

## Citizen Involvement Council

### **Bylaws**

#### **Article I. Name and Purpose**

- Section 1. The name of this association will be the Citizen Involvement Council (CIC).
- Section 2. The purpose of the CIC will be social and civic. The CIC will serve to promote, coordinate and implement various aspects of community involvement through citizen participation. It will serve to advise the City Commission, the Planning Commission and other planning and advisory bodies. The CIC will provide a vehicle for maximum citizen participation in promoting the quality and livability of the neighborhoods and community. It will strive to promote and facilitate communication among its members and between neighborhood associations, the community, key stakeholders and city government. All meetings of the CIC will be public and open to anyone with an interest in Oregon City.
- Section 3. The CIC will comply with all applicable Federal, State, and local laws and regulations.

#### **Article II. Boundaries and Membership**

- Section 1. The area served by the CIC will include the current legal city limits; boundaries will also include all areas of impact within the current Urban Growth Boundaries.
- Areas of impact will include, but not be limited to the following:
- a) County islands within any of the neighborhood association boundaries.
  - b) Areas of the County adjacent to recognized neighborhood associations.
  - c) Areas of the County not adjacent to a recognized neighborhood association, but within the Urban Growth Boundaries and not represented by a Community Planning Organization (CPO).
- Section 2. Membership on the CIC will include two (2) neighborhood association appointed representatives eighteen (18) years of age or older, from each recognized neighborhood association, and one representative each from the "Main Street" area and the Oregon City Chamber of Commerce.
- Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description in Article II, Section 2 from becoming or remaining a member of the CIC. Contributions, contracts, grants or paid advertisements in any CIC newsletter may be used as sources of CIC funding.
- Section 4. The privileges and responsibilities of membership are:
- a) To participate in a civil manner related to all business conducted by the CIC.
  - b) To attend meetings and to speak from the floor on any issue being considered by the CIC.
  - c) To vote on motions placed before the membership at regular or special meetings, including participation in the election of officers and to run for any office of the CIC.
  - d) To serve on committees of the CIC.
- Section 5. Any member or appointed designee who misses more than two (2) unexcused consecutive regular meetings or misses a total of five (5) regular meetings in one year may be deemed to have vacated his or her position.

## **Citizen Involvement Council**

### **Bylaws**

Section 6. All members may be granted leaves of absence with prior written notification to the Chair or Vice-Chair. Officers will notify the CIC of any extended absence so a temporary replacement can be assigned. Extended leaves of absence shall be defined as more than two (2) consecutive meetings.

Section 7. The CIC will notify the CIC Coordinator within thirty (30) days of any vacancies or leaves of absence.

#### **Article III. Accountability**

Section 1. The names, addresses, telephone numbers and email addresses of the officers and any notifications of vacancies will be filed with the CIC coordinator.

Section 2. The CIC will be responsible to the neighborhood associations, community and key stakeholders, providing notification of meetings, elections, action taken on issues, and other pertinent events.

Section 3. The CIC and its elected officers will be responsible for seeking the views of neighborhood associations, community and key stakeholders affected by proposed policies or actions before making any recommendations, through a regular and orderly process.

Section 4. Minority views on any issue considered by the CIC will, upon request by any Member, be transmitted along with any recommendations submitted for governmental review.

#### **Article IV. Grievances**

Section 1. An ad hoc Grievance Committee will determine resolution of any grievances concerning the activities, policies or recommendations of the CIC.

Section 2. The Grievance Committee will consist of five (5) members, named by the CIC Membership. The Committee Chair will be appointed by the Grievance Committee itself.

Section 3. The task of any Grievance Committee will be to study any grievances directed in writing to the CIC by any of its Members or any person considering his or herself adversely affected by CIC recommendations. The Grievance Committee shall also serve as the body to which Neighborhood Association problems should be addressed (see Section 3, g). Upon receipt of such a complaint, the grievance committee will proceed to the following manner:

- a) First it will recommend that the parties seek to reconcile their differences through some form of mediation.
- b) If mediation fails, a panel of three (3) members of the Grievance Committee will be selected to examine the matter: One (1) member can be chosen by the complainant, one (1) by the CIC Membership, and the third member to be mutually agreed upon by the first two members.
- c) The panel is authorized to conduct such meetings and hearings as may be necessary to determine the facts of the matter in dispute.
- d) The panel is to report its progress to the CIC within thirty (30) days, or at the next regularly scheduled CIC meeting, whichever is later.
- e) Within an additional thirty (30) days, or at the next regularly scheduled CIC meeting, whichever is later, the panel is to report in writing of its recommendation for the resolution of the grievance.
- f) Final resolution of any matters that remain in dispute will be put to the CIC members for a majority vote. This will be done at any General Meeting or at a Special Meeting

## Citizen Involvement Council

### **Bylaws**

called for that purpose.

- g) As the Grievance Committee relates to Neighborhood Association grievances, all five members should meet to hear and resolve grievances presented to the CIC. Any member who is a party to, or directly impacted by the grievance or the decision, must recuse themselves from the Committee, and a non-involved CIC member should be selected by the CIC membership for the process. Decisions by the CIC Grievance Committee should be considered as the position of the CIC.

#### **Article V. Officers and the CIC Coordinator**

Section 1. All officers will be a Member of the CIC as defined in Article II. Section 2.

