

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING) RESOLUTION NO. 94-1986
AMENDMENTS TO BYLAWS OF THE)
METRO COMMITTEE FOR CITIZEN) Introduced by Governmental
INVOLVEMENT) Affairs Committee

WHEREAS, Resolution No. 92-1580, adopted on May 28, 1992 and amended twice thereafter, approved the bylaws of the Metro Committee for Citizen Involvement (MCCI); and

WHEREAS, The voters of the Metro area approved the 1992 Metro Charter at the General Election in November, 1992, which included the reduction in the number of Metro Councilors from 13 to 7; and

WHEREAS, The MCCI bylaws provide for a member from each of the 13 Council districts, which requires the bylaws to be changed to conform with the reduction in the number of Council districts effective January 2, 1995; and

WHEREAS, The MCCI bylaws require amendments to be approved by 2/3 of the full MCCI membership and by a majority of the Metro Council; and

WHEREAS, The MCCI approved bylaws amendments at its meeting of November 3, 1994; now, therefore,

BE IT RESOLVED,

That the Metro Council approves the amended bylaws for the Metro Committee for Citizen Involvement, attached as Exhibit A.

ADOPTED by the Metro Council this 22nd day of November, 1994.



Judy Wyers, Presiding Officer

METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS

November 4, 1994

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 develop and maintain programs and procedures to aid communication between citizens and the Metro Council and Executive Officer. In order to fulfill its mission, the Metro CCI will:

- Review and make recommendations on the citizen involvement activities of Metro's various departments and operations to ensure their efficiency and consistency;
- Evaluate the citizen involvement processes and promote the expansion of citizen involvement at Metro, and coordinate with existing citizen involvement organizations;
- Assist Metro to establish and maintain citizen involvement processes for Metro's activities, in order to facilitate effective citizen involvement in the fulfillment of Metro's responsibilities, including involving citizens of all cities and counties in the tri-county area;
- Assist Metro in complying with applicable federal and state mandates regarding citizen involvement;
- Prepare and adopt an annual work plan and present it to the Metro Council and Executive Officer not later than March of each year;
- Submit to the Executive Officer an annual budget request for the Office of Citizen Involvement, and present the Office's budget to the Council during the Council's consideration of the budget;
- Review and evaluate Metro's citizen involvement program annually and report to the Metro Council and Executive Officer on its evaluation.

Section 2. The mission and purpose specified are not exclusive; any specification of purpose or mission is not intended

to limit the scope of the Metro CCI's activities nor limit the yearly work plan that may be adopted by the Metro CCI; the mission and purpose of the Metro CCI shall be construed liberally.

Article IV
MEMBERSHIP

Section 1. Composition of the Metro CCI

a. The Metro CCI shall have twenty-seven (27) members. Membership shall consist of:

1) Three (3) representatives from each of the seven (7) Metro Council Districts (for a total of 21);

2) One (1) representative from each of the areas outside of the Metro 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. Members shall not hold government elected office nor be Metro employees; however, special district elected officials are eligible.

c. Members shall represent the interests of their constituency at all meetings of the Metro CCI.

d. Members will be required to declare any conflict of interest in advance of any discussions or votes, and will not vote on those issues for which a conflict exists.

Section 2. Membership Selection Process

Metro CCI members will be appointed using the following process:

a. Metro will advertise openings on the Metro CCI in January and July of each year to citizens of the region, and will notify recognized neighborhood associations and citizen participation organizations of openings on the Metro CCI. Metro elected officials and interested existing citizen organizations will be encouraged to solicit applicants to fill openings on the Metro CCI. Applications shall include a statement of interest, a community service resume, and a statement of commitment signed by the applicant.

b. Metro will collect the applications and convene a nominating committee consisting of five members: one representative of each county citizen involvement committee; and two members of Metro CCI whose positions are not being considered for nomination. The two Metro CCI members may not reside in the same county.

c. The nominating committee shall meet to review the applications and forward nominations to the Metro Council. The nominating committee may interview the applicants, but the committee has the authority to decide whether to conduct interviews. 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(s) from his/her 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 nominating committee.

d. One nomination for each vacant position shall be forwarded to the Metro Council for appointment to the Metro CCI. Applicants must be nominated by the nominating committee to be considered for appointment by the Metro Council, which shall make appointments through adoption of a resolution. If any nominee is not appointed, the Council shall provide a written statement to the nominating committee on the reasons why the nominee was not appointed, and the committee shall submit another nomination.

