

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

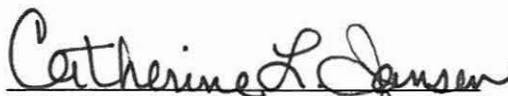
WHEREAS, the CCI has proposed By-Laws for the regulation of committee business and responsibilities; and

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

PROPOSED CCI BY-LAWS

(Accepted by CCI, 1/5/93)

Section I.

Name: Forest Grove Committee for Citizen Involvement [CCI].

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.

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 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 Section's 2 through 14 of LCDC "Guidelines" as the committee's procedural guidelines for recommending, reviewing, and evaluating citizen participation as carried out by this committee.

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.

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 committees 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 can not serve for what ever 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.

E. Meetings (Regular and Special):

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.

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 G2, 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.

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.

Section VI.

Amending CCI By-Laws

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