

BEFORE THE METRO COUNCIL

**FOR THE PURPOSE OF APPROVING 1998)
BYLAWS AMENDMENTS FOR THE METRO)
COMMITTEE FOR CITIZEN INVOLVEMENT)**

RESOLUTION NO. 98-2645

Introduced by Councilor Susan McLain,
Council Liaison to the Metro Committee for
Citizen Involvement

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, MCCI desired to clarify bylaws language and keep procedural items out of the bylaws document as much as possible; and

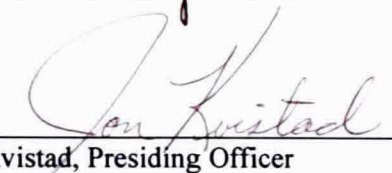
WHEREAS, MCCI agreed it would be beneficial to all persons and projects to make changes necessary to establish MCCI operations on a fiscal year that will coordinate with all other Metro operations; and

WHEREAS, the Metro Code Section 2.12.030 requires amendments to be approved by the Metro Council; and

WHEREAS, MCCI recommended approval for bylaw amendments at its meeting on April 15, 1998.

BE IT RESOLVED, that the Metro Council approved the amended bylaws for the Metro Committee for Citizen Involvement (MCCI), attached as Exhibit A.

Adopted by the Metro Council on this 14th day of May, 1998.



Jon Kvistad, Presiding Officer

1 METRO COMMITTEE FOR CITIZEN INVOLVEMENT (METRO CCI) BYLAWS

2
3 November 4, 1994 March 18, 1998 draft

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5 ARTICLE I: NAME

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

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10 ARTICLE II: GEOGRAPHICAL AREA

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

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15 ARTICLE III: MISSION & PURPOSE

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17 Section 1: It is the mission of the Metro CCI to develop and maintain programs and procedures to aid
18 communication between citizens, and the Metro Council, the and Executive Officer and the Auditor. In
19 order to fulfill its mission, the Metro CCI will:

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21 • Review and make recommendations on the citizen involvement activities of Metro's various
22 departments and operations to ensure their efficiency and consistency.
23 • Evaluate and promote expansion of the citizen involvement processes and promote the expansion of
24 citizen involvement at Metro; and coordinate with existing citizen involvement organizations.
25 • Assist Metro to establish and maintain citizen involvement processes for Metro's activities, in order to
26 facilitate effective citizen involvement in the fulfillment of Metro's responsibilities, including involving
27 citizens of all cities and counties in the tri-county area.
28 • Assist Metro in complying with applicable referral and state mandates regarding citizen involvement.
29 • Prepare and adopt an annual fiscal year work plan and present it to the Metro Council and Executive
30 Officer not later than March of each year. budget for the Office of Citizen Involvement to be
31 presented to the Executive Officer for submission to the Metro Council with the budget for the
32 Executive Office during the Council's consideration of budget matters.
33 • Submit to the Executive Officer an annual budget request for the Office of Citizen Involvement, and
34 present the Office's budget to the Council during the Council's considerations of the budget.
35 • Review and evaluate Metro's citizen involvement program annually and report to the Metro Council and
36 Executive Officer on its evaluation. Submit an annual report to the Metro Council regarding citizen
37 involvement at Metro.

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

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43 ARTICLE IV: MEMBERSHIP

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45 Section 1: Composition of the Metro CCI

- 46
47 a. The Metro CCI shall have twenty-seven (27) members. Membership shall consist of:

48
49 1) Three (3) representatives from each of the seven (7) Metro Council Districts (for a total
50 of 21);

51
52 2) One (1) representative from each of the areas outside of the Metro boundaries of
53 Clackamas, Multnomah, and Washington Counties (for a total of 3).

54
55 3) One (1) representative from each of Clackamas County's Committee for Citizen
56 Involvement (CCI), Multnomah County Citizen Involvement Advisory Committee (CIAC),
57 and Washington County Committee for Citizen Involvement (CCI) (for a total of 3).

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59 b. Members shall not hold government elected office nor be Metro employees; however, special
60 district elected officials are eligible.

61
62 c. Members shall represent the interested of their constituency at all meetings of the Metro CCI.