Section 3. Duties

The duties of each member 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 member's term of appointment shall be three years, except during the transition period as stated below in Section 4(c) of this article; expiration dates of terms through December 31, 1997 shall be as stated in Section 4(c). Members may serve a maximum of two consecutive full three year terms with an absence of one year before they can requalify. A member whose initial appointment was to fill an unexpired term or was for a term of less than three years may serve up to two additional years, but in no case may a member serve more than eight years consecutively. Members seeking reappointment cannot participate in their own selection process.

b. Metro CCI positions will be numbered from one to twenty-seven as follows:

Metro CCI Positions Corresponding to Metro Council Districts:

Metro CCI Positions #1-3:	Council District	#1
#4-6:		#2
#7-9:		#3
#10-12:		#4
#13-15:		#5
#16-18:		#6
#19-21:		#7

County Positions Outside Metro District Boundaries:

#22:	(Clackamas Co.)
#23:	(Multnomah Co.)
#24:	(Washington Co.)

County Citizen Involvement Committee Positions:

#25: (Clackamas
Co.CCI)
#26: (Multnomah
Co.CIAC)
#27: (Washington
Co.CCI)

c. In order to provide for continuity in membership in the period of transition from thirteen Council districts to seven (in accordance with the provisions of the 1992 Metro Charter), position numbers established in the Metro CCI bylaws adopted on May 28, 1992 and term expiration dates as established in Resolution No. 92-1666 are assigned as follows:

<u>Original Position Number</u>	<u>New Position Number</u>	<u>Term Expiration Date</u>
1	10	12/31/95
2	7	12/31/97
3	19	12/31/95
4	8	12/31/96
5	4	12/31/96
6	5	12/31/95
7	1	12/31/97
8	20	12/31/97
9	16	12/31/95
10	2	12/31/96
11	21	12/31/96
12	13	12/31/95
13	11	12/31/96
14	22	12/31/95
15	23	12/31/97
16	24	12/31/96
17	25	12/31/97
18	26	12/31/96
19	27	12/31/95

Terms which commenced prior to January 1, 1995 shall continue through December 31, 1994. All terms ending December 31, 1997 shall begin January 1, 1995. Terms of positions #4, 5, 8, 10, 11, 13, 16, 19, 21, 22, 24, 26, and 27 will be continuation of terms begun prior to January 1, 1995. Terms of positions #3 and 9 will be one-year terms for the transition period only; terms of positions #2, 14, and 17 will be two-year terms for the transition period only.

d. Members will be expected to attend all regularly scheduled meetings and special meetings. Absence from regularly scheduled meetings for three (3) consecutive months shall require the Chair to declare a vacancy in the position. The vacancy shall be filled

through the nomination and appointment process described in Section 2, above.

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.

b. 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 Steering Committee shall advise the Chair in determining meeting agendas, shall review matters to be considered by the full Committee, and shall review and coordinate the work of Metro CCI subcommittees. 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. Officers may serve no more than two consecutive years in the same office.

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.

Section 2. Notice

a. Notice, agenda and draft minutes of all regular meetings shall be mailed to all members 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 in filled positions 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. The Chair may create subcommittees. Subcommittees may include people who are not Metro CCI members. The Chair shall appoint subcommittee chairs. Subcommittee chairs shall be Metro CCI members.

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. Staff 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 Councilors and the Executive Officer.

Article VII AMENDMENTS AND REVIEW

Section 1. Amendment and Repeal of Bylaws
These by-laws may be amended by a majority vote of the full membership of the Metro CCI (14 votes) and adoption of a resolution by 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. Written notice of such review shall be provided before the review.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING)	RESOLUTION NO. 94-1986
AMENDMENTS TO BYLAWS OF THE)	
METRO COMMITTEE FOR CITIZEN)	Introduced by Governmental
INVOLVEMENT)	Affairs Committee

WHEREAS, Resolution No. 92-1580, adopted on May 28, 1992 and amended twice thereafter, approved the bylaws of the Metro Committee for Citizen Involvement (MCCI); and

WHEREAS, The voters of the Metro area approved the 1992 Metro Charter at the General Election in November, 1992, which included the reduction in the number of Metro Councilors from 13 to 7; and

WHEREAS, The MCCI bylaws provide for a member from each of the 13 Council districts, which requires the bylaws to be changed to conform with the reduction in the number of Council districts effective January 2, 1995; and

WHEREAS, The MCCI bylaws require amendments to be approved by 2/3 of the full MCCI membership and by a majority of the Metro Council; and

WHEREAS, The MCCI approved bylaws amendments at its meeting of November 3, 1994; now, therefore,

BE IT RESOLVED,

That the Metro Council approves the amended bylaws for the Metro Committee for Citizen Involvement, attached as Exhibit A.

ADOPTED by the Metro Council this _____ day of _____, 1994.

