




## CITY OF West Linn

### Memorandum

Date: July 3, 2018  
To: Committee for Citizen Involvement  
From: John Boyd AICP, Planning Manager   
Subject: Summer Schedule

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The summer schedule agenda topic addresses two items, meeting frequency and quorum status.

For the first question, meeting frequency, is addressed in the CCI Bylaws under Article VI Meetings:

#### **"ARTICLE VI - MEETINGS**

Meetings of the CCI shall be publicized in advance of the meeting date and conducted in accordance with applicable state and local law. The CCI shall meet at least once a month at a designated time and place."

While once a month meetings are identified as a required minimum, the CCI has the option to meet more often. As most members are aware, the meeting frequency has followed a weekly schedule for most of the past year. Recently, the question has been raised, should the CCI return to a minimum once a month meeting schedule?

If the biweekly meeting schedule remains, the following dates would apply:

- July 3
- July 17
- August 7
- August 21
- September 4
- September 18

There appears to be a quorum for July, however additional changes may occur over the summer. The CCI discussion on meeting frequency and meeting attendance for August and September will be discussed at the July 3<sup>rd</sup> meeting.

Once a decision is made by the CCI, a new meeting schedule will be posted and provided to the CCI members.