

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

For the Purpose of Approving the ) RESOLUTION NO. 90-1183  
Bylaws of the Bi-State Policy )  
Advisory Committee ) Introduced by  
) Councilor Lawrence Bauer

WHEREAS, On October 26, 1989, the Council of the Metropolitan Service District adopted Resolution No. 89-1088A to continue the Bi-State Policy Advisory Committee and expand the Committee membership; and

WHEREAS, The Bi-State Policy Advisory Committee determined the need for bylaws to establish formally the Committee's purpose, organizational structure, and operating procedures; and

WHEREAS, At a regular meeting November 9, 1989, the Bi-State Policy Advisory Committee approved the attached "Bi-State Policy Advisory Committee Bylaws" (Exhibit A hereto) for transmittal to the Intergovernmental Resource Center (IRC) Board of Directors and the Metropolitan Service District Council (Metro) for approval; now, therefore,

BE IT RESOLVED, That the Council of the Metropolitan Service District hereby approves the Bi-State Policy Advisory Committee Bylaws attached as Exhibit A.

ADOPTED, By the Council of the Metropolitan Service District  
this 11th day of January, 1990.

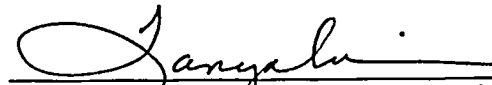
  
Tanya Collier, Presiding Officer

EXHIBIT A

BI-STATE POLICY ADVISORY COMMITTEE

BYLAWS

ARTICLE I

This committee shall be known as the BI-STATE POLICY ADVISORY COMMITTEE (BI-STATE).

ARTICLE II  
MISSION

The Intergovernmental Resource Center (IRC) Board of Directors and the Metropolitan Service District (Metro) Council established BI-STATE to enhance understanding between Oregon and Washington policy-makers of metropolitan issues of mutual concern; to promote recognition of the commonality of problems and encourage cooperative mutually beneficial solutions.

ARTICLE III  
PURPOSES

The purpose of BI-STATE is as follows:

- a. To provide a forum at which policy-makers from Oregon and Washington can express views and discuss common metropolitan issues, problems, and opportunities.
- b. To achieve consensus on policy and program options and develop recommendations for consideration by the Metro Council and the IRC Board of Directors.
- c. To create an opportunity for other interested local public agencies to participate in the discussion, evaluation and development of recommendations.
- d. To serve as a vehicle for reviewing, analyzing, and addressing State and Federal issues affecting the metropolitan region.
- e. To provide a forum for the creation of ad hoc committees as needed to address specific issues including, but not limited, to an annual Bi-State Issues List supported and adopted by mutual resolutions of the IRC and Metro.
- f. To prepare and adopt resolutions and other written materials to express opinions and fulfill an active advisory role to the IRC, Metro and other local jurisdictions and interested parties.

**ARTICLE IV  
MEMBERSHIP**

Section 1. MEMBERSHIP

a. BI-STATE membership shall include an elected representative or designee from the following jurisdictions:

IRC Board of Directors . . . . .	1
Metro Council . . . . .	1
Clark County . . . . .	1
Multnomah County . . . . .	1
City of Vancouver . . . . .	1
City of Portland . . . . .	1
Cities of East Clark County . . . . .	1
Cities of East Multnomah County . . . . .	1
Washington Legislature . . . . .	1
Oregon Legislature . . . . .	1

TOTAL 10

b. Alternates may be appointed to serve in the absence of the regular members, as described herein under Section 2.

c. Members and alternates will be individuals in a position to represent the policy interests of their jurisdiction.

Section 2. APPOINTMENT OF MEMBERS AND ALTERNATES

a. Each member shall be appointed for a two-year term, renewable consistent with the applicable appointment process outlined herein. If a vacancy occurs, the jurisdiction will appoint a representative to complete the two-year term consistent with the applicable appointment process outlined herein.

b. Members from the Cities of Portland and Vancouver and the Counties of Clark and Multnomah will be elected officials or their designated alternate from those jurisdictions and will be appointed by the chief executive official or the governing board of the jurisdiction.

c. Members from the Cities of East Clark County and East Multnomah County, following the initial appointments effective November 1, 1989 through November 1, 1991, shall be elected officials from the represented cities and will be nominated through a caucus convened by the largest city being represented not later than two (2) months prior to the end of the current representatives' terms. For the Cities of East Clark County, those cities' officials shall select and nominate a representative and an alternate via a joint letter to the IRC which shall act on the cities' recommendation and appoint the member and

alternate via resolution. For the Cities of East Multnomah County, those cities' officials shall select and nominate a representative and alternate via a joint letter to the Metro Council which shall act on the cities' recommendation and appoint the member and alternate via resolution.

d. The member from the IRC shall be the Chair of the IRC Executive Committee or the Chair's designated alternate. The member and alternate from the Metro Council shall be appointed by the Council Presiding Officer.

e. Members from the Oregon and Washington Legislatures shall be jointly appointed by the leaders of the respective state's House of Representatives and Senate. Each member may designate an alternate to serve in the member's absence.

