

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

A RESOLUTION ADOPTING BYLAWS)	RESOLUTION NO.92-1580A
TO ESTABLISH THE METRO)	
COMMITTEE FOR CITIZEN)	INTRODUCED BY COUNCILOR
INVOLVEMENT (METRO CCI))	RICHARD DEVLIN
)	

WHEREAS, Metro's regional planning program requires a partnership with citizens, cities, counties, special districts, school districts, and state and regional agencies;
and

WHEREAS, That partnership is described in Goal I, Regional Planning Process, of the Regional Urban Growth Goals and Objectives (RUGGO), adopted by the Metro Council on September 26, 1991; and

WHEREAS, Implementation of that partnership is intended to occur, in large part, through the Regional Policy Advisory Committee (RPAC); and

WHEREAS, The RPAC was established by Resolution No. 91-1489B on September 26, 1991; and

WHEREAS, Objective 1, Citizen Participation, of the RUGGOS states that Metro shall develop and implement an ongoing program for citizen participation in all aspects of the regional planning program and that such program shall be coordinated with local programs for supporting citizen involvement in planning processes, and shall not duplicate those programs; and

WHEREAS, Objective 1.1 states that Metro shall establish a Regional Citizen Involvement Coordinating Committee to assist with the development, implementation and evaluation of its citizen involvement program and to advise the Regional Policy Advisory

Committee regarding ways to best involve citizens in regional planning activities; and

WHEREAS, Beginning in October of 1991, members of Clackamas County CCI, Multnomah County CIAC, Washington County CCI and subsequently citizen representatives of the cities of Portland, Gresham, Lake Oswego, Beaverton and Forest Grove met to develop a draft set of bylaws to establish the RCICC; and

WHEREAS, These bylaws have been developed and sent out for comment to the Metro Council, Clackamas County CCI, Multnomah County CIAC, Washington County CCI, neighborhood associations and interested citizens; and

WHEREAS, These bylaws have been revised to incorporate comments and suggestions received by the above groups; now, therefore,

BE IT RESOLVED,

1. That the bylaws for the Metro Committee for Citizen Involvement (Metro CCI), dated April 14, 1992, and attached to this resolution as Exhibit A are hereby adopted.

2. That the Metro Council directs the Presiding Officer to initiate the selection process for nomination to the Metro CCI no later than July 1, 1992.

ADOPTED BY THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT
this 28th day of May, 1992.



Jim Gardner, Presiding Officer

EXHIBIT A

METRO COMMITTEE FOR CITIZEN INVOLVEMENT(METRO CCI)BYLAWS

April 14, 1992

Article I
NAME

This committee shall be known as the METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI).

Article II
GEOGRAPHICAL AREA

The area served by this committee shall be the entire area within the boundaries of Clackamas, Multnomah and Washington Counties.

Article III
MISSION AND PURPOSE

Section 1. It is the mission of the Metro CCI to advise and recommend actions to the Metro Council on matters pertaining to citizen involvement as Metro creates and implements a participatory regional planning partnership to address areas and activities of metropolitan significance. The Metro CCI will encourage citizen participation by a broad cross-section of the community and will provide or facilitate a direct line of communication between citizens and Metro and between existing citizen involvement groups and Metro.

Section 2. The Metro CCI is a permanent committee and was established by Metro (Ordinance No. 91-418B). The Metro CCI will serve as the officially recognized citizen participation resource committee committed to the success of citizen participation in the Metro regional planning process. The Metro CCI will evaluate the citizen involvement process and promote the expansion of citizen involvement at Metro. The Metro CCI will assist Metro in complying with LCDC goals regarding citizen involvement.

Section 3. In order to facilitate effective citizen involvement in the planning and development of all matters affecting the quality of life and the livability of the Tri-County community, the Metro CCI shall assist Metro to:

a. Provide a citizen involvement process during the development and review of Metro's regional planning activities, including implementation of the Regional Urban Growth Goals and Objectives (RUGGO), development of new functional plans, and periodic review of the region's urban growth boundary.

b. Develop opportunities for citizens to become involved in a forum for identifying and discussing areas and activities of metropolitan significance.

c. Involve the citizens of all cities and counties within the Tri-County area in the process for the development and implementation of regional growth management strategies.

d. Coordinate citizen involvement activities associated with the Joint Policy Advisory Committee on Transportation (JPACT) so that citizen involvement in regional transportation planning is linked and consistent with citizen involvement in regional growth management efforts.

