

C O N S T I T U T I O N
of
COLUMBIA REGION ASSOCIATION OF GOVERNMENTS

as Approved

PREAMBLE

The Columbia Region Association of Governments, hereinafter referred to as CRAG, has been established by authority of state law and by agreement among its members as a permanent forum for

- (1) discussing and studying problems of mutual concern to the counties and cities in or near the Portland-Vancouver Standard Metropolitan Statistical Area and
- (2) formulating and recommending policies and action to solve those problems.

ARTICLE I

FUNCTIONS

1.1 Basic Functions. The basic functions of CRAG shall be:

- (1) to study or cause to be studied problems of concern to its members;
- (2) to issue reports based on the studies;
- (3) to recommend, for purposes of solving or alleviating the problems of concern, action by public and private agencies, including legislation by governmental legislative bodies;
- (4) to render advice and technical assistance to governmental agencies upon their request; and
- (5) to prepare and adopt comprehensive metropolitan regional plans.

1.2 Ancillary Powers. For carrying out its functions and otherwise administering its affairs, CRAG shall have power

- (1) to publicize its reports and recommendations;
- (2) to establish technical study and advisory committees;
- (3) to employ administrative, technical, and clerical assistance;
- (4) to seek and accept contributions and grants-in-aid;
- (5) to incur indebtedness and to enter into contracts within limits and according to procedures prescribed by bylaws of its General Assembly;
- (6) to acquire and dispose of property; and
- (7) to sue and be sued in a proprietary or ministerial capacity or both.

1.3 Other Functions. Powers. CRAG shall have such other functions and powers as the General Assembly may prescribe that are necessary or desirable to achieve the purposes as stated in the preamble.

1.4 Where Powers Vested. Except as this constitution provides to the contrary, the powers of CRAG shall reside in its General Assembly. The General Assembly may delegate any of its powers except the power to adopt bylaws.

ARTICLE II

MEMBERSHIP

2.1 How to Become a Member. Any county or city in or near the Portland-Vancouver Standard Metropolitan Statistical Area may become a member of CRAG

- (1) by entering into the agreement by which CRAG has been established and
- (2) by complying with the requirements of CRAG's constitution and bylaws and
- (3) by making financial contributions as required.

2.2 Termination of Membership. Membership of a county or city in CRAG shall terminate upon

- (1) dissolution of the organization

- (2) withdrawal of the city or county from the organization, or
- (3) failure of the city or county to comply for six months with the requirements of the organization's constitution and bylaws concerning financial contributions of its members.

ARTICLE III

GENERAL ASSEMBLY

3.1 Basic Functions. Subject to the limitations of this constitution and bylaws that may be adopted, the General Assembly shall be the main policy-making body of CRAG. For the governance of the organization the General Assembly may adopt bylaws consistent with this constitution.

3.2 Representation. Members of the governing bodies of the counties and cities that are members of CRAG may be members of the General Assembly. They shall be appointed in the following numbers and manner:

- (1) for each county that is a member of CRAG, two representatives appointed by the governing body of the county;
- (2) for each city of more than 300,000 population that is a member of CRAG, three representatives, appointed by the governing body of the city; and
- (3) for smaller cities in each county, one representative appointed by the governing body of the city.

3.3 Terms of Office. The terms of appointees to the General Assembly shall be at the pleasure of the appointing body.

3.4 Alternates. For each representative appointed by authority of Section 3.2 of this constitution, the appointing authority may appoint an alternate who shall have the same qualifications as the representative. The alternate may attend all meetings of the General Assembly during his term of office, but he may vote on matters before that body only in the absence of the representative for whom he is alternate. His term of office as such shall be the same as the term of office for that representative.

3.5 Vacancies. A representative's position in the General Assembly shall become vacant upon his death, loss of qualifications to office, resignation from the position, or declaration of vacancy on account of his absence from two or more consecutive meetings of that body. Either the General Assembly or the authority that appointed him to serve in that body may make the declaration. A vacancy in the General Assembly may be filled by appointment by the same authority that appointed the representative who leaves the position vacant. The term of office of an appointee to fill a vacancy in the General Assembly shall be the balance of the term of his immediate predecessor in the position.

3.6 Officers. At its first meeting each year the General Assembly shall designate one of its members from the Executive Committee as its chairman and another as its vice chairman for the remainder of the year and until their successors are designated. The chairman shall preside at all meetings of the General Assembly, and in his absence therefrom the vice chairman shall preside. These two officers shall have whatever additional functions the General Assembly prescribes by bylaw.

3.7 Meetings. The General Assembly shall convene in regular meetings at least two times each calendar year and shall prescribe by bylaws the times and places of the meetings, the advance notice to be given of them, and the rules according to which they shall be conducted. Special meetings of the General Assembly may be held at other times in accordance with bylaws of the body.

3.8 Voting. A member of the General Assembly shall have but one vote on an issue before that body. A majority of its members shall constitute a quorum for transacting its business. Action on an issue before it may be taken only by affirmative consent of both a majority of its county and a majority of its city representatives who are present and voting on the question.