#### ARTICLE V OFFICERS AND DUTIES

a. BI-STATE shall be co-chaired by the Metro representative and the IRC representative.

b. The Co-Chairs shall alternate presiding at regular meetings based on the meeting's location -- the IRC Co-Chair shall preside at meetings he/she attends in Washington; the Metro Co-Chair shall preside at meetings he/she attends in Oregon. Each Co-Chair shall be responsible for the expeditious conduct of the Committee's business.

c. In the absence of one Co-Chair, the other shall conduct the meeting, regardless of the location.

d. For the purposes of ad hoc committees formed per Article V, either Co-Chair participating in the committee shall preside over those meetings.

#### ARTICLE VI MEETINGS, CONDUCT OF MEETINGS, QUORUM

a. Regular meetings may be held monthly, but at least semi-annually, on intervals, days, and times established by Committee through a resolution adopted at the beginning of each fiscal year commencing July 1. Meetings will alternate between Oregon and Washington, with the IRC and Metro coordinating. Special meetings may be called by the Co-Chairs or a majority of the membership.

b. A majority of the membership (or designated alternates) shall constitute a quorum for the conduct of business. The act of a majority of those present at meetings at which a quorum is present shall be the act of the Committee.

c. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

d. The Committee may establish other rules of procedure as deemed necessary for the conduct of business.

e. Each member shall be entitled to one (1) vote on all issues presented at regular and special meetings of the Committee. In the absence of the member, a designated alternate shall be entitled to one (1) vote.

f. The Co-Chairs may establish Ad hoc committees to address specific issues of mutual bi-state concern. The Co-Chairs will consult with the full Committee at a regularly scheduled meeting on ad-hoc committee membership and charge, with membership on any ad hoc committee providing for equal representation from Oregon and Washington consistent with BI-STATE's balanced representation. Ad hoc committee members can include BI-STATE members, BI-STATE alternates, other jurisdictions, and/or outside experts.

g. To provide a comprehensive measure of local public agencies views on issues, the Committee, by a unanimous vote at a regularly scheduled meeting, may suspend the rules and allow invited local public agencies to each have one vote on designated items. Each invited jurisdiction's vote shall be recorded in writing by the meeting clerk who will note the name of the jurisdiction, the representative voting, and the nature of the vote (aye or nay). Consistent with BI-STATE purposes, the vote shall be recorded for advisory purposes only to the IRC Board of Directors and the Metro Council unless the IRC Board of Directors and the Metro Council shall by joint resolution have previously recognized BI-STATE serving in an alternate capacity to specified government agencies. In the event IRC and Metro adopt such a resolution, these bylaws shall be appropriately amended to reflect the additional role(s) and responsibilities of BI-STATE.

h. Unexcused absence from two (2) consecutive regularly scheduled meetings shall require the Co-Chairs to notify the appointing jurisdiction with a request to address the lack of participation. In the case of the representatives for the "cities" of East Clark County and East Multnomah County, the Co-Chairs will contact the largest city being represented to convene a caucus of represented cities to address the lack of participation.

i. BI-STATE shall make its reports and findings public and available to Committee members, the Metro Council and the IRC Board of Directors.

**ARTICLE VII  
STAFFING**

a. IRC and Metro shall provide clerical staff as necessary to compile the agendas per the Co-Chairs' concurrence; issue timely meeting notices; ensure compliance with their respective state's Public Meeting Laws; record the actions of the Committee; and do all other necessary things to support an efficient and effective BI-STATE meeting in their respective states.

b. The Committee may seek to have additional professional staff to assist in its mission and purposes by adopting a resolution identifying the staffing strategy -- need, purpose, proposed funding, desired outcomes/products -- and submitting the resolution concurrently for approval to the IRC Board of Directors, Metro Council and other member jurisdictions governing bodies as necessary to implement the staffing proposal. Any staffing proposal adopted by the IRC Board of Directors and Metro Council and other member jurisdictions governing bodies shall be implemented by an intergovernmental agreement between the appropriate jurisdictions.

**ARTICLE VIII  
AMENDMENTS**

a. Any BI-STATE member may propose an amendment to these bylaws. In order to be considered, a written amendment shall be received by all members at least thirty (30) days prior to the next regularly scheduled Committee meeting.

b. These bylaws may be amended or repealed by a two-thirds majority vote of the current membership of the Committee and ratified by a majority of the members of the IRC Board of Directors and the Metro Council.

c. These bylaws may be amended or repealed by a majority vote of the members of the IRC Board of Directors and the Metro Council without any action of Bi-State.

