

RESOLUTION NO. 93- 07

RESOLUTION ADOPTING COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)
BY-LAWS

WHEREAS, the City of Forest Grove has established a Committee for Citizen Involvement (CCI) as required by Statewide Planning Goal No. 1 to assist the City Council with the preparation and implementation of a citizen involvement program, and in the evaluation of the process used for citizen involvement; and

WHEREAS, the City of Forest Grove has appointed members and a City Council Liaison to the CCI; and

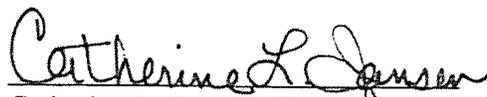
WHEREAS, the CCI has proposed By-Laws for the regulation of committee business and responsibilities; and

WHEREAS, the City Council and the CCI held a joint meeting on December 7, 1992 and incorporated amendments to the scope and content of the By-Laws.

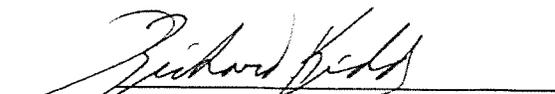
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

That the Committee for Citizen Involvement By-Laws dated January 5, 1993 be adopted.

PRESENTED AND PASSED this 8th day of February, 1993.


Catherine L. Jansen, City Recorder

APPROVED by the Mayor this 8th day of February, 1993.


Richard Kidd, Mayor

**Renamed to Committee for Community
Involvement (09/25/17; Reso 2017-62)**

COMMITTEE for CITIZEN INVOLVEMENT BY-LAWS

- I. **Section I.** Name: Forest Grove Committee for Citizen Involvement [CCI].
- II. **Section II.** The committee was established November 12, 1991 by act of the Forest Grove City Council by Resolution No. 91-57 to comply with Senate Bill 100 and the State Land Conservation and Development Commission [LCDC] Goals and Guidelines. The CCI replaces the CIAC first established September 25, 1975 by Council Resolution No. 873.
- III. **Section III.** Responsibilities and Functions
 - A. The Committee is charged with the responsibility to assist the City Council in meeting the goals, policies, and guidelines of State Planning Goal 1 and the City's goals and policy as stated in the Comprehensive Plan. Specifically:
 1. To implement the CCI responsibilities for citizen involvement found in Chapters II and III of the Forest Grove Comprehensive Plan.
 2. Perform such additional duties as may be defined and delegated by the City Council.
 3. To participate with Metro CCI, County CCI, and any other CCI.
 4. To assist and provide information on request to any Council recognized CPO, and other citizens, or citizen groups in Forest Grove.
 5. All actions of the CCI are subject to review by Council. All Citizen Involvement Plan [CIP] proposals require review and approval by the City Council.
 - B. All CCI members are individually encouraged to actively assist, cooperate, and participate in any recognized Forest Grove CPO. Any elected officer of CCI shall not simultaneously hold office in a Forest Grove CPO.
 - C. Committee Adopted Procedures:
 1. The section entitled "Guidelines for Citizen Involvement Goals" from LCDC Goal 1 shall be used as the procedural guidelines for directing this committee's deliberation and actions.
 2. The committee shall use Sections A through F of LCDC "Guidelines" as the committee's procedural guidelines for recommending, reviewing, and evaluating citizen participation as carried out by this committee.

COMMITTEE FOR CITIZEN INVOLVEMENT BY-LAWS

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D. Citizen Requests:

The CCI may by vote choose to study or refer to a CPO any citizen(s) or organizations request or complaints related to citizen participation in land use issues. The results of any such study shall be reported to Council for its consideration.

IV. Section IV. Internal Organization

A. Membership:

Seven citizens are appointed by the City Council to serve four year terms in accord with standard procedures established by Forest Grove Resolutions 91-57 and 88-8.

B. Chairperson (Chairman or Chairwoman):

The chairperson shall be elected annually, along with all other officers, in July by the committee following new or continuing appointments to the CCI by the Council. The chairperson is accountable to the committee for his designated functions in all respects. Specific responsibilities of the chairperson may be changed by committee action at any time by majority vote of the entire membership.

Routine functions and responsibilities of the chairperson shall include:

1. Development of a written agenda in sufficient time to allow for distribution to the committee prior to any regular meeting.
 2. Chairing all meetings. In the event the chairperson and vice-chairperson cannot be present at any given meeting the chairperson is responsible for appointing a substitute to chair the meeting.
 3. Presents the committee's views, recommendations, or actions to the City Council and any other appropriate bodies as designated by the Mayor, Council, or Council's liaison to the CCI. The chairperson may designate one or more members of the committee to perform this function.
- C. Vice Chairperson: The vice chairperson shall assume the functions of the chairperson whenever the chairperson is not present at a meeting or if the chairperson cannot serve for whatever reason.
- D. Secretary: The Secretary is the recording officer of the Committee and is responsible for ensuring that an accurate record of the proceedings of the Committee is maintained by the Committee. All minutes shall be approved at the next regular meeting with due opportunity for corrections and additions.

