

Citizen Involvement Council Bylaws – As amended 12/1/2014

Article I. Name, purpose, mission, vision and values

Section 1. The name of this association will be the Citizens Involvement Council (CIC).

Section 2. Purpose: The purpose of the CIC will be social and civic.

a. The CIC will serve to promote, coordinate and implement various aspects of community involvement through citizen participation.

b. The CIC will serve to advise the City Commission, the Planning Commission and other planning and advisory bodies to assure that citizens are involved in all phases of the planning process. The CIC is the officially recognized citizen advisory committee to meet LCDC Statewide Planning Goal 1, and as required by Goal 1, is responsible for developing, implementing, and evaluating the Citizen Involvement Program.

c. The CIC will provide a vehicle for maximum citizen participation in promoting the quality and livability of the neighborhoods and community.

d. All meetings of the CIC will be public and open to anyone with an interest in Oregon City.

Section 3. Mission: The CIC will consider a broad range of issues affecting the livability, community sustainability, quality of the City's neighborhoods and the community as a whole.

Section 4. Vision: Working together with communities and key community stakeholders to create forums for communication that result in fair and open processes to ensure quality of life for future generations.

Section 5. Values: We value open, honest communication, diversity, mutual trust, respect, and accountability.

Section 6. The CIC will comply with all applicable Federal, State, and local laws and regulations.

Article II. City Liaison

Section 1. The position of City Liaison is a City staff position designated by the City Manager to assist the CIC and advise them of staff recommendations.

a. The City Liaison maintains a duplicate copy of the CIC minutes for City records.

- b. The City Liaison makes public notice of all General Meetings.
- c. The City Liaison emails agendas and copies of minutes to CIC members.
- d. The City Liaison maintains a database of CIC members as provided by the CIC Secretary.

Article III. 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 Boundary.

Areas of impact will include, but are not limited, to the following:

- α. County islands within any of the neighborhood association boundaries.
- β. Areas of the County adjacent to recognized neighborhood associations.
- χ. Areas of the County not adjacent to recognized neighborhood associations but within the Urban Growth Boundaries and are not represented by a Community Planning Organization (CPO).
- δ. Neighborhood associations directly adjacent to these areas should attempt to communicate their availability to represent those neighbors not within the City limits but within the Urban Growth Boundary.

Section 2. Membership on the CIC will include no more than two (2) representatives, eighteen (18) years of age or older, from each City recognized neighborhood association.

- α. All members must be certified by their neighborhood association to be their official representative on the CIC.
- β. Notification must be given to the CIC Secretary before CIC representation begins.
 - i. Notification is to be given using the approved form.
 - ii. Notification may be given by mail, fax, email or personal delivery.
 - iii. Notification is to be signed by two officers.
 - iv. Notification is to be accompanied by supporting documentation as per the bylaws of that neighborhood association.
- χ. Representatives of the CIC must reside within the boundaries of the neighborhood association which they represent, to include adjacent Urban Growth Boundaries.

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 III, Section 2 from becoming or remaining a member of the CIC.

Section 4. The privileges, roles and responsibilities of members of the CIC are:

- a. To participate in a civil and ethical 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.
- d. To serve on committees of the CIC.
- e. To advocate community involvement and provide training and education to help develop community leaders
- f. To continually align with our mission, vision and values.
- g. To represent community/individual concerns and improvement ideas.
- h. To communicate information.

Section 5. Any appointed representative who has two (2) unexcused absences per calendar year shall be deemed to have vacated his or her position.

- α. An absence will be considered excused if the secretary or another officer of the CIC is notified by 5:00 pm on the day of the meeting that the member will be absent or, in the case of an emergency, that such notice is given within a reasonable time.
- β. It shall be the responsibility of the CIC secretary to notify a member after the first unexcused absence that the member is in danger of losing their membership. A copy of the notice will be provided to the officers of the member's neighborhood association.
- χ. The CIC secretary will provide notification of a vacated position to the member's Neighborhood Association officers after a second unexcused absence by a member of the CIC. A copy of the notice will be provided to the member.
- δ. The CIC Secretary will inform the CIC that notification has been given.
- ε. Neighborhood Associations will appoint a new representative. See Article III, Section 2 (b).