e. Coordinate with existing citizen involvement organizations to ensure the existence of a citizen involvement process (1) to allow review and comment on the regional land use and growth management issues affecting or affected by local comprehensive plans or plans of state and regional agencies, and (2) during the discussion of land use and growth management issues of regional or subregional significance.

f. Provide a citizen involvement process if coordinating links with Vancouver and Clark County, Washington, and other parts of the State of Oregon are established by Regional Policy Advisory Committee (RPAC) or Metro to address land use and growth management issues of common interest.

g. Develop programs that educate and inform Tri-County citizens about citizen involvement in the regional planning partnership.

h. Develop programs for public notification about citizen involvement on specific Metro or regional issues and activities.

i. Promote and advertise citizen involvement opportunities to be used by Metro and Metro staff.

Section 4. Additionally, with the assistance of Metro staff, the Metro CCI shall:

a. Work with Metro staff in planning and participating in the annual Metro growth conference.

b. Report regularly (at least twice annually) to local citizen involvement groups on the proposals and actions of the Metro CCI, RPAC, JPACT and Metro.

c. Confer with Metro and Tri-County officials about ways to enhance citizen involvement.

d. At the request of a member, review and evaluate the citizen involvement process on a specific Metro or regional issue and, upon a majority vote of the Metro CCI, report to the Metro Council on its evaluation.

e. Review and evaluate Metro's citizen involvement program and budget annually and report to the Metro Council on its evaluation.

Article IV
MEMBERSHIP

Section 1. Composition of the Metro CCI

a. The Metro CCI shall have nineteen (19) members. Each member position shall have an alternate. Membership shall consist of:

1) One (1) representative from each of the thirteen (13) Metro Council Districts (for a total of 13);

2) One (1) representative from each of the areas outside of the Metro District boundaries of Clackamas, Multnomah, and Washington Counties (for a total of 3);

3) One (1) representative from each of Clackamas County's Committee for Citizen Involvement (CCI), Multnomah County's Citizen Involvement Advisory Committee (CIAC) and Washington County's Committee for Citizen Involvement (CIC) (for a total of 3).

b. A Metro staff member shall act as a non-voting advisor for the Metro CCI.

c. Members and alternates shall not be elected officials.

d. Alternates for each member shall be appointed to serve in the absence of the regular members (and shall be encouraged to attend meetings on a participatory but non-voting basis).

e. Members (or designated alternates) shall be expected to represent the interests of their constituency at all meetings of the Metro CCI.

Section 2. Membership Selection Process

Members and alternates for the Metro CCI will be appointed using the following process:

a. Metro, Committees for Citizen Involvement (CCIs) and County Planning Organizations (CPOs) will advertise openings on the Metro CCI to citizens of the region, utilizing ads, mailings, etc. but, at a minimum, recognized neighborhood associations and citizen participation organizations. Interested existing citizen organizations will be asked to nominate members and alternates to the Metro CCI. Applications shall include a statement of interest, a community service resume, a statement of commitment signed by the applicant and, if possible, a nomination by an existing citizen organization.

b. Metro will collect the applications and sort them by county and distribute them to each county citizen involvement committee.

c. The CCI/CIAC organizations from each county shall review the nominations and select the members and alternates from that pool of applicants. Each Metro Councilor shall be invited to participate in the selection process for nomination of the representative from their district. Separately, each County CCI/CIAC shall appoint their representative and alternate to the Metro CCI. In the case of overlapping jurisdictions the county with the greatest population in the district will convene a meeting of

the county CCI/CIACs effected and make the nomination.

d. One nomination for each of the 38 positions shall be forwarded to the Metro Council for appointment to the Metro CCI. Nominations shall be accepted or rejected by the Metro Council. If a nomination is rejected, it shall be returned to its originating body for a subsequent nomination.

Section 3. Duties

The duties of each member and alternate shall be to implement the Mission and Purpose of the Metro CCI as stated in Article III of these bylaws.

Section 4. Tenure

a. Each Metro CCI members's term and alternate's term of appointment shall be three years, except during the initial period as stated in Section 4(b) of these bylaws. Members seeking reappointment cannot participate in their own selection process.

b. Metro CCI positions will be numbered from one to nineteen as follows:

Metro CCI Positions Corresponding to Metro Council Districts:

Metro CCI Position #1:	Council District #1
#2:	#2
#3:	#3
#4:	#4
#5:	#5
#6:	#6
#7:	#7
#8:	#8
#9:	#9
#10:	#10
#11:	#11
#12:	#12
#13:	#13

County Positions Outside Metro District Boundaries:

#14:	#14 (Clackamas Co.)
#15:	#15 (Multnomah Co.)
#16:	#16 (Washington Co.)

