shall be added to the Oregon City Municipal Code (Exhibit 1).

NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:

Section 1. The City hereby amends Chapter 2.30 Citizen Involvement Committee of the Oregon City Municipal Code (Exhibit 1).

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 Ordinance shall take effect 30 days from the date of adoption.

Read for the first time at a regular meeting of the City Commission held on the 1st day of July, and the City Commission finally enacted the foregoing Ordinance this 15th day of July 2020.

[Signature of Dan Holladay]
DAN HOLLADAY, Mayor

Attested to this 15th day of July 2020:

Approved as to legal sufficiency:

[Signature of Kattie Riggs]
Kattie Riggs, City Recorder

[Signature of Carrie Puck]
Carrie Puck
City Attorney

Chapter 2.30 - CITIZEN INVOLVEMENT COMMITTEE

2.30.010 - Created.

The citizen involvement committee (CIC) is hereby created for the city of Oregon City. The CIC shall foster public participation and education regarding land use for the citizens of Oregon City on behalf of the city commission and perform other duties as identified within this chapter and the CIC bylaws.

2.30.020 - Duties.

The duties of the CIC include, but are not limited to, the following:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities as they impact neighborhood programs.
- C. Provide information to the city commission the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
- D. Assist with requests from the city commission.

2.30.030 - Membership.

- A. The CIC shall consist two members from each city 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 the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
- D. The members 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 nonperformance 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.

2.30.040 - Officers and staffing.

- A. Officers shall include chairperson, vice-chairperson and secretary.
 1. The officers shall be elected for two years starting in January of each even year. In the event that 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 a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.
 2. Chairperson. The chairperson shall preside at all CIC meetings and serve as an ex-officio member on all committees. The chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise delegated in writing with the majority consent of the CIC. The chairperson shall create the agenda for all general and special meetings of the CIC.

3. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the CIC. The vice-chairperson shall conduct all business delegated to the chairperson, in his or her absence.
 4. Secretary. The secretary calls the roll for attendance at all meetings, calls the roll for all votes, and submits the information to the city liaison.
- B. Staffing of the CIC may include a city commissioner liaison and a city liaison.
1. City Commissioner Liaison. One liaison from the city commission may be appointed to act as a resource to CIC and attend CIC meetings. The city commissioner liaison will be a non-voting member of the CIC.
 2. City Liaison or his/her designee. The planning division and the city manager's office or their designee shall be responsible for keeping an accurate and legally sufficient record of all proceedings and shall record the minutes and submit them to the CIC for approval. In addition, the city liaison shall post agendas, maintain attendance records, maintain a database of CIC members and track the CIC budget. The city liaison(s) will be a non-voting member of the CIC. Consistent with the City Charter, the city manager shall retain his/her discretion to suspend staffing when reasonable circumstances warrant. The city manager shall inform the City Commission and CIC of the suspension of the City liaison should it occur and the reason therefor.

2.30.050 - Organizational procedures.

- A. The CIC shall hold an official meeting every month. The CIC shall meet at such times and places as may be fixed by the committee. Special meetings may be called in accordance with the public open meetings law as provided by the CIC bylaws.
- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the members present. All members who are present are allotted one vote each on all motions.
- C. The CIC shall establish goals every two years that are consistent with the adopted goals and objectives of the city commission.
- D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.
- E. All meetings shall comply with ORS 192.640 and all CIC business shall comply with all applicable federal, state, and local laws and regulations.

2.30.060 - Reserved.

2.30.070 - Conflict of interest.

A member of the CIC shall not participate in any committee proceeding or action in which any of the following has or will receive a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for 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.

2.30.080 - Expenditures.

The CIC shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

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- C. Provide information to the city commission the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
- ~~D. Address grievances of the CIC and of neighborhood associations.~~
- ~~DE.~~ Assist with requests from the city commission.

2.30.030 - Membership.

- A. The CIC shall consist ~~of one primary member and one alternate~~ two members from each city recognized neighborhood association.
- B. Each neighborhood association shall select provide a primary and alternate two members for nomination for appointment by the mayor. ~~Each primary and alternate member appointed shall have first been nominated by the neighborhood association of which they represent. 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 the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
- D. The members shall reside, ~~work in, own property, or own a business~~ within the neighborhood association boundaries which they represent ~~or the land outside of the city limits but inside the urban growth boundary designated to be within the neighborhood association 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 ~~city liaison~~ CIC chairperson prior to the meeting being missed.
- G. Upon failure of any member to attend three consecutive meetings, misconduct or nonperformance 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 misconduct or nonperformance of duty for the above reasons. The ~~alternate member may become the primary member for the remainder of the term and the~~ neighborhood association shall nominate select a new member for appointment by the Mayor.

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- A. Officers shall include chairperson, vice-chairperson and secretary.
 - 1. The officers shall be ~~appointed~~ delected for two years starting in January of each even year. In the event that 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 a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

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- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the ~~voting~~ members present. All ~~primary~~ members who are present ~~and all alternate members who are acting as primary members in the absence of the primary members~~ are allotted one vote each on all motions.
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spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for 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.

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