FOREST GROVE OREGON

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BYLAW TEMPLATE
"Draft"

Section 1: **Forest Grove Committee for Community Involvement (CCI)** (herein referred to as B/C)

Section 2: Established by Resolution 91-57.

Section 3: **Purpose**

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. 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, more specifically defined in Section 4.

Section 4: **Powers and Responsibilities/Objectives**

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.

Section 5: **Organization and Structure**

1. Membership:
   a. Members of the B/C shall be composed of 7 members and one student member who shall be appointed by City Council.
   b. (#) members may reside outside of corporate limits of the city.
   c. Members are required to attend training courses as assigned and approved by City Council.
   d. An individual member may not act in official capacity.
   e. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
   f. B/C members serve without compensation.

2. Terms of Office:
    a. B/C members shall be voting members and shall serve four (4) year terms.
    b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
    c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
    d. Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.
    e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
    f. Members may not serve on more than two (2) B/C at the same time.
    g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

3. Officers:
    The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 48-consecutive months.

4. Powers and Duties of Officers:
    In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

    (1) Chair shall:
        a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
        b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
        c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
        d. The agenda shall follow a standard template provided by the City.
        e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
        f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.

g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:
Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:
   a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
   b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
   c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
   d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
   e. The student member may provide a report at every meeting.
   f. A public meeting is defined as <u>two (2) or more members</u> meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
   g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
   h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

2. Minutes:
   a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
   b. Written minutes are required for all meetings.
   c. The minutes shall follow a standard template provided by the City.
   d. The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
   e. Staff may take minutes if the B/C requests the City to do so.
   f. Staff shall review the minutes to assure compliance with state law.
   g. Staff shall post the B/C approved minutes to the website as soon as possible.

3. Attendance:
    a. Members are expected to attend every meeting.
    b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
    c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
    d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

4. Quorum:
   Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
5. Voting and Decision Making:
    a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
    b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
    c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.

6. Conflicts of Interest and Ethics Law:
    a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
    b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
    c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.

7. Role of Council Liaison:
    a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
    b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
    c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.

8. Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
(2) The staff liaison shall:
   a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
   b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
   c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
   d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
   e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
   f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:
   The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:
   a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
   b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
   c. All bylaws or rules, including changes, must be approved by the City Council.
   d. Bylaws shall follow a standard template provided by the City.