County Citizen Involvement Committee Positions:

#17:	#17 (Clackamas Co.CCI)
#18:	#18 (Multnomah Co.CIAC)
#19:	#19 (Washington Co. CCI)

For the first three year term, membership will be staggered as follows:

<u>One Year</u>	#4, #5, #8, #11, #13, #16, #18
<u>Two Year</u>	#2, #7, #10, #15, #17
<u>Three Year</u>	#1, #3, #6, #9, #12, #14, #19

c. Members will be expected to attend all regularly scheduled meetings and special meetings. Unexcused absence from regularly scheduled meetings for three (3) consecutive months shall require the Chair to declare a vacancy in the position. The designated alternate shall be appointed to fill the unexpired term of the member and a new alternate shall be appointed by the original appointing body.

Article V
OFFICERS AND DUTIES

Section 1. Officers

a. The Officers of the Metro CCI shall be a Chair and Vice Chair to be elected by a majority vote of the members present at the first meeting and annually in June thereafter. The Chair shall set the agenda, preside at all meetings and shall be responsible for the expeditious conduct of the Metro CCI's business. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair. Both the Chair and the Vice Chair are entitled to vote on all issues, except their own reappointment to the Metro CCI.

b. Metro shall provide a staff member to serve as Recording Secretary for the Metro CCI. The Recording Secretary shall be a non-voting member of the Metro CCI and the Steering Committee.

c. The Chair, Vice Chair and three additional Metro CCI members elected by a majority vote of the Metro CCI members present at the first meeting and annually in June thereafter, will serve as the Steering Committee for the Metro CCI. The Metro CCI shall attempt to elect a Steering Committee that is broadly representative of the geographic areas and interests of the total membership of the Metro CCI. The Steering Committee may act in an emergency or temporary manner for the Metro CCI, but such actions shall be reviewed by the Metro CCI at the next regular meeting.

Section 2. Term of Office

Officers and Steering Committee members shall hold office for a period of one year, from July 1 through June 30 corresponding to Metro's fiscal year.

Article VI
MEETINGS, CONDUCT OF MEETINGS AND QUORUM

Section 1. Regular meetings of the Metro CCI shall be held monthly at a time and place established by the Chair, after consultation with the membership. Special or emergency meetings may be called by the Chair or a majority of the members of the Metro CCI polled by the Recording Secretary.

Section 2. Notice

a. Notice, agenda and draft minutes of all regular meetings shall be mailed by the Recording Secretary to all members and alternates of the Metro CCI at least five (5) regular business days before such meetings.

b. Metro shall maintain a mailing list of persons and organizations who have expressed their interest in citizen involvement and the Metro CCI. Notice of Metro CCI meetings shall be mailed to everyone who has asked to be on that list.

Section 3. A majority of the members (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 Metro CCI.

Section 4. Subcommittees may be appointed by the Chair.

Section 5. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

Section 6. The Metro CCI may establish additional rules of procedure as deemed necessary for the conduct of business.

Section 7. Metro shall provide staff to handle Metro CCI business, correspondence and public information. Other Metro resources may be called upon as necessary.

Section 8. The Recording Secretary shall prepare formal minutes of meetings for distribution at the next regular meeting subject to Metro CCI approval. Metro shall keep on file all minutes, as well as, a current roster of members and any other records of the Metro CCI's actions as necessary and appropriate. Approved minutes shall be forwarded to Metro Council.

Article VII
AMENDMENTS

Section 1. Amendment and Repeal of Bylaws

These by-laws may be amended by a two-thirds vote of the full membership of the Metro CCI and a majority vote of the Metro Council. Written notice of proposed amendment or repeal and the nature thereof shall have been given to the membership of the committee at least one consecutive month prior to the date of the meeting at which the amendments are to be considered.

Section 2. Review of Bylaws

Bylaws will be reviewed at least every three (3) years. The first review shall occur no later than 1995. Written notice of such review shall be provided before the review.

Staff Report

CONSIDERATION OF RESOLUTION NO. 92-1580, FOR THE PURPOSES OF ADOPTING THE BYLAWS AND INITIATING THE PROCESS TO ESTABLISH THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT

Date: May 12, 1992

Presented by: Betsy Bergstein

Background. Metro Council adoption of the Regional Urban Growth Goals and Objectives (RUGGO) on September 26, 1991 included citizen participation as the first objective under Goal 1, the Regional Planning Process.

