

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 11- 02

A RESOLUTION CHANGING THE NAME OF THE COMMITTEE FOR CITIZEN INVOLVEMENT (CCI) TO THE NEIGHBORHOOD INVOLVEMENT COMMITTEE (NIC) AND ADOPTING NEW BYLAWS

WHEREAS, citizen involvement and two-way communication with residents is a Comprehensive Plan priority; and

WHEREAS, State law requires the city maintain a citizen involvement program that ensures the opportunity for citizens to be actively involved in the land use process; and

WHEREAS, the current Committee for Citizen Involvement's charge goes beyond that of Statewide Planning Goal 1 and a significant amount of time has been dedicated to issues outside of land use; and

WHEREAS, the Committee for Citizen Involvement has been the body charged with oversight of the Neighborhood Network program and fostering its goal of public involvement and communication since its inception; and

WHEREAS, with all public involvement duties related to land use planning transferred to the Tigard Planning Commission in Resolution No.10-62, the mission of the Committee for Citizen Involvement has changed to one that focuses on the Neighborhood Network program and neighborhood involvement; and

WHEREAS, the bylaws and charge statements of other boards, commissions and committees are being modified to specifically require citizen involvement as part of their responsibilities; and

WHEREAS, the present membership of the CCI approved a name change to the Neighborhood Involvement Committee to reflect their new purpose; and

WHEREAS, the existing Committee has developed proposed bylaws for Council consideration, superseding bylaws and membership criteria noted in Resolution Nos.05-04, 07-61 and 07-69; and

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Bylaws governing the Neighborhood Involvement Committee (NIC) as specified in **Exhibit A** are hereby adopted.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 25th day of January 2011.

ATTEST:

Catherine Wheatley
City Recorder - City of Tigard

Chris Hill
Mayor - City of Tigard

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Exhibit A

SECTION 1. CHARGE AND DUTIES

- A. The Neighborhood Involvement Committee hereafter referred to as the “Board” shall have no powers except as conferred by this resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.
- B. It shall be the function of the Neighborhood Involvement Committee to act as an advisory body to the City Council.
- C. The Board and its members shall conduct itself in a manner that’s in keeping with applicable city and state laws pertaining to conduct and ethics. Any confirmed violation of the provisions of such laws shall be grounds for removal from the committee.
- D. The Committee for Neighborhood Involvement is charged with advising the City Council on matters pertaining to:
- The oversight of the Neighborhood Network Program and its effectiveness. Specific responsibilities include:
 - Establishing approval criteria and an application process for the Neighborhood Network grant program.
 - Review and approval of applications for the Neighborhood Network grant program based on approved criteria and the program budget.
 - Establishing approval criteria and an application process for the Neighborhood Network Annual Event program.
 - Review and approval of applications for Neighborhood Network annual events based on approved criteria and the program budget.
 - Confirmation of members to individual Neighborhood Network Steering Committees.
 - Establishing standards for Neighborhood Network web pages.
 - Working with the staff liaison to develop an annual committee work program.
 - An annual evaluation of the effectiveness of the Neighborhood Network program.
- E. The Board may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION 2. COMPOSITION

- A. The Board shall consist of 13 members appointed by the City Council with the following representation:
- One representative of each of the city’s 13 active Neighborhood Network Area Steering Committees.



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SECTION 3. APPOINTMENTS

- A. Council shall fill vacancies with individuals who meet the compositional requirements listed in Section 2.
- B. Appointments shall be made by the Mayor and City Council.

SECTION 4. TERM OF OFFICE

- A. Board members serve for a term of not more than 4 years.
- B. Any vacancy in the Board shall be filled by appointment by the Council and Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the fulfillment of the maximum number of allowed terms.
- C. Members may be reappointed for up to two (2) consecutive terms.
- D. Members shall receive no compensation for their services. Members may be reimbursed for incidental meeting expenses on approval of the staff liaison.
- E. An individual board member may not act in an official capacity except through the action of the board.
- F. A member who seeks to resign from the Board shall submit a written resignation to the chair of the Board, the staff liaison, or the city recorder's office. If possible, the resignation should allow for a thirty (30) day notice so the City Council can appoint a replacement.

SECTION 5. ORGANIZATION OF THE BOARD

- A. At its first meeting of the year, and thereafter annually, the Board shall elect a Chair and a Vice Chair from its members who shall hold office at the pleasure of the Board.
 - i. **Chair.** The chair shall have general directional powers over the Board. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the board of all meeting times and place. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Board unless this responsibility is delegated to the staff liaison.
 - ii. **Vice Chair.** The vice chair shall assume the responsibilities of the chair if the chair is unable to do so.
- B. If the Chair should resign, the Board shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.



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- C. Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

SECTION 6. MEETINGS

- A. The regular meeting of the Board shall be held on the date and time determined by the Board.
- B. The Board shall meet at least 4 times a year, roughly quarterly, at a time and place that is specified at least five (5) days in advance.
- C. The parliamentary authority for the Board is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.
- D. The Chair may call a special meeting, and the Chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and communicated to all members at least three days before the meeting.
- E. Agendas and minutes shall be posted for public notice on the City of Tigard web page and in the lobby of City Hall in compliance with Oregon Public Meetings Law. All meetings shall be open to the public.
- F. A majority of votes of Board members present shall determine the official position of the Board on a given issue.
- G. The Chair shall vote on all matters before the Board unless having declared a conflict of interest.
- H. Board members shall not send or receive electronic communications concerning any matter pending before the Board during a Board meeting
- **Electronic Communications** means e-mail, text messages, or other forms of communications transmitted or received by technological means.
 - **Electronic Communications Devices** means laptop computers, blackberries, cell phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.
- I. Board member shall not use electronic communication devices to review or access information regarding matters not in consideration before the Board during a Board meeting.



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SECTION 7. BOARD MEMBER RESPONSIBILITIES

Members of the Board shall:

- A. Regularly attend meetings and contribute constructively to discussions,*
- B. Consider and discuss issues from a Citywide perspective, as well as that of particular stakeholder or interests,*
- C. Strive to reach consensus on matters under consideration,*
- D. Act with respect and consideration for the viewpoint of others.*

SECTION 8. ATTENDANCE

If a member is unable to attend a meeting, he or she is expected to notify the staff liaison. If a member is absent from 3 consecutive regularly scheduled meetings, the issue shall be placed on the upcoming agenda, and upon majority vote of the Board members present that position may be vacated.

SECTION 9. QUORUM

No official business shall be conducted without a quorum present. A quorum consists of seven (7) members, including any appointed alternates, present and voting. It does not include anyone who cannot participate due to a conflict of interest.

SECTION 10. REMOVAL OF MEMBERS

- A. The City Council may remove members of the Board in accordance with Section 8 Attendance.
- B. The Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees.

SECTION 11. ANNUAL REPORT OF THE BOARD

- A. Not later than December 31st of each year, the Board shall prepare and file its Annual Report to the City Council.
- B. The Annual Report shall include a summary of key activities and proceeding and any specific suggestions or recommendations which the Board believes would be noteworthy to the Council.
- C. The Annual Report shall not be submitted unless approved by the Board.



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SECTION 12. AMENDMENTS

These bylaws may be amended by a simple majority vote of all members of the Board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been mailed to all members at least 14 days prior to the meeting at which such action is proposed to be taken.