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

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67 Section 2: Membership Selection Process

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69 Metro CCI members will be appointed using the following process:

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71 a. Metro will advertise the openings on the Metro CCI in January and July of each as needed
72 through the year to citizens of the region, and will notify recognized neighborhood associations and
73 citizen participation organizations of openings on the Metro CCI. Metro elected officials and
74 interested existing citizen involvement organizations will be encouraged to solicit applicants to fill
75 openings on the Metro CCI. Applications shall include a statement of commitment to be signed by
76 the applicant.

77
78 b. Metro CCI will collect the applications and convene a nominating committee consisting of five
79 members: one representative of each county citizen involvement committee and two members of
80 Metro CCI whose positions are not being considered for nomination. The two Metro CCI members
81 may not reside in the same County.

82
83 c. The nominating committee shall ~~meet to review the applications and~~ forward nominations for re-
84 appointments to the full Metro CCI. All new applicants with nominations approved by the
85 Metro CCI shall be submitted to the Metro Council for approval and adoption by Resolution.
86 ~~The nominating committee may interview applicants, but the committee has authority to decide~~
87 ~~whether to conduct interviews. All~~ Each Metro Councilors shall be invited and be given a
88 reasonable opportunity to attend the meeting and to participate in the selection process for
89 nomination of ~~the representatives~~ new members from his/her their district. If a Councilor is unable
90 to attend the meetings, he/she they may communicate oral or written comments to the Chair and
91 members of the committee prior to the meeting of the nominating committee.

92
93 d. ~~One nomination from each vacant position shall be forwarded to the Metro Council for~~
94 ~~appointment to the Metro CCI. Applicants must be nominated by the nominating committee to be~~
95 ~~considered for appointment by the Metro Council, which shall make appointments through adoption~~
96 ~~of a Resolution.~~ If any nominee is not appointed, the Council shall provide a written statement to the

97 nominating committee on the reasons why the nominee was not appointed, and the committee shall
98 submit another nomination.
99

100 Section 3: Duties
101

102 The duties of each member shall be to implement the Mission and Purpose of the Metro CCI as stated in
103 Article III of these bylaws.
104

105 Section 4: Tenure
106

107 a. Each Metro CCI members **shall be appointed to a term of appointment shall be three years. as**
108 **determined in Section 4(c), except during the transition period as stated below in Section 4(c) of this**
109 **article; expiration dates of terms through December 31, 1997 shall be as stated in Section 4(c).**
110 Members may serve a maximum of two consecutive full three year terms with an absence of one
111 year before they can re-qualify. A member whose initial appointment was to fill an un-expired term
112 or was for a term of less than three years may serve up to two additional years, but in no case may a
113 member serve more than eight years consecutively. Members seeking re-appointment cannot
114 participate in their own selection process.
115

116 b. Metro CCI positions will be numbered from one to twenty-seven as follows:
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118 Metro CCI Positions Corresponding to Metro Council Districts:
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120 Metro CCI Positions 1-3	Council District 1
121 Metro CCI Positions 4-6	Council District 2
122 Metro CCI Positions 7-9	Council District 3
123 Metro CCI Positions 10-12	Council District 4
124 Metro CCI Positions 13-15	Council District 5
125 Metro CCI Positions 16-18	Council District 6
126 Metro CCI Positions 19-21	Council District 7

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128 County Positions Outside Metro District Boundaries:
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130 Metro CCI Position 22	Clackamas County
131 Metro CCI Position 23	Multnomah County
132 Metro CCI Position 24	Washington County

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134 County Citizen Involvement Committee Positions:
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136 Metro CCI Position 25	Clackamas County CCI
137 Metro CCI Position 26	Multnomah County CIC
138 Metro CCI Position 27	Washington County CCI

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140 c. **Terms for each member shall begin as established below and shall expire every three years**
141 **thereafter in June beginning in FY 98-99. Through the transition between expiration in**
142 **December and June, members will serve an additional six months. In order to provide for**
143 **continuity in membership in the period of transition from thirteen Council districts to seven (in**
144 **accordance with the provisions of the 1992 Metro Charter), position numbers established in the**

145 Metro CCI bylaws adopted on May 28, 1992 and term expirations dates as established in Resolution
 146 No. 92-1666 are assigned as follows:
 147