Objective number one states that Metro shall develop and implement an ongoing program for citizen participation in all aspects of the regional planning program. Such a program shall be coordinated with local programs for citizen involvement in planning processes, and shall not duplicate those programs. It goes on to state (1.1) that Metro shall establish a Regional Citizen Involvement Coordinating Committee to assist with the development, implementation and evaluation of its citizen involvement program and to advise the Regional Policy Advisory Committee regarding ways to best involve citizens in regional planning activities.

Over a six month period beginning in October of 1991, citizen representatives of Clackamas County CCI, Multnomah County CIAC, Washington County CCI and the cities of Portland, Gresham, Lake Oswego, Beaverton, Forest Grove and other cities of the region met regularly to draft these bylaws. In November of 1991 a letter was sent to Presiding Officer Tanya Collier announcing the formation of an ad hoc group whose mission was to develop a draft set of bylaws for the RCICC. The bylaws for the Regional Policy Advisory Committee (RPAC), the State of Oregon's Citizen Advisory Committee and bylaws from other citizen groups were used as guidelines to put together a beginning draft of bylaws for the RCICC.

This draft was refined and rewritten and sent out for public comment to CPOs, neighborhood associations and citizen organizations in the region on February 19, 1992. The bylaws were discussed at the Transportation and Planning Committee on March 24, 1992. All comments were requested to be received by April 3, 1992.

On April 14, 1992 the ad-hoc committee drafting the bylaws met and revised the bylaws incorporating the comments received from individual citizens, citizen involvement groups and Metro Council members.

The following summarizes the comments and changes made to the bylaws which have been incorporated in to the final draft:

1. The name was changed from the Regional Citizen Involvement Coordinating Committee (RCICC) to the Metro Committee for Citizen Involvement (Metro CCI).
2. The Membership Selection Process (page 3) was amended to add Each Metro Councilor shall be invited to participate in the selection process for nomination for their district.
3. In the same paragraph, the treatment of Council District #4 was changed to read...the county with the greatest population in the district will convene a meeting of the three county CCI/CIAC effected and made the nomination.
4. In the following paragraph (page 4) a sentence was added Nominations shall be accepted or rejected by the Metro Council. If a nomination is rejected, it shall be returned to its originating body for a subsequent nomination.
5. Section 2b., in Membership Selection Process, was deleted so that now there is one process to select members rather than an initial process and a succeeding process.
6. The chart showing membership terms on page 5 was reorganized to delete identification of positions by county.
7. The section on Amendment and Repeal of Bylaws (Section 1, Article VII, page 7) was changed so that the first sentence is identical to the process in the bylaws for the RPAC.

TRANSPORTATION AND PLANNING COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 92-1580 ADOPTING BYLAWS TO ESTABLISH THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI)

Date: May 13, 1992

Presented by: Councilor McLain

Committee Recommendation: At the May 12 meeting, the Transportation and Planning Committee voted unanimously to recommend Council adoption of Resolution No. 92-1580. Voting in favor: Councilors Devlin, McLain, Bauer, Buchanan, and Washington.

Committee Issues/Discussion: Betsy Bergstein, Senior Management Analyst, Office of Government Relations, presented the staff report. She discussed the process utilized by the citizen's group writing the Metro CCI Bylaws and identified the various changes adopted by the group that appear in this final version. The first task of the Metro CCI will be to write a hand-book and acronym list.

Councilor Bauer asked whether the Metro CCI's function is to deal purely with "process" or to also deal with "policy". Jackie Tomas, representing the citizen group, responded that the intent is for the group to focus on "process". For instance, it would be appropriate for the group to conduct a public opinion survey on an issue important to Metro, but it would not be their task to offer an opinion on the subject. Peggy Lynch, representing the citizen group, said the purpose of the Metro CCI was to act as a conduit of information between citizen's and citizen's groups and the Metro Council.

Councilor McLain expressed a concern about the proclivity of some elected officials to believe that citizen's groups can only offer "local" opinions, and do not represent a broad enough constituency to carry much weight in the decision making process. She hoped that this will change with creation of the Metro CCI because the group will be "regionally" diverse and more representative of the region as a whole.

Councilor Devlin discussed the improvement in the selection process for the representative for Metro District #4. He suggested that in the future, following another redistricting in 2001, there may be less than "3" counties involved and than an amendment to the exhibit should be made to delete "3".

The motion to recommend approval by the Council was made with the implication that the reference to "3" in Section 2, subsection c be removed.