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E. Meetings (Regular and Special):

1. Regular meetings to conduct the business of the committee shall be scheduled by formal action by the committee. Special meetings may be called by vote of the committee at any regular meeting, by the chairperson, by request from the Council's advisor, or by written petition by three or more members.
2. All regular and special meetings are open to the public. Citizens in attendance shall be given opportunity to participate, without vote, in any discussion.

F. Quorum: A majority of the members of CCI as appointed by Council.

G. Voting and Decision Making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall, commit the issue to a vote by the committee.
2. Decisions by voting shall be decided by a majority of those members present and voting.
3. A change in the voting procedure described in previous item G.2. may be used on any specific item if the committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.
4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

H. Role of Council's Liaison to CCI:

1. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the CCI.
2. Council's liaison shall not vote at CCI meetings.
3. Council's liaison is not responsible to convey either the majority and/or the minority CCI actions and recommendations to the Council. This is the chairperson's responsibility. Further, the liaison is not obligated to support CCI opinions and recommendations during formal meetings of the Council.

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V. **Section V.** The rules contained in Robert's Rules of Order Newly Revised shall govern this Committee in all cases where these By-Laws are insufficient in specification of procedure.

VI. **Section VI.** Amending CCI By-Laws

- A. A majority of all members must vote affirmatively to modify the committee's By-Laws on at least two separate regular meetings.
- B. Final decisions on a By-Law change shall not be made until at least the next regular meeting following the introduction of the motion.
- C. All By-Law changes adopted by the CCI must be approved by Council.

(Accepted by CCI, 1/5/93)

(Adopted by City Council Resolution No. 93-07, 2/8/93)

RESOLUTION NO. 2014-65

**RESOLUTION AMENDING THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT BYLAWS AND TERMS OF OFFICE;
AMENDING RESOLUTION NO. 1993-07 AND RESOLUTION NO. 2002-56**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement (CCI) and Resolution No. 1993-07 establishes the CCI Bylaws; and

WHEREAS, Resolution No. 2002-56 establishes the policy relating to the appointments of the Advisory Boards, Committees and Commissions; and

WHEREAS, a proposal has been initialed by CCI to amend their Bylaws to extend the terms of office for CCI to end on January 31st instead of December 31st and to change the month for the election of officers from July to January and take office on February 1st; and

WHEREAS, these proposed changes will allow the CCI to appoint its officers and terms of office to end after the annual Town Hall meeting, which is currently held in January; and

WHEREAS, the CCI have reviewed and approved the proposed amendments.

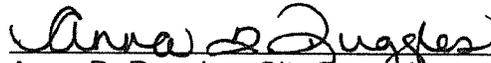
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby approves amending Resolution No. 1993-07, CCI Bylaws, Section IV. B., Chairperson: The chairperson shall be elected annually, along with all other officers, in ~~July~~ January by the committee following new or continuing appointments to the CCI by the Council. The appointments of officers shall be effective the following month (February).

Section 2. The Forest Grove City Council hereby approves amending Resolution No. 2002-56, Term; The terms of office for the Committee for Citizen Involvement ends January 31st.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of August, 2014.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014.



Peter B. Truax, Mayor



MEMORANDUM

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: August 11, 2014
Re: Amendment of Bylaws and Appointment Terms

Request: The Committee for Citizen Involvement (CCI) is requesting the City Council to make two changes. The first is to amend CCI's Bylaws to change the election of officers from July to January. The other revision is to change the ending date of the terms from the end of December to the end of January.

Background: At the June 19th and July 15th meetings, a majority of CCI voted to change two items pertaining to the Bylaws and ending terms for each member. Based on Section VI of the Bylaws, any amendment to the Bylaws requires a majority vote at two meetings. The proposed amendments are as follows:

Request a Change in the Ending Date for Appointments

Currently, all of members terms end on December 31st of a particular year. CCI is requesting that the City Council approve an extension of the appointments by one month to January 31st of the following year. For example, several members' terms currently expire on December 31, 2015. This request, if approved, would change those dates to January 31, 2016.

The reason for the request is that it is possible that the Committee's membership could substantial change the same month of the Annual Town Hall meeting (ATM). This change would come at the most critical time in the Committee's planning and preparation for the ATM. Since the ATM is typically scheduled for the last Saturday in January, postponing the end of terms to January 31st would allow all members of CCI who have participated on Committee throughout the year to be involved in the ATM.

