

BYLAWS  
(POLICY AND PROCEDURE)

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## **ARTICLE 1. Mission**

The Multnomah County Citizen Involvement Committee shall advocate for timely citizen participation in county policy development, implementation and facilitate communication between citizens and county government.

## **ARTICLE 2. Membership**

**Section 1 Original Appointments.** (See Multnomah County Ordinance #449.)

**Section 2 Subsequent Appointments.** Appointment of committee members after October 11, 1990, are to be made under provisions of County Ordinance No. 664. The Committee shall be composed of up to 15 members appointed by the Board of County Commissioners. Three members shall reside in each of the four commission districts, and three shall be Multnomah County residents at-large. Members appointed from a commission district shall be nominated by neighborhood or community associations, neighborhood coalitions or community groups in that district. At-large members and districts without neighborhood associations, coalitions or community groups shall be nominated by [incorporated] community organizations which are open to the general public, all appointments shall be made without discrimination on the basis of membership fee, race, religion, sex, ethnic background, color, political affiliation, age, sexual orientation, physical or mental disability, or economic status, and does not exclude membership because of lack of payment of dues. The nominations shall be received by the CIC and forwarded to the Board of Commissioners. The CIC shall communicate with nominating organizations to encourage a wide variety of volunteers in order that the Committee might reflect the diversity of the population of Multnomah County. The term of office of Members shall be three years commencing upon appointment with a maximum of six consecutive years. Members may apply for reappointment after a hiatus of one (01) full chronological year, beginning from the end date of their last full term. Term commences upon appointment.

**Section 3 Vacancies.** Any vacancies occurring on the Citizen Involvement Committee shall be filled by appointments of the Board of County Commissioners with suggestions from the appropriate citizen groups and the CIC Executive Committee.

**Section 4 Resignations.** In the event of a resignation the resigning members shall submit a letter of resignation to the CIC Chair.

**Section 5 Filling Vacancies.** When vacancies occur or are anticipated the CIC shall conduct a campaign in the appropriate CIC district of representation for new members and submit recommendations for new members to the Board of County Commissioners for formal approval.

**Section 6 Leave of Absence.** Any member may take a leave of absence for no longer than 6 months.

**Section 7 Conduct.** If the Chair has had a complaint about a member's behavior with regard to CIC,

1. the chair shall refer the complaint to the executive committee for review and recommendation for appropriate action;
2. the chair will inform the members of the executive committee at least one week before action is taken on its decision;
3. the member in question shall have the right to file a complaint through the grievance procedure of these by-laws (Article 9).

**Section 8 Removal.** Any member who has three consecutive unexcused absences from the regular monthly meetings of the CIC during a calendar year, or five absences (excused or unexcused), the Chair shall recommend removal of that member to the Board.

Excused Absence Defined: CIC members may be excused if they have notified the Chair of the Director six hours prior to the meeting. The CIC minutes will reflect excused absences.

**Section 9 Eligibility.** Any Multnomah County citizen who is eligible to vote is eligible to serve on the CIC. Elected or appointed County officials may not serve on the Citizen Involvement Committee.

Any CIC member elected or appointed to a paid office shall immediately be considered as resigned.

### **ARTICLE 3. CIC OFFICERS**

**Section 1 Selection.** CIC Officers shall be elected at the CIC Annual Meeting.

**Section 2 Chair.** The Chair shall preside at all meetings maintaining order and furthering the agenda of the Citizen Involvement Committee and the Executive Committee.

The Chair shall appoint the chair and members of all subcommittees.

The Chair shall act as chief spokesperson for the Citizen Involvement Committee and the Executive Committee.

The Chair shall monitor the progress of the CIC in meeting its established goals. The Chair shall report to the Board of County Commissioners semiannually.

The Chair shall perform such other duties as may be designated by the Citizen Involvement Committee or the Executive Committee.

**Section 3 Vice Chair.** The Vice Chair shall act as Chair with all duties and responsibilities in absence of the Chair.

**Section 4 Treasurer.** The Treasurer shall monitor and assist the Director of the Office of Citizen Involvement concerning the expenditure of the CIC budget.

