

ATTACHMENT A
BYLAWS FOR THE COMMITTEE FOR CITIZEN INVOLVEMENT FOR
THE CITY OF WEST LINN, OREGON

ARTICLE I - NAME

The name of this organization shall be the Committee for Citizen Involvement of West Linn, Oregon; hereinafter called the CCI.

ARTICLE II - PURPOSE

The purpose of the CCI is as follows:

- The CCI is an independent body intended to function as a watchdog and advocate for citizen involvement.
- The CCI serves to facilitate portions of the community's role mandated by the Oregon Land Conservation and Development Commission, Goal 1 (OAR 660-015-000(1), relating to public involvement in all phases of the planning process. This is done by:
 - Promoting and enhancing involvement in land use planning as required by Oregon State Planning Goal;
 - Evaluating the citizen involvement process; and
 - Making recommendations to the City Council to improve the citizen involvement process.
- The CCI assists the City Council in developing methods by which West Linn residents can participate in the decision-making process of City government.
- The CCI shall also serve as a resource, liaison, and conduit for the City's officially established Neighborhood Associations (hereafter referred to as NAs) by providing support for individual and collective NA's activities and concerns.
- CCI will also consider a broad range of issues affecting the livability and quality of the City's neighborhoods as they relate to the West Linn Comprehensive Plan (WLCP).
- The CCI is an advisory board and makes recommended actions to City Council, Planning Commission or other Community Advisory Groups (CAG's). They are not a decision making body.

ARTICLE III - MEMBERSHIP

The committee shall consist of:

1. Two members of the City Council.
2. Three citizens appointed at large.
3. A business community member appointed at large.
4. The Chair of the Neighborhood Association Presidents (NAP) Group, or other NAP member elected by the NAP Group.

At-large members of the CCI are appointed by the City Council. Per Goal 1, committee members must be selected in an open, well publicized process.

ARTICLE IV - TERM OF OFFICE

The membership term shall be for the duration of the term of service on the City Council, or as the Neighborhood Association President Committee representative for such members. The two at-large citizen members and the at-large business community member shall each serve a two-year term.

ARTICLE V - VOTING

A quorum shall be a majority of the current CCI members. A vote shall be decided by a majority of the CCI members present at a meeting at which a quorum is present.

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. All members shall regularly attend meetings. A member may be removed by the Mayor, subject to confirmation by City Council, if a member has missed more than 50 percent of regular meetings in a calendar year, whether or not the absences were excused or unexcused. An absence is "unexcused" if the member does not notify the chair, vice-chair, or the staff liaison about an absence prior to the meeting.

ARTICLE VII - PRESIDING OFFICER

The Chair and the Vice Chair of the CCI shall be elected from its membership as soon as practicable each calendar year. The Chair, and when appropriate the Vice Chair or designee selected by the CCI, will preside over all CCI meetings.

Article VIII: Duties

The duties of CCI shall include, but not be limited to, the following:

1. Per Goal 1, assist the City in developing, implementing and evaluating a broad community involvement program that ensures the opportunity for individuals, including communities of color and other traditionally disenfranchised communities, to be involved in all phases of the City's land use planning and civic decision-making process.
2. Per Goal 1, encourage, monitor, and evaluate public involvement programs regarding land use.
3. Make recommendations to the City Council, City staff and other City committees, on practices and programs likely to ensure the continuous opportunity for the exchange of ideas and information between the City government and residents, business owners and property owners, and in making recommendations ensuring that our diverse community is considered and ensuring strategies are used to ensure broad participation.
4. Report back to the city council. This shall include:
 - a. An annual report. The report shall contain a summary of activities the CCI conducted the previous year.
 - b. A report to the City Council on a regular basis, as a standing committee periodically on the City Council's agenda.

5. Perform other related duties as directed by the Mayor or City Council.
6. Per Goal 1, assist in assuring that technical information is available to the broad community in an understandable form, including an emphasis on communicating in the city's priority languages, and ensuring those with disabilities or without internet access have the same access to information.
7. Per Goal 1, ensure there is a clear and effective mechanism for communication between residents and elected and appointed officials. This includes how and when electronic mail is forwarded to a CAG, Planning Commission or city council member, and the timeline for which the resident should expect to see a response is. City staff should be encouraged to provide a timely response to members of the community.
8. Provide avenues and forums for NAs and community members to exchange ideas and information.
9. Serve as a resource to the NAs without interfering with their internal policies, their contact with government or private entities.
10. To actively promote the mission of CCI to NACs and community members.
11. Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.
12. Encourage public participation in other government activities as they impact neighborhood programs or as they relate to the Comprehensive Plan.
13. Address grievances of the CCI and of neighborhood associations.
14. Per Goal 1, ensure residents have the opportunity to be involved in all the phases of the planning process, which includes Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.
15. Per Goal 1, ensure adequate human, financial, and informational resources are being allocated for the citizen involvement program.
16. Per Goal 1, evaluate all public input on proposed code and comprehensive plan changes, and ensure the plan is adjusted accordingly before the public hearing is held.
17. Per Goal 1, review each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.
18. Per Goal 1, be involved in the evaluation of the comprehensive land use plans.
19. Per Goal 1, agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and one changes) should provide assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.