<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

168
 169 ~~Terms which commenced prior to January 1, 1995 shall continue through December 31, 1994. All terms~~
 170 ~~ending December 31, 1997 shall begin in January 1, 1995. Terms of positions # 4, 5, 8, 10, 11, 13, 16, 19,~~
 171 ~~21, 22, 24, 26, 27 will be continuation of terms begun prior to January 1, 1995. Terms of positions # 3 and 9~~
 172 ~~will be one year terms for the transition period only, terms of positions # 2, 14, and 17 will be tow year~~
 173 ~~terms for the transition period only.~~
 174

<u>Position</u>	<u>Original Appointment Date</u>	<u>Position</u>	<u>Original Appointment Date</u>
1	1-1-95	15	1-1-95
2	1-1-94	16	1-1-93
3	1-1-96	17	1-1-97
4	1-1-94	18	1-1-95
5	1-1-93	19	1-1-93
6	1-1-95	20	1-1-95
7	1-1-95	21	1-1-94
8	1-1-94	22	1-1-93
9	1-1-96	23	1-1-95
10	1-1-93	24	1-1-94
11	1-1-94	25	1-1-95
12	1-1-95	26	1-1-94
13	1-1-93	27	1-1-93
14	1-1-97		

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 191 Section 5: Vacancies
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193 a. Members will be expected to attend all regularly scheduled meetings and special meetings.
194 ~~Absence from Three consecutive un-excused~~ absences from regularly scheduled meetings ~~for three~~
195 ~~(3) consecutive months~~ shall require the Chair to declare a vacancy in the position. The vacancy
196 shall be filled through the nomination and appointment process as described in Section 2 above.
197

198 b. If a position becomes vacant for any reason, ~~prior to the annual recruitment process, those~~
199 ~~applications which are on hand from prior recruitment or which have been received in the interim~~
200 ~~will be used to fill the vacancy. A vacancy shall be filled within 30 days of the effective date of the~~
201 ~~vacancy. If there are no eligible applications on hand, then limited recruitment will be done and the~~
202 ~~vacancy will be filled within 90 days according to the procedure in Section 2 above. Those~~
203 ~~applicants who are under consideration for filling a vacancy (either by having their application on~~
204 ~~file, or by submitting a new application following the occurrence of the vacancy) shall be informed~~
205 ~~of the time line for filling the vacancy at the beginning of the process and periodically updated as~~
206 ~~the recruitment/selection process advances.~~
207

208 c. ~~Move out of District or Area represented.~~ When a members moves outside of the area they
209 represent, their position shall be considered vacant ~~for the purpose of selecting~~ and a replacement
210 shall be selected from qualified applicants as outlined above. However, the member vacating that
211 seat may continue to represent that position on MCCI, including the right to vote, until the
212 replacement member is selected and appointed, but in no case for more than 90 days.
213

214 ARTICLE V: OFFICERS & DUTIES

215 Section 1: Officers

216 a. The Officers of the Metro CCI shall be a Chair and Vice Chair to be elected by a majority vote of
217 ~~the members present at the first meeting and annually in December thereafter.~~ The Chair shall set
218 the agenda, preside at all meetings and shall be responsible for the expeditious conduct of ~~the~~ Metro
219 CCI business. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair. Both
220 the Chair and Vice Chair are entitled to vote on all issues.
221
222

223 b. The Chair, Vice Chair and three additional Metro CCI members elected by a majority vote of the
224 Metro CCI members ~~present at the first meeting and annually in December thereafter,~~ will serve as
225 the Steering Committee for the Metro CCI, **along with the Subcommittee Chairs.** The Steering
226 Committee shall advise the Chair in determining meeting agendas, and shall review matters to be
227 considered by the full committee ~~and shall review and coordinate~~ including the work of Metro CCI
228 subcommittees. The Metro CCI shall attempt to elect a Steering Committee that is broadly
229 represents of the geographic areas and interests of ~~the total membership of the all~~ Metro CCI
230 members. The Steering Committee may act in an emergency or temporary manner for the Metro
231 CCI, but such actions shall be reviewed by the Metro CCI at the next regular meeting.
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234 c. **A vacancy in a Metro CCI Officer position shall be filled by another Metro CCI member**
235 **following a nomination and majority vote of the members.**
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237 Section 2: Term of Office

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239 Officers and Steering Committee members shall hold office for a period of one year, ~~from January 1 through~~
240 ~~December 31 corresponding to the calendar year.~~ Officers may serve no more than two consecutive terms in
241 the same office.

