



CITY OF TIGARD
NEIGHBORHOOD INVOLVEMENT COMMITTEE
BY-LAWS

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. 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.
- C. The Neighborhood Involvement Committee is charged with oversight and development of the Neighborhood Network Program and its effectiveness.
Specific responsibilities include:
- Establishing standards for Neighborhood Network web pages.
 - Establishing standards for service as a Neighborhood Network Web Administrator.
 - Working with the staff liaison to develop an annual committee meeting schedule.
 - Produce an annual evaluation and report to City Council (either written or in person at a Council Workshop meeting) of the effectiveness of the Neighborhood Network program.
- D. 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 with the following representation:
- One representative from each of the city’s 13 active Neighborhood Network Areas
 - First priority will be given to the neighborhood area’s web administrator.

SECTION 3. APPOINTMENTS

- A. One resident per area may volunteer to represent their neighborhood area for at least one year.
- B. Appointments shall be made by volunteering to serve as an area’s representative.

SECTION 4. TERM OF OFFICE

- A. Board members serve for a minimum term of one year and not more than four years.
- B. Any vacancy in the Board shall be filled by a volunteer from the same area 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 four (4) consecutive 1-year terms.
- D. Members shall receive no compensation for their services. Members may be reimbursed for incidental meeting expenses on approval of the staff liaison.



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- 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 manager's office. If possible, the resignation should allow for a thirty (30) day notice so a replacement can be found.

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.
- 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 webpage and in the lobby of City Hall in compliance with Oregon Public Meetings law. All meetings shall be open to the public.



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- 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.

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 three 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, or a majority of sitting 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.



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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.

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.