

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING)	RESOLUTION NO. 93-1814
THE METRO COMMITTEE FOR CITIZEN)	
INVOLVEMENT (METRO CCI) BYLAWS)	Introduced by the
)	Governmental Affairs
)	Committee

WHEREAS, The Metro Council adopted the Regional Urban Growth Goals and Objectives (RUGGOs) on September 26, 1991 by Ordinance 91-418B; and

WHEREAS, A partnership is described therein between Metro, citizens, cities, counties, special districts, school districts, and state and regional agencies to work together in this planning process; and

WHEREAS, Implementation of that partnership is intended to occur, in large part, through the Regional Policy Advisory Committee (RPAC), established by Resolution No. 91-1489B on September 26, 1991; and

WHEREAS, Citizen Participation is included in the RUGGOs as the first objective under Goal 1, the Regional Planning Process; and

WHEREAS, Objective 1.1 states that Metro shall establish a Regional Citizen Involvement Coordinating Committee (RCICC) 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, a committee was formed to draft, develop, solicit comments upon, and revise, a set of bylaws to establish the

RCICC; and

WHEREAS, These bylaws identify the committee as the Metro Committee for Citizen Involvement (Metro CCI); and

WHEREAS, These bylaws have been adopted by the Metro Council by Resolution No. 92-1580A on May 28, 1992; and

WHEREAS, Per Article VII, Section (1) of the Metro Committee for Citizens Involvement bylaws, any amendment proposed by the committee must be ratified by a two-thirds vote of the full membership of the Metro CCI and a majority vote of the Metro Council; and

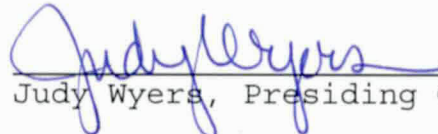
WHEREAS, These bylaws were amended on March 26, 1993 by Resolution No. 93-1787; and

WHEREAS, the Metro Committee for Citizens Involvement has forwarded additional amendments to the bylaws; and now, therefore,

BE IT RESOLVED,

That the Metro Council hereby ratifies the recommended amendments to the Committee for Citizens Involvement bylaws as outlined in Exhibit A attached to this resolution.

ADOPTED BY THE METRO COUNCIL this 24th day of June, 1993.



Judy Wyers, Presiding Officer

EXHIBIT A

METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS

Revised June 24 1993

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 meet to review the nominations and select the members and alternates from that pool of applicants. Each Metro Councilor shall be invited and be given a reasonable opportunity to attend the meeting and participate in the selection process for nomination of the representative from their district. If a Councilor is unable to attend the meeting, he or she may communicate oral or written comments to the chair and members of the committee prior to the meeting of the CCI/CIAC. 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 affected 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 confirmed or not confirmed by the Metro Council. If a nomination is not confirmed 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:	(Clackamas Co.)
#15:	(Multnomah Co.)
#16:	(Washington Co.)

County Citizen Involvement Committee Positions:

#17:	(Clackamas Co.CCI)
#18:	(Multnomah Co.CIAC)
#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 nominated by the original nominating 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 December 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 December 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 January 1 through December 31 corresponding to the calendar 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 93-1814, FOR THE PURPOSE OF CHANGING THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS.

Date: June 10, 1993

Presented by: Judy Shioishi

Background.

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

The Metro Committee for Citizen Involvement (Metro CCI) bylaws were created by committee of representatives from various city and county citizen involvement groups in early 1992. Since that time the committee has been formed, and has met six times.

This resolution contains the second set of changes to the bylaws, the first changes were ratified in March.

In the first round of the selection process to fill the membership, one of the county citizen involvement groups neglected to include Councilors in the meetings to forward names for membership. This was recognized as an oversight, as the bylaws committee and the Council had been explicit in discussing "Councilor participation" in this process. The Council asked that the process be repeated, and in the second round, Councilors were invited. One Councilor was unable to participate, although both the county group and the Councilor had made significant attempts to arrange a meeting.

The Governmental Affairs Committee informally discussed the issue and forwarded a recommendation for a change to the bylaws which re-emphasized the need for Councilor Participation.

The Metro CCI has since discussed and forwarded the attached changes for the Governmental Affairs Committee's review and consideration.

EXHIBIT A

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Revised June 24 1993
(~~March 26, 1993~~)

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NAME

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(Article IV, Section 2 (c) amended by Metro Res. No. 93-1814)

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 ~~confirmed or not confirmed~~ [~~accepted or rejected~~] by the Metro Council. If a nomination is ~~not confirmed~~ [~~rejected~~], it shall be returned to its originating body for a subsequent nomination.

(Article IV, Section 2 (d) amended by Metro Res. No. 93-1814)

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Article VII
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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.

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

RESOLUTION NO. 93-1814, AMENDING THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS

Date: June 18, 1993

Presented by: Councilor Gates

COMMITTEE RECOMMENDATION: At its June 17, 1993 meeting the Governmental Affairs Committee voted 4-0 to file Resolution No. 93-1814 with the Council Clerk and recommend its adoption by the Council. Voting were Councilors Gates, Gardner, Hansen, and Moore. Councilor Wyers was excused.

COMMITTEE DISCUSSION/ISSUES: Metro CCI Chair Gail Cerveney presented Draft Resolution No. 93-1814. She summarized the changes in the bylaws the CCI recommended. Those included a revision to Article IV, Section 2, clarifying Metro Councilor involvement in the selection process for CCI members. Councilor Gates asked if the CCI had covered this change with Councilor Buchanan. Ms. Cerveney said the only item Councilor Buchanan had requested that was not included in these amendments was a statement that, "no nomination shall be forwarded until the Metro Council has had a reasonable opportunity to communicate with the Chair and members of the committee." She said this was not included because the CCI felt that issue was already addressed in another amendment (the new sentence at the bottom of page 5 of Exhibit A), and that the CCI thought it should be a matter for full Council consideration whether to hold up a nomination to CCI.

Councilor Gardner asked Ms. Cerveney to clarify the term "reasonable opportunity" in Section 2c. Ms. Cerveney said a period of two weeks could be considered reasonable. Councilor Gardner said he thought this wording was ambiguous and had the potential to cause problems, but he said he would not offer an amendment to the language because CCI has considered this language and approved it.

Other amendments, in Sections 2c, 2d, 4b, and 4c, were characterized as housekeeping, and there was no committee discussion of them.

Councilor Moore thanked Ms. Cerveney for her work and the work of the Committee for Citizens' Involvement in responding to the Council's request that they consider these bylaws changes.