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Revised 12-19-89

INTERGOVERNMENTAL RELATIONS  
COMMITTEE REPORT

RESOLUTION NO. 90-1183, APPROVING BI-STATE POLICY ADVISORY  
COMMITTEE BYLAWS

Date: December 21, 1989

Presented By: Councilor Bauer

COMMITTEE RECOMMENDATION: At the December 19, 1989, Intergovernmental Relations Committee meeting, all members were present and voted unanimously to recommend Council adoption of Resolution No. 90-1183.

COMMITTEE DISCUSSION/ISSUES: Resolution No. 90-1183 provides for Council approval and ratification of the Bi-State Policy Advisory Committee's proposed bylaws. Since Bi-State's inception in 1983, the only formal direction and structure to the Committee has come from bi-annual renewal resolutions from the Intergovernmental Resource Center (IRC) and Metro. Bi-State developed the bylaws to provide a set, functional format for the Committee's structure and procedures. A primary concern addressed in the bylaws was providing for the appointment of member alternates. Alternates can be elected or non-elected officials as long as they are in a position to represent their jurisdiction(s) policy issues.

The IGR Committee did raise two technical points for clarification:

- 1) Under Article IV, Section 2.E., the reference to the Oregon and Washington State Legislatures' appointments should employ the correct titles for each state's respective House and Senate leaders;
- 2) Under Article VIII, an item C should be added to clarify that Metro and IRC can initiate bylaws changes independent of Bi-State action. In making these language clarifications, staff was directed to review them with Metro General Counsel to ensure their appropriateness and legal consistency.

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**METRO**

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# Memorandum

Date: November 28, 1989

To: Council Intergovernmental Relations (IGR) Committee

From: Councilor Lawrence Bauer, <sup>LaB.</sup>  
Bi-State Policy Advisory Committee Co-Chair

Regarding: RESOLUTION NO. 89-1183, APPROVING BI-STATE POLICY  
ADVISORY COMMITTEE BYLAWS

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## INTRODUCTION & BACKGROUND

On November 9, 1989, the Bi-State Policy Advisory Committee (Bi-State) approved bylaws formally establishing, for the first time since the Committee's inception in 1981, the organization's mission, structure and procedures. While the Intergovernmental Resource Center (IRC) and Metro by joint resolutions regularly identify Bi-State's general purpose and renew the Committee's status; written bylaws detailing the guiding mission, purposes, organizational procedures, and meeting processes have never been developed. At the October 10, 1989, IGR Committee meeting, members noted the need for bylaws, particularly in light of Resolution No. 89-1088A continuing Bi-State and expanding its membership.

Bi-State members believe the proposed bylaws will serve the Committee well as they clarify the Committee's mission and purposes, detail membership requirements and procedures, and specify meeting practices and staffing parameters. Outlined below is a summary of the bylaws section by section.

## BI-STATE POLICY ADVISORY COMMITTEE BYLAWS

1. Article I: Standard statement of the Committee's formal name.
2. Article II: Slightly expands the purpose statement previously adopted by IRC and Metro's updating resolutions; focus is on the Committee serving to "enhance understanding" of "metropolitan issues of mutual concern".
3. Article III: This article outlines the Committee's purposes consistent with the general mission statement under Article II. Subsection C acknowledges the Committee's flexibility to act as the forum for other local, non-member jurisdictions to discuss, review, and share ideas and recommendations on bi-state issues. Subsection F establishes the forms of communication bi-state may employ in advising Metro and IRC.



4. Article IV: Section 1 lists the current ten members (consistent with Resolution No. 89-1088A expanding membership) and notes alternates (elected or non-elected officials) may be appointed to serve in the absence of regular members. Section 2 describes members' appointment procedures for cities and counties, "cities of", Metro and IRC, and Oregon and Washington State Legislatures. Note that the "cities of" representatives come from a caucus process to ensure an equitable group appointment.
5. Article V: Identifies IRC and Metro representatives as the Bi-State Co-Chairs; describes current practice of alternating meetings between Oregon and Washington.
6. Article VI: Notes annual resolution describing Bi-State's meeting intervals, which may be monthly but have to be at least semi-annually; outlines general meeting procedures; describes process for establishing ad-hoc committees consistent with current practice. Subsection G provides, upon the Committee's unanimous vote, for non-member, local jurisdictions to vote on designated items. This subsection was designed to accommodate the need for more extensive regional input on certain issues than provided by the members alone. This provision would also allow Bi-State to serve in other capacities which might require a larger "membership", such as the "Management Conference" outlined under the National Estuary Program.
7. Article VII: Describes the current practice of Bi-State clerical support being provided by Metro and IRC, with meeting minutes taken by the IRC clerk for Washington meetings and the Metro clerk for Oregon meetings. Outlines a process for hiring additional professional staff and notes requirement of an intergovernmental agreement between the appropriate jurisdictions.
8. Article VIII: Outlines bylaws amendment procedures and notes any changes must be ratified by IRC and Metro.

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Please do not hesitate to contact me at 641-8154 if you have any questions or concerns regarding these bylaws.

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