Judy Wyers, Presiding Officer

METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS

November 4, 1994

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. The Metro CCI is the citizens' committee in Metro's office of citizen involvement required by Section 28 of the 1992 Metro Charter. It is the mission of the Metro CCI to develop and maintain programs and procedures to aid communication between citizens and the Metro Council and Executive Officer. [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.]~~ In order to fulfill its mission,
~~[T]he Metro CCI will:~~

~~Review and make recommendations on the citizen involvement activities of Metro's various departments and operations to ensure their efficiency and consistency;~~

~~E]valuate the citizen involvement processes and promote the expansion of citizen involvement at Metro, and coordinate with existing citizen involvement organizations; [The Metro CCI will]~~

~~Assist Metro to establish and maintain citizen involvement processes for Metro's activities, in order to facilitate effective citizen involvement in the fulfillment of Metro's~~

responsibilities, including involving citizens of all cities and counties in the tri-county area;

A[ass]ist Metro in complying with applicable federal and state mandates [LCDC goals] regarding citizen involvement;

Prepare and adopt an annual work plan and present it to the Metro Council and Executive Officer not later than March of each year;

Submit to the Executive Officer an annual budget request for the Office of Citizen Involvement, and present the Office's budget to the Council during the Council's consideration of the budget;

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

Section 2. The mission and purpose specified are not exclusive; any specification of purpose or mission is not intended to limit the scope of the Metro CCI's activities nor limit the yearly work plan that may be adopted by the Metro CCI; the mission and purpose of the Metro CCI shall be construed liberally.

[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 Twenty-seven (27) [~~(19)~~] members. [Each member position shall have an alternate.] Membership shall consist of:~~

~~1) Three (3) [~~(1)~~] representatives from each of the seven (7) [~~(13)~~] Metro Council Districts (for a total of 21 [~~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 hold government elected office [~~be elected officials~~] nor be Metro employees, however, special district elected officials are eligible.~~

~~[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).]~~

~~c~~[e]. Members [~~or designated alternates~~] shall [~~be expected to~~] represent the interests of their constituency at all meetings of the Metro CCI.

~~d. Members will be required to declare any conflict of interest in advance of any discussions or votes, and will not vote on those issues for which a conflict exists.~~

Section 2. Membership Selection Process

~~[Members and alternates for the]~~ Metro CCI ~~members~~ 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 in January and July of each year to citizens of the region, ~~[utilizing ads, mailings, etc. but, at a minimum,]~~ and will notify recognized neighborhood associations and citizen participation organizations of openings on the Metro CCI. Metro elected officials and [±] interested existing citizen organizations will be encouraged to solicit applicants to fill openings on [asked to nominate members and alternates to] the Metro CCI. Applications shall include a statement of interest, a community service resume, and 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 convene a nominating committee consisting of five members: one representative of each county citizen involvement committee; and two members of Metro CCI whose positions are not being considered for nomination. The two Metro CCI members may not reside in the same county. [~~sort them by county and distribute them to each county citizen involvement committee.~~]

c. The nominating committee shall meet to review the applications and forward nominations to the Metro Council. The nominating committee may interview the applicants, but the committee has the authority to decide whether to conduct interviews. [~~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(s) from his/her [~~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 nominating committee [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 vacant [~~of the 38~~] position[s] shall be forwarded to the Metro Council for appointment to the Metro CCI. Applicants must be nominated by the nominating committee to be considered for appointment by the Metro Council, which shall make appointments through adoption of a resolution. If any nominee is not appointed, the Council shall provide a written

~~statement to the nominating committee on the reasons why the nominee was not appointed, and the committee shall submit another nomination. [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 member~~s~~'s term ~~[and alternate's term]~~ of appointment shall be three years, except during the transition ~~[initial]~~ period as stated below in Section 4(c**[b]**) of this article ~~[these bylaws]~~; expiration dates of terms through December 31, 1997 shall be as stated in Section 4(c). Members may serve a maximum of two consecutive full three year terms with an absence of one year before they can requalify. A member whose initial appointment was to fill an unexpired term or was for a term of less than three years may serve up to two additional years, but in no case may a member serve more than eight years consecutively. Members seeking reappointment cannot participate in their own selection process.

b. Metro CCI positions will be numbered from one to twenty-seven ~~[nineteen]~~ as follows:

Metro CCI Positions Corresponding to Metro Council Districts:

Metro CCI Positions	#1-3:	Council District	#1
	4-6 [2]:		#2
	7-9 [3]:		#3
	10-12 [4]:		#4
	13-15 [5]:		#5
	16-18 [6]:		#6
	19-21 [7]:		#7
<hr/>	#8:		#8
<hr/>	#9:		#9
<hr/>	#10:		#10
<hr/>	#11:		#11
<hr/>	#12:		#12
<hr/>	#13:		#13

County Positions Outside Metro District Boundaries:

- ~~#22~~ [14]: (Clackamas Co.)
- ~~#23~~ [15]: (Multnomah Co.)
- ~~#24~~ [16]: (Washington Co.)