Section 6. The CIC Secretary will notify the City Liaison within thirty (30) days of any changes to the CIC membership.

Article IV. Accountability

Section 1. The names, addresses, telephone numbers and email addresses of the officers and members will be maintained by the CIC Secretary and submitted to the City Liaison.

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

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

Section 4. Minority views on any issue considered by the CIC will, upon request by any member, be included along with any recommendations submitted for government review.

Article V. Elections

Section 1. Nominating Committee

- a. The Nominating Committee will be selected at the October General Meeting in **even numbered years**. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
- b. The Nominating Committee will nominate at least one (1) candidate for each office and confirm acceptance by each candidate before presenting their name for candidacy to the General Membership.
- c. The Nominating Committee will present the names of the nominees to the general membership at the General Meeting in November of **even numbered years**.

Section 2. Regular election of officers will be held at the December General Meeting in **even numbered years**.

Section 3. All certified neighborhood representatives in attendance will be able to vote in any and all elections of officers.

- Section 4. Any member may run for any vacant office by declaring his or her intention to do so. A member may be nominated for any vacant office by another member of the CIC.
- Section 5. Written ballots will be provided to the members on election night. The ballots will be prepared by the CIC Secretary and tallied by **two randomly selected members of the** CIC not running for office. The results will be announced to the membership at the same General Meeting as the election. Newly elected officers will take their positions the first day of the month following the elections.
- Section 6. The following procedures will not be allowed: any vote by proxy, any absentee vote, any vote by mail, any secret ballot, any electronic ballot, or any telephonic ballot of the members.
- Section 7. Officers will be limited to two (2) consecutive full (2 year) terms of office in any one position. A partial term to fill a vacancy does not constitute a full term.

Article VI. Grievances

- Section 1. Grievances concerning the activities, policies or recommendations of the CIC
- a. An ad hoc Grievance Committee will be formed to recommend resolution.
 - b. The Grievance Committee will consist of five (5) members chosen by the CIC Chair through a random lottery of CIC representatives.
 - i. Any member who is a party to, or is directly impacted by, the grievance or the recommendation, must recuse themselves from being chosen for this committee.
 - ii. The CIC Chair will serve as an ex-officio on this committee.
 - iii. A committee Chair will be appointed by the Grievance Committee itself.
 - c. The task of the 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. Upon receipt of such complaint the Grievance Committee will proceed in the following manner:
 - i. First, it will recommend that the parties seek to reconcile their differences through mediation.
 - ii. If mediation fails, the committee is authorized to conduct such meetings and hearings as may be necessary to determine the facts of the matter in dispute. A majority of the committee members will constitute a quorum.

Committee action will be determined by a majority vote of those present and voting at each committee meeting.

- iii. The committee is to report its progress to the CIC within thirty (30) days or at the next regularly scheduled CIC meeting, whichever is later.
 - iv. Within an additional thirty (30) days or at the next regularly scheduled CIC meeting, whichever is later, the committee is to report in writing its recommendation for the resolution of the grievance.
- d. The CIC will hear the recommendation and vote on a final decision.

Section 2. Grievances concerning neighborhood association problems

- a. The CIC shall serve as the body to which neighborhood association problems should be addressed.
- b. Upon receipt of a written grievance from a neighborhood association, an ad hoc Grievance Committee will be formed to recommend resolution.
- c. The Grievance Committee will consist of five (5) members chosen by the CIC Chair through a random lottery of CIC representatives.
 - i. Any member who is a party to, or is directly impacted by, the grievance or the recommendation, must recuse themselves from being chosen for this committee.
 - ii. The CIC Chair will serve as an ex-officio on this committee.
 - iii. A committee Chair will be appointed by the Grievance Committee itself.
- d. Once formed, the Grievance Committee will proceed in the following manner:
 - i. First, it will review the neighborhood association's bylaws regarding grievances to assure that all requirements have been met.
 - ii. Second, it will recommend that the parties seek to reconcile their differences through mediation.
 - iii. If mediation fails, the committee is authorized to conduct such meetings and hearings as may be necessary to determine the facts of the matter in dispute. A majority of the committee members will constitute a quorum. Committee action will be determined by a majority vote of those present and voting at each committee meeting.
 - iv. The committee is to report its progress to the CIC within thirty (30) days or at the next regularly scheduled CIC meeting, whichever is later.