BEFORE THE COUNCIL OF THE
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A RESOLUTION ADOPTING BYLAWS)	RESOLUTION NO.92-1580
TO ESTABLISH THE METRO)	
COMMITTEE FOR CITIZEN)	INTRODUCED BY COUNCILOR
INVOLVEMENT (METRO CCI))	RICHARD DEVLIN
)	

WHEREAS, Metro's regional planning program requires a partnership with citizens, cities, counties, special districts, school districts, and state and regional agencies;
and

WHEREAS, That partnership is described in Goal I, Regional Planning Process, of the Regional Urban Growth Goals and Objectives (RUGGO), adopted by the Metro Council on September 26, 1991; and

WHEREAS, Implementation of that partnership is intended to occur, in large part, through the Regional Policy Advisory Committee (RPAC); and

WHEREAS, The RPAC was established by Resolution No. 91-1489B on September 26, 1991; and

WHEREAS, Objective 1, Citizen Participation, of the RUGGOS states that Metro shall develop and implement an ongoing program for citizen participation in all aspects of the regional planning program and that such program shall be coordinated with local programs for supporting citizen involvement in planning processes, and shall not duplicate those programs; and

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WHEREAS, These bylaws have been developed and sent out for comment to the Metro Council, Clackamas County CCI, Multnomah County CIAC, Washington County CCI, neighborhood associations and interested citizens; and

WHEREAS, These bylaws have been revised to incorporate comments and suggestions received by the above groups; now, therefore,

BE IT RESOLVED,

1. That the bylaws for the Metro Committee for Citizen Involvement (Metro CCI), dated April 14, 1992, and attached to this resolution as Exhibit A, are hereby adopted.

2. That the Metro Council directs the Presiding Officer to initiate the selection process for nomination to the Metro CCI no later than July 1, 1992.

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this 28th. day of May, 1992.

Jim Gardner, Presiding Officer

EXHIBIT A

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April 14, 1992

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MEMBERSHIP

Section 1. Composition of the Metro CCI

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Section 3. Duties

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Section 4. Tenure

a. Each Metro CCI members's term and alternate's term of appointment shall be three years, except during the initial period as stated in Section 4(b) of these bylaws. Members seeking reappointment cannot participate in their own selection process.

b. Metro CCI positions will be numbered from one to nineteen as follows:

Metro CCI Positions Corresponding to Metro Council Districts:

Metro CCI Position #1: Council District #1

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County Positions Outside Metro District Boundaries:

#14:	#14 (Clackamas Co.)
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County Citizen Involvement Committee Positions:

#17:	#17 (Clackamas Co.CCI)
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For the first three year term, membership will be staggered as follows:

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Article V
OFFICERS AND DUTIES

Section 1. Officers

a. The Officers of the Metro CCI shall be a Chair and Vice Chair to be elected by a majority vote of the members present at the first meeting and annually in June thereafter. The Chair shall set the agenda, preside at all meetings and shall be responsible for the expeditious conduct of the Metro CCI's business. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair. Both the Chair and the Vice Chair are entitled to vote on all issues, except their own reappointment to the Metro CCI.

b. Metro shall provide a staff member to serve as Recording Secretary for the Metro CCI. The Recording Secretary shall be a non-voting member of the Metro CCI and the Steering Committee.

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Article VI
MEETINGS, CONDUCT OF MEETINGS AND QUORUM

Section 1. Regular meetings of the Metro CCI shall be held monthly at a time and place established by the Chair, after consultation with the membership. Special or emergency meetings may be called by the Chair or a majority of the members of the Metro CCI polled by the Recording Secretary.

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Section 6. The Metro CCI may establish additional rules of procedure as deemed necessary for the conduct of business.

Section 7. Metro shall provide staff to handle Metro CCI business, correspondence and public information. Other Metro resources may be called upon as necessary.

Section 8. The Recording Secretary shall prepare formal minutes of meetings for distribution at the next regular meeting subject to Metro CCI approval. Metro shall keep on file all minutes, as well as, a current roster of members and any other records of the Metro CCI's actions as necessary and appropriate. Approved minutes shall be forwarded to Metro Council.

Article VII
AMENDMENTS

Section 1. Amendment and Repeal of Bylaws

These by-laws may be amended by a two-thirds vote of the full membership of the Metro CCI and a majority vote of the Metro Council. Written notice of proposed amendment of repeal and the nature thereof shall have been given to the membership of the committee at least one consecutive month prior to the date of the meeting at which the amendments are to be considered.

Section 2. Review of Bylaws

Bylaws will be reviewed at least every three (3) years. The first review shall occur no later than 1995. Written notice of such review shall be provided before the review.