ARTICLE IV

EXECUTIVE COMMITTEE

4.1 Functions. CRAG shall have an Executive Committee which shall serve as an

executive body to the General Assembly and the staff of CRAG regarding the administration of CRAG's affairs and have, in addition to the functions prescribed by this section, such additional functions as the General Assembly prescribes. The Executive Committee shall appoint the executive secretary of CRAG and shall, before the end of a fiscal year, submit to the General Assembly a budget of the estimated income and expenditures of the organization for the ensuing year.

4.2 Membership. The Executive Committee shall consist of elected officials: one member chosen from each county delegation by the county commission, one member representing the City of Portland chosen by the Portland City Council, and one member representing the cities of each county chosen at a meeting of the city representatives from each county. These members shall be designated at the first meeting of the General Assembly each calendar year or upon replacement.

4.3 Tenure. The tenure of a member of the Executive Committee shall be for one year or until his successor is designated.

4.4 Officers. The chairman and vice chairman of the General Assembly shall be respectively the chairman and vice chairman of the Executive Committee, with the vice chairman to serve as chairman in the absence of incapacity of the chairman.

4.5 Vacancies. A position on the Executive Committee shall become vacant upon the incumbent's death or resignation from the position. The vacancy shall be filled by appointment by the same authority that appointed the member who created the vacancy.

ARTICLE V

STAFF

5.1 Executive Secretary.

- (1) The administrative head of CRAG shall be an Executive Secretary chosen by the Executive Committee without regard to political considerations and solely with reference to his administrative qualifications.
- (2) The Executive Secretary shall be appointed for an indefinite term and may be removed at the pleasure of the Executive Committee. His salary

shall be fixed by the Executive Committee.

- (3) The Executive Secretary shall devote his entire time to the discharge of his duties as Executive Secretary. He shall attend all meetings of the General Assembly and the Executive Committee, except when excused therefrom by the chairman, and may take part in all discussion of either body, but may not vote on any issue before it.
- (4) The Executive Secretary shall keep the General Assembly and the Executive Committee advised about the needs and affairs of CRAG and shall make written reports at least annually about its activities and furnish minutes of all meetings of the Executive Committee and General Assembly to all members of CRAG. He shall have such functions as the General Assembly prescribes by bylaws and as the Executive Committee prescribes consistent with CRAG's constitution and bylaws.

5.2 Other Staff Members.

- (1) CRAG shall have such other staff members as the Executive Committee authorizes, and their compensation shall be fixed by the Executive Committee.
- (2) The other staff members shall be appointed by the Executive Secretary and serve at his pleasure, subject to whatever personnel rules the General Assembly prescribes by bylaws.

ARTICLE VI

FINANCES

6.1 Budgeting.

- (1) During the third quarter of each fiscal year the Executive Secretary shall submit to the Executive Committee his estimate of CRAG's expenditures for the ensuing fiscal year and his recommendations regarding sources of income sufficient to defray the expenditures.
- (2) The Executive Committee shall review the budget and, with whatever modifications it deems advisable, submit the budget to the General Assembly.

(3) The budget, as adopted by the General Assembly, with whatever modifications it deems advisable, shall constitute

(a) the basis for computing the contribution due from each CRAG member for the fiscal year for which the budget has been prepared and

(b) the limit, with whatever qualifications the General Assembly authorizes by bylaw or order, on CRAG expenditures for the fiscal year.

6.2 Contribution of Members. For a fiscal year each member of CRAG shall contribute to the total to be contributed to the organization that year by its members in approximately the ratio that the population of the member bears to the total population of all the members of the organization or \$100 whichever shall be the greater sum. The exact amount of the contribution shall be determined by the Executive Committee. For purposes of this section the population of a county does not include the population of the cities in the county.

6.3 Audits. An independent audit of the financial affairs of CRAG for a fiscal year shall be made immediately after the close of that year. Copies of the audit report shall be supplied each member of the organization.

6.4 Financial Reports. Other financial reports of CRAG shall be prepared and distributed in accordance with bylaws adopted by the General Assembly.

ARTICLE VII

AMENDMENTS

7.1 Proposal. Amendments to this constitution may be proposed by any member of the General Assembly or by the Executive Committee for consideration at a regular meeting of the General Assembly that is specified in the proposal. If proposed by the member, the amendment shall be submitted to the Executive Committee 45 days before the meeting.

7.2 Consideration by Executive Committee. Each proposed amendment to the constitution shall be considered by the Executive Committee and a copy of the amendment, together with the recommendation of the committee concerning it and a statement of the reasons for the recommendation, shall be forwarded to each member of the General Assembly before the meeting at which the amendment is to be considered.

7.3 Vote. A majority vote of the county representatives present and a majority vote of the city representatives present at the meeting and voting on the question shall be necessary to adopt the amendment. If, within 60 days after it is adopted, one-third or more of the members of the General Assembly protest the amendment, it shall be reconsidered at the next regular meeting of that body and shall stand only if again approved by the majorities necessary for its adoption in the first instance.