- v. Within an additional thirty (30) days or at the next regularly scheduled CIC meeting, whichever is later, the committee is to report in writing its recommendation for the resolution of the grievance.
- e. The CIC will hear the recommendation and vote on a final decision.

Article VII. Officers

- Section 1. All officers will be a member of the CIC as defined in Article III, Sec. 2.
- Section 2. Officers will be elected at the December General Meeting for one (1) two year term. Newly elected officers will take office January 1 of the following year, and will perform the following duties:
 - α. CHAIR – Prepares the agenda and presides at all meetings. Serves as an ex-officio member on all committees except the nominating committee. Appoints members to serve on committees.
 - β. VICE-CHAIR – Performs the duties of the Chair in his or her absence. Works with the Chair to set meeting agendas. Performs any other duties as assigned by the Chair.
 - χ. SECRETARY – Prepares the minutes and maintains the attendance records of all meetings. Submits the minutes to the City Liaison for distribution. Receives and maintains a file of all CIC correspondence. Reports to the CIC any correspondence received.
- Section 3. In the event that an officer vacates his or her position, an election to fill that position will be held pursuant to the provisions in Article V. The time frame and sequences of nominations and elections shall be the same as described therein but not necessarily in the same months as regular elections.

Article VIII. Committees

- Section 1. Committee members will be made up of CIC member volunteers, or appointed as necessary, by the Chair. Committees will have the responsibilities such as their titles indicate and as may be assigned to them.
- Section 2. Each Committee will develop its own agenda and will select its own committee Chair
- Section 3. The majority of the committee members will constitute a quorum. Committee action will be determined by a majority vote of those present and voting at each committee meeting.

- Section 4. Committees will make recommendations to the CIC for action.
- Section 5. Each Committee Chair will submit written reports to the CIC Chair to be added to and distributed with the CIC agenda for the next CIC meeting.

Article IX. Meetings

- Section 1. 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 2. A quorum for any General Meeting or Special Meeting of the CIC requires a majority of certified members of the CIC to be in attendance at that meeting.
- Section 3. The Chair will prepare the agenda for General and Special Meetings.
- a. Any person may request to 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.
 - b. Any member of the CIC may request to add an item to the agenda **by submitting the item in writing to the Chair at least seven days in advance of the meeting.**
 - c. Reports from Public Works, Oregon City Chamber of Commerce **and Clackamas Fire District #1** will be regular items on the agenda.
 - d. **An open public comment period will be placed on the agenda at every meeting, after the guest speakers.**
- Section 4. 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.
- Section 5. Public comments: the following guidelines are given for citizens commenting on items on the agenda
- a. The citizen is to complete a comment card, including the agenda item, prior to the meeting and submit it to the CIC Chair.
 - b. When the Chair calls the name of the citizen he or she shall proceed to the speakers table and state his or her name and city of residence into the microphone.
 - c. Each speaker will be given three (3) minutes to speak.

- Section 6. All guests must sign the attendance register at the back of the room as a record of their presence for the minutes.
- Section 7. The CIC Budget Year is from July 1 to June 30. The budget will be reviewed at least quarterly during the Regular Meetings of July, October, January and April.

Article X. 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 of 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 they must inform the body hearing the proposal that the conflict of interest exists.

Article XI. 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 action 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 recommendations will also include notice of Member Conflicts of Interest, if any have been declared.

Article XII. Non-Discrimination

- Section 1. 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 protect by law in accordance with applicable federal, state and local laws in any of its policies, recommendations or actions.

Article XIII. Parliamentary Authority and Bylaws

- Section 1. The most current edition of the Roberts Rules of Order, Revised published by Da Capo Press will govern the procedures of the CIC when the procedure is not otherwise covered by these bylaws.
- Section 2. Proposed amendments to the bylaws must be presented to the membership at least thirty (30) days in advance of the vote to amend. Two-thirds (2/3) of the membership must be present to vote. Of those present, two-thirds (2/3) must vote in support of the change(s) of the amendment(s).