The Treasurer shall select CIC members to assist in the development of the CIC Budget.

**Section 5 Secretary.** The Secretary shall take minutes at all Executive Committee meetings.

The secretary shall periodically audit office practices of the Office of Citizen Involvement.

**Section 6 Subcommittee Chairpersons.** CIC chairpersons of standing subcommittees shall be voting members of the Executive Committee.

**Section 7 Executive Committee.** The elected officers of CIC shall serve as Executive Committee for purpose of routine program administration and forming recommendations for full committee. Their duties shall be the same as those described under duties of officers, under Article 3 of these Bylaws.

#### **ARTICLE 4. COMMITTEE MEETINGS**

**Section 1 Meetings.** All meetings of the Citizen Involvement Committee shall be held in accordance with the Oregon Open Meeting Law (ORS 192) and applicable administrative rules and regulations and with any Multnomah County ordinance regarding meetings. In all meetings Robert's Rules of Order, Revised, shall govern the proceedings of the Committee unless other rules are specified by these Bylaws or standing rules adopted by the Committee.

**Section 2 Agenda.** The agenda shall be set by the Chair, in consultation with the Executive Committee. Any member of the Multnomah County Citizen Involvement Committee may recommend items.

The agenda format:

1. Open
2. Approval of Minutes
3. Public Comment (May 29, 1986)
4. Speakers
5. Committee Reports
6. Old Business
7. New Business
8. Other
9. Close

All items shall be designated action or information items.

**Section 3 Quorum.** A quorum will consist of a simple majority of the current CIC membership.

**Section 4 Minutes.** Minutes of the CIC meeting, and all CIC subcommittees shall be taken and provided to the CIC members, the Board of County Commissioners, and anyone requesting minutes. A copy of all minutes shall be kept on file in the office of Citizen Involvement.

**Section 5 Annual Meeting.** An annual meeting of the Citizen Involvement Committee shall be held not later than June 30<sup>th</sup> of each year in order to hold election of officers.

**Section 6 Annual Goal Setting Workshop.** An annual workshop shall be held in lieu of the next monthly CIC meeting immediately following the election of New Officers and budget approval. This meeting shall be for the purpose of developing a work plan for the coming year. This meeting shall be an open meeting but will not provide for external testimony.

#### **ARTICLE 5. Elections**

Election of CIC officers shall take place at the annual meeting. Four officers shall be elected: chair, vice-chair, treasurer and secretary. A nominating committee shall be established to develop a proposed slate of officers to be presented at the annual meeting. Officers can also be nominated from the floor during the annual meeting.

#### **ARTICLE 6. Committees**

**Section 1 Membership, Appointment, Term, and Removal.** Members of the Committees are appointed by the CIC Chair and may be removed or replaced by the CIC Chair for any reason. Candidates may decline the appointment and may resign for any reason. There shall be at least one (1) CIC member on all appointed subcommittees.

**Section 2 Committee Procedures.** A quorum of a simple majority of all committee members must be present for any action to be taken.

## **ARTICLE 7. Request for CIC Action**

**Section 1 Policy.** The CIC protocol to process citizen requests for information and action shall seek to promote effective citizen participation in County government by

- 1) providing information about County government;
- 2) identifying opportunities for participation early in decision making processes;
- 3) supporting citizen groups in participation;
- 4) monitoring County government to ensure that government is appropriately responsive to citizens.

**Section 2 Procedures.** Requests from citizens for CIC assistance and intervention will be screened by the CIC Policy Committee who will then take the appropriate action on the matter.

When requests for intervention or assistance are presented to the CIC either by committee members or by other citizens, the procedure will be as follows:

- \* The chair introduces the speaker (or presents letter) and states the role of the CIC as a facilitator of the process;
- \* The committee members ask questions to be sure they understand the issue and what action has already been taken;
- \* Committee members provide relevant information or advise but do not prolong discussion or argue the merits of the case. Members will provide specific helpful information or follow-up contacts if known;
- \* The committee determines if further action is merited based on the criteria above. (This determination should be deferred to new business if prolonged discussion is needed.)
- \* If the committee feels that more information is required, the matter will be assigned by the chair to a committee or an individual member to review and recommend further action;
- \* If the matter warrants, they report back to the full committee.