County Citizen Involvement Committee Positions:

- #~~25~~[17]: (Clackamas
Co.CCI)
#~~26~~[18]: (Multnomah
Co.CIAC)
#~~27~~[19]: (Washington
Co.CCI)

c. In order to provide for continuity in membership in the period of transition from thirteen Council districts to seven (in accordance with the provisions of the 1992 Metro Charter), position numbers established in the Metro CCI bylaws adopted on May 28, 1992 and term expiration dates as established in Resolution No. 92-1666 are assigned as follows:

<u>Original Position Number</u>	<u>New Position Number</u>	<u>Term Expiration Date</u>
1	10	12/31/95
2	7	12/31/97
3	19	12/31/95
4	8	12/31/96
5	4	12/31/96
6	5	12/31/95
7	1	12/31/97
8	20	12/31/97
9	16	12/31/95
10	2	12/31/96
11	21	12/31/96
12	13	12/31/95
13	11	12/31/96
14	22	12/31/95
15	23	12/31/97
16	24	12/31/96
17	25	12/31/97
18	26	12/31/96
19	27	12/31/95

Terms which commenced prior to January 1, 1995 shall continue through December 31, 1994. All terms ending December 31, 1997 shall begin January 1, 1995. Terms of positions #4, 5, 8, 10, 11, 13, 16, 19, 21, 22, 24, 26, and 27 will be continuation of terms begun prior to January 1, 1995. Terms of positions #3 and 9 will be one-year terms for the transition period only; terms of positions #2, 14, and 17 will be two-year terms for the transition period only.

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

~~One Year #4, #5, #8, #11, #13, #16, #18~~

~~Two Year #2, #7, #10, #15, #17~~

~~Three Year #1, #3, #6, #9, #12, #14, #19]~~

~~d[e]. Members will be expected to attend all regularly scheduled meetings and special meetings. [Unexeused-a] Absence from regularly scheduled meetings for three (3) consecutive months shall require the Chair to declare a vacancy in the position. The vacancy shall be filled through the nomination and appointment process described in Section 2, above. [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~~ [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.]~~

~~d[e]. 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 Steering Committee shall advise the Chair in determining meeting agendas, shall review matters to be considered by the full Committee, and shall review and coordinate the work of Metro CCI subcommittees. 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. ~~Officers may serve no more than two consecutive years in the same office.~~

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 in filled positions [~~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. The Chair may create subcommittees. Subcommittees may include people who are not Metro CCI members. The Chair shall appoint subcommittee chairs. Subcommittee chairs shall be Metro CCI members. [~~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~~] Staff 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 [~~7~~] 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 Councilors and the Executive Officer.

Article VII
AMENDMENTS AND REVIEW

Section 1. Amendment and Repeal of Bylaws
These by-laws may be amended by a majority [~~two-thirds~~] vote of the

full membership of the Metro CCI (14 votes) and adoption of a resolution by ~~[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.

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

RESOLUTION NO. 94-1986, APPROVING AMENDMENTS TO BYLAWS OF THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT

Date: November 9, 1994

Presented by: Councilor Gates

COMMITTEE RECOMMENDATION: At its November 8, 1994 meeting the Governmental Affairs Committee voted 4-0 to recommend Council adoption of Resolution No. 94-1986. Councilors Gates, McFarland, Van Bergen and Wyers voted in favor. Councilor Buchanan was absent.

COMMITTEE DISCUSSION/ISSUES: Council Analyst Casey Short presented the staff report. He said the bylaws of the Metro Committee for Citizen Involvement (MCCI) need to be changed to accommodate the change in the composition of the Council, from 13 to 7 members. Councilor Gates met several times with MCCI representatives to discuss potential changes. Mr. Short said the MCCI approved revisions to the bylaws at its November 3 meeting, and those revisions have to be approved by the Council to become effective. He referred to his memo noting five changes from the draft in the committee packet, which the MCCI made at its meeting.

MCCI Vice-Chair Bob Bothman discussed the history of discussions of the bylaws, and noted the MCCI's approval of the revisions was unanimous.

Councilor Gates summarized the major changes, including: the change in number of members to 27, with no alternates; limitation of two years in any MCCI office; and change in the Mission and Purpose to be more general in scope and leave specific work items to an annual work plan. Mr. Bothman also pointed out there is a change in the nomination process. The new process will have nominations made by a committee consisting of a representative of each of the three County Citizen Involvement Committees and two MCCI members, rather than have the County CIC's make the nominations from their county.

In response to a question from Councilor Van Bergen, Mr. Bothman said he thought the changes would work.