Section 2. Officers will be elected at the Annual General Meeting for terms of one (1) two-year term and will perform the following duties:

- a) CHAIR — Presides and prepares the agenda for all meetings. Serves ex officio on all committees except the nominating committee. Appoints members to serve on special projects.
- b) VICE-CHAIR — Performs the duties of the Chair in his or her absence. Works with the CIC Secretary in matters of correspondence as needed.
- c) SECRETARY — Records, reads and maintains the minutes and records of attendance of all meetings. Distributes draft copies of the minutes to each member within ten (10) days after the meeting. Coordinates and maintains the files for all CIC-related correspondence. Assures that copies are on file with the CIC Coordinator at the City of Oregon City.
- d) CIC COORDINATOR — Coordinates all activities of the CIC. This is a city staff position, funded by the City of Oregon City.

#### **Article VI. Committees**

Section 1. Committees will have the responsibilities such as their titles indicate and as may be assigned to them. Any member of the CIC, Neighborhood Associations, community or key stakeholders may serve on any committee.

Section 2. The Standing Committees will include:

- a) Transportation
- b) Crime prevention
- c) Land-use
- d) Marketing and Education

Section 3. Each Standing Committee will develop its own agenda and select its own committee chair.

Section 4. The majority of the committee members present for both Standing and ad hoc Committees will constitute a quorum. Committee action will be determined by a majority of those present and voting.

Section 5. Committees may make recommendations to the CIC for action. With specific authorization from the CIC, Committees will have the power to act on behalf of the CIC.

#### **Article VII. Meetings**

Section 1. The Annual General Meeting for the election of officers and approval of any proposed CIC

## **Citizen Involvement Council**

### **Bylaws**

budget will be held on the second Tuesday of November at a place and time determined by the CIC.

- Section 2. General Meetings will be held on the first Monday of each month at a place and time determined by the CIC and published to the membership and the community.
- Section 3. A quorum for any General Meeting or Special Meeting of the CIC will be the number of Members in attendance at that meeting. Unless otherwise specified in these bylaws, all decisions, with the exception of amendments to the bylaws, will be made by a majority vote of those Members present at any meeting.
- Section 4. The Chair will prepare the agenda for General Meetings and Special Meetings. Any person may add an item to the agenda by submitting the item in writing to the Chair at least seven (7) days in advance of the meeting. Any member of the CIC may request to add an item to the agenda.
- Section 5. Special Meetings may be called by the Chair or by any seven (7) Members provided the Membership is notified of the Special Meeting in writing at least seven (7) days in advance of the meeting.

### **Article VIII. Elections**

- Section 1. All Members will be able to vote in any and all elections of officers.
- Section 2. Any Member may run for any vacant office by simply declaring his or her intention to do so. Any Member may be nominated for any vacant office by another Member of the CIC.
- Section 3. The Nominating Committee will be elected at the General Meeting prior to the election. Members of the Nominating Committee are not barred from becoming nominees for office themselves. The Nominating Committee will nominate at least one (1) candidate for each office. Before making its report, the Nominating Committee will contact each person whom it wishes to nominate. The Nominating Committee is automatically discharged when its report is formally presented to the Membership.
- Section 4. Regular elections of officers will be held at the Annual General Meeting. Special elections may be held at any General Meeting for the purpose of filling vacant positions, provided the Membership is notified of the special election in writing at least seven (7) days in advance of the meeting.
- Section 5. The following procedures will not be allowed: Any vote by proxy, any absentee vote, any vote by mail, or any secret ballot of the members.
- Section 6. Following any and all elections of officers, the results will be announced to the public by the CIC Coordinator.

### **Article IX. Conflict of interest**

- Section 1. A conflict of interest exists for a Member whenever the Member holds a personal or financial interest which will be impacted by the action or inaction by the CIC on a proposal before the Membership. A personal or financial interest will include an interest held by the Member and/or by members of his or her immediate family.
- Section 2. Whenever a Member determines that he or she has a conflict of interest relating to an item under discussion, he or she may still vote, however must inform the body hearing the proposal that the conflict of interest exists.

## **Citizen Involvement Council**

### **Bylaws**

#### **Article X. Public Meetings/Public Records Requirements**

Section 1. The CIC will abide by all Oregon statutes relative to public meetings and public records.

Section 2. Official actions taken by the CIC must be on record and part of the minutes of each meeting. The minutes will include a record of attendance and the results of any votes taken. Upon request, a summary of minority views will be transmitted along with any recommendation made by the CIC to the City of Oregon City. Any such recommendation will also include notice of Member Conflicts of Interest if any have been declared.

#### **Article XI. Non-Discrimination**

Section 1. There must be no discrimination of applicants on the basis of race, religion, color, sex, age, national origin  
The CIC shall not discriminate against individuals or groups based on race, color, religion, sex, sexual orientation, age, national origin, political affiliation, income, physical or mental disability, marital status, familial status, veteran status or membership in any other group protected by law in accordance with applicable federal, state and local laws in any of its policies, recommendations or actions.

#### **Article XII. Parliamentary Authority and Amendments**

Section 1. The most current edition of the Scott Foresman *Robert's Rules of Order Newly Revised*, will govern the procedures of the CIC when the procedure is not otherwise covered by these bylaws.

Section 2. These bylaws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of a minimum of two-thirds ( $\frac{2}{3}$ ) of the current CIC Members present and voting at any regular meeting of the CIC; provided that notice of the proposed amendment will have been read at the previous regular meeting or the Membership is notified of the intent to amend the bylaws in writing at least thirty (30) days in advance of the meeting.