Amendment to the Bylaws

The proposal is to amend Section IV B of the Bylaws as follows:

B. Chairperson:

The chairperson shall be elected annually, along with all other officers, in July January by the committee following new or continuing appointments to the CCI by the Council. The officer appointments shall be effective the following month (February).

The Committee is intending to conduct more Town Hall meetings throughout the year. The current objective is for three programs in the spring, summer or fall, and the ATM at the end of January. Having a change in officers during the programming for these events would have an adverse impact on their development and production. Further, continuity between the events would change if a new chair is elected in July.

The Committee members in discussing this situation believe that the new officers should begin their positions right after the ATM. This would allow the new officers the opportunity to plan and carry out the three programs for the year to maintain consistency. The Committee members believed that the election of officers should occur in January to assure that these persons have had prior involvement with the Committee.

Staff Recommendation: Staff and CCI are requesting the City Council approve the attached resolution changing the ending date of the terms for CCI members from the end of December to the end of January, and to modify CCI Bylaws to change the date for the election of officers from July to January and to take effect in February.

RESOLUTION NO. 2017-62

RESOLUTION APPROVING TO RENAME COMMITTEE FOR CITIZEN INVOLVEMENT TO *COMMITTEE FOR COMMUNITY INVOLVEMENT* AND AMENDING RESOLUTION NOS. 1991-57, 1993-07 AND 2002-56

WHEREAS, on November 25, 1991, City Council approved Resolution No. 1991-57, establishing the Forest Grove Committee for Citizen Involvement (CCI), and

WHEREAS, on February 8, 1993, City Council approved Resolution No. 1993-07, adopting by-laws for the CCI; and

WHEREAS, on December 9, 2002, City Council approved Resolution No. 2002-56, establishing a policy for appointments to City advisory boards and commission; and

WHEREAS, on February 13, 2017, City Council adopted Resolution No. 2017-21, declaring Forest Grove an inclusive community for all persons; and

WHEREAS, on September 5, 2017, the Committee for Citizen Involvement unanimously adopted a motion requesting City Council change the name of the CCI to the *Committee for Community Involvement* as being consistent with City Council's desire that Forest Grove be an inclusive City that embraces, celebrates, and welcomes the collective contributions of all persons.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. Resolution No. 1991-57 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

Section 2. Resolution No. 1993-07 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

Section 3. Resolution No. 2002-56 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

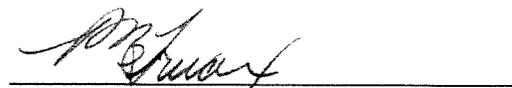
Section 4. This resolution is effective immediately upon enactment by the City Council.

PRESENTED AND PASSED this 25th day of September, 2017.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 25th day of September, 2017.



Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9
MEETING DATE:	9/25/17
FINAL ACTION:	2017-68

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 25, 2017*

PROJECT TEAM: *Daniel Riordan, Acting Community Development Director*

SUBJECT TITLE: *Resolution Approving Renaming Committee for Citizen Involvement to Committee for Community Involvement; Amending Resolutions Nos. 1991-57 (Establishing CCI); 1993-07 (Bylaws); And 2002-56 (Relating to Appointments to Boards and Commissions.*

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

ISSUE STATEMENT: On September 5, 2017, the Committee for Citizen Involvement (CCI) unanimously adopted a motion to request that City Council adopt a resolution to rename the CCI the Committee for Community Involvement. The CCI desires this change to encourage broad public participation in community affairs and to reflect the City's commitment to promote an inclusive community for all persons as declared in Resolution 2017-02 adopted by Council on February 13, 2017. The CCI is also requesting Council adopt a resolution changing the Committee's name to remove a possible barrier to broad-based public participation since the current name suggests only citizens are encouraged to participate in community affairs.

City Council discussed the CCI's request during the City Council meeting on September 14th and adopted a motion directing the City Manager to return with a resolution making the requested name change for Council's consideration. A resolution for consideration is attached.

BACKGROUND: In 1991, City Council adopted Resolution 1991-57 establishing the Forest Grove Committee for Citizen Involvement (CCI). The CCI replaced the Citizen Involvement Advisory Committee (CIAC) that was established in 1975. The CIAC was established to meet the requirements of Statewide Land Use Planning Goal 1 (Citizen Involvement). Goal 1 requires each City and County to have a citizen involvement program and a committee for citizen involvement to monitor and encourage public participation in planning. The responsibilities of the CIAC are now carried-out by the CCI. In Washington County those responsibilities are carried-out through the Community Planning Organizations (CPOs). The responsibilities of the CCI will not change as a result of renaming the CCI should Council choose to do so. If the name of the Committee is changed the CCI it will still meet the intent and requirements of Goal 1.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends City Council adopt the attached resolution.

ATTACHMENT(s):
Resolution