## **ARTICLE 8. NEIGHBORHOOD ASSOCIATION/COMMUNITY GROUP RECOGNITION**

**Section 1.** Recognition as a Neighborhood Association/Community Group by the Citizen Involvement Committee is available to Neighborhood Association/Community Groups countywide provided they meet the following requirements.

### **Membership**

Membership must be open to all residents, property owners, governmental agencies, business licensees and nonprofit organizations within the recognized boundaries of the Neighborhood Association/Community Group. Other individuals, or organizations may be members as set forth in each Neighborhood Association's/Community Group's bylaws.

### Boundaries

Have clearly stated boundaries in its bylaws. Boundaries shall not overlap, except when each Neighborhood Association/ Community Group affected agrees in writing. In those cases where agreement cannot be reached, a mediation process between the parties shall be recommended.

### Non-Discrimination

Neighborhood Associations/Community Groups must not discriminate against individuals or groups in any of its policies, recommendations or actions.

### Bylaws

Bylaws approved at an open meeting of the general membership, and maintain a complete and up-to-date set of bylaws at the Office of Citizen Involvement.

### Grievances

Bylaws shall include provisions relating to the resolution of grievances against the Neighborhood Association/Community Group.

### Open Meetings

Abide by the Oregon Open Meeting Laws (ORS 192.410-192,710)

**Section 2.** Neighborhood Associations/Community Groups recognized by the Multnomah County Citizen Involvement Committee will be sent a "Letter of Recognition". Recognized Neighborhood Association/Community Groups are eligible to receive services including, but not limited to:

Placement on the Citizen Involvement Committees (CIC) mailing list to receive CIC agendas and minutes.

Notification by all County Departments and Divisions as required in the County Code on matters that fall within the Neighborhood Association/Community Group boundaries.

Placement on the Board of County Commissioners Agenda mailing list.

Support Services from the Office of Citizen Involvement including assistance with grant writing, activity planning, and general information and referral.

**Section 3.** Neighborhood Associations/Community Groups recognized in Multnomah County Ordinance #449, and Neighborhood Association/Community Groups recognized by and City government within Multnomah County shall immediately be recognized without application, and shall be eligible for all benefits mentioned.

## **ARTICLE 9. Amendments**

These Bylaws may be amended by two-thirds (2/3) vote of the Members present at any regular meeting. Any proposed amendment in its final form for adoption must be in writing and shall have been given to the members at least one consecutive month prior to the date of the meeting at which the amendments are to be considered.

## **ARTICLE 10. Grievance Procedure**

Any person or organization adversely affected by a decision of the Committee shall submit a written complaint to the Executive Committee within thirty (30) days after the date of the decision.

Within fifteen (15) days of receipt, the complaint shall be reviewed at a special meeting of the Executive Committee. No later than (7) days prior to this meeting, the complainant shall be notified in order (to attend) that the complainant may attend.

The Executive Committee shall resolve the complaint or take appropriate action to effect its resolution within sixty (60) days of the special meeting. The Executive Committee shall advise the complainant of its determination with seven (7) days of the Determination.

## **Article 11. Membership Representing The Multnomah County Citizen Involvement Committee On Boards/Commissions Of Other Jurisdictions.**

A person appointed by the Chair of the CIC to represent the CIC on a Board or Committee of another Jurisdiction shall at all times be an active member of the CIC. If that person, for any reason, leaves the CIC while serving a term on the aforementioned Board or Committee their term shall automatically be terminated and the Chair shall appoint an active member of the CIC to finish that term.

If no active CIC member is available to fill the remainder of the term, the Chair may either retain the person who is presently representing the CIC or appoint another person. Whoever is serving under these circumstances shall only serve until an active CIC member is able to represent the CIC on that Board or Committee.

## **ARTICLE 12. 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 to the CIC members before the review.

Bylaws

Adopted August 19, 1993

Revised 2/95,8/00,10/01,9/02