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Section 3: Subcommittees

~~The Chair may create subcommittees. The Chair shall appoint subcommittee chairs. Subcommittees may be created as needed according to Metro CCI policy. Subcommittee chairs shall be Metro CCI members.~~
Subcommittees may include people who are not Metro CCI members.

ARTICLE VI: MEETINGS, CONDUCT OF MEETINGS & QUORUM

Section 1: Regular meetings of the Metro CCI shall be held monthly at 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: All meetings shall be conducted in accordance with Robert’s Rules of Order, Newly Revised.

Section 5: The Metro CCI shall establish additional rules of procedure as deemed necessary for the conduct of business.

Section 6: Metro shall provide staff to handle Metro CCI business, correspondence and public information. Other Metro resources may be called upon as necessary.

Section 7: 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 Metro CCI actions as necessary and appropriate. Approved minutes shall be forwarded to Metro Councilors and the Executive Officer.

Section 8: Any vote of the Metro CCI shall be called as a roll call vote upon request of any member.

ARTICLE VII: AMENDMENTS & REVIEW

Section 1: Amendment and Repeal of Bylaws

These bylaws 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~~ **30 days** prior to the date of the meeting at which the amendments are to be considered.

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292 Section 2: Review of Bylaws

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294 Bylaws will be reviewed at least every three (3) years. Written notice of such review shall be provided
295 before the review.

GOVERNMENTAL AFFAIRS COMMITTEE REPORT
CONSIDERATION OF RESOLUTION 98-2645, FOR THE PURPOSE OF
APPROVING 1998 BYLAWS AMENDMENTS FOR THE METRO COMMITTEE
FOR CITIZEN INVOLVEMENT.

Date: May 7, 1998

Presented by: Councilor Naito

Committee Action:

At its May 4, 1998, meeting, the Governmental Affairs Committee voted to recommend to the full council adoption of Resolution 98-2645, which makes changes to the Bylaws of the Metro Committee for Citizen Involvement (MCCI). Councilors McLain, Naito and McFarland voted in favor.

Committee Discussion:

The resolution was amended to clarify that nominations for new members to MCCI would be brought to the Metro Council for approval. Also, Councilor McFarland asked how many vacancies remained on MCCI. Aleta Woodruff and Karen Withrow responded that there are vacancies in the second, fourth, fifth and seventh districts.

STAFF REPORT

**CONSIDERATION OF RESOLUTION NO. 98-XXXX FOR THE PURPOSE OF APPROVING BYLAWS
AMENDMENTS FOR THE METRO COMMITTEE FOR CITIZEN INVOLVEMENT**

APRIL 20, 1998

KAREN WITHROW (x1539)

BACKGROUND

According to the November, 1994 version of MCCI's bylaws, MCCI bylaws are to be reviewed every three years. Three years was up in November, 1997 and work had already begun in April, 1997 to initiate this review process. With the change over to the Executive Office and loss of a staff member, the work was delayed and a final version was just submitted to MCCI membership prior to its April 15, 1998 meeting. The final version was approved by 2/3 of MCCI membership at the April 15, 1998 meeting and is now being forwarded with no changes for majority approval by the Metro Council.

The original MCCI bylaws were adopted by Resolution No. 92-1580 on May 28, 1992 and amended twice thereafter. In making the currently submitted amendments, MCCI desired to clarify bylaws language and keep procedural items out of the bylaws document as much as possible in order to simplify the document and keep future revision needs to a minimum. Policies and procedures will be developed to complement the bylaws once adopted by the Council.

Another goal MCCI agreed would be beneficial to all persons and projects would be to make changes necessary to establish MCCI operations on a fiscal year that will coordinate with all other Metro operations. The Executive Officer agreed with this and it will especially aid us as we work with a new sub-committee structure. The change will necessitate a transition period where currently serving members will be asked to serve an additional six months to accommodate the change from calendar to fiscal years. If this is not feasible, MCCI will request new members serve the additional six months to accommodate the change.