



Office of Community Involvement



Community Involvement Committee

Policies & Procedures Manual

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I. Membership

A. County Code Requirements

3.252 (A) The CIC will be composed of a minimum of 7 and a maximum of 15 members to be appointed by the Board.

3.252 (B) The committee is composed of at least one member residing in each of the four commission districts. County employees shall not be eligible for membership on the CIC.

3.252 (C) The term of appointment for CIC members is three years and commences upon appointment. A member's appointment may be rescinded before the end of the three year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of the CIC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three year terms within any seven year period.

B. Membership Expectations

The expectations of CIC members are as follows:

- Attend CIC meetings, functions, and events.
- Be informed about the CIC's purpose and policies.
- Upon appointment, review and acknowledge the following Multnomah County Personnel Policies: 3-40 Discrimination and Harassment Free Workplace, 3-42 Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace, 3-47 Maintaining a Professional and Respectful Workplace, 3-60 Discipline and Dismissal.
- Complete and maintain an updated Code of Ethics disclosure form to disclose any actual or potential conflicts of interest.
- Review agenda and supporting materials prior to committee and subcommittee meetings.
- Serve on at least one subcommittee per term.
- Acknowledge that the individual committee member has no specific organizational authority except as delegated by the committee and that the overall authority is the committee as a whole.
- Acknowledge that members are not authorized to act or speak on behalf of the CIC unless designated by the CIC.

C. Meeting Attendance

Members are expected to attend CIC meetings, functions, and events. Members should inform the OCI staff and the Co-Chairs of anticipated absences in writing and as soon as possible.

For an absence from a regularly scheduled CIC meeting to be considered excused, members must give notice to OCI staff five days in advance of meetings, except in case of emergency or unexpected circumstances. OCI staff will track excused and unexcused absences.

If a member incurs two consecutive unexcused absences or three consecutive excused absences, OCI staff will contact the member to discuss their CIC membership. If the member wishes to continue serving on the CIC, further absences may warrant removal.

D. Member Conduct

CIC members are expected to conduct themselves in accordance with the [County personnel policies](#). CIC members should familiarize themselves with the rules, with specific attention to:

- [MCPR 3-20](#): Political Activity
- [MCPR 3-30](#): Code of Ethics
- [MCPR 3-40](#): Discrimination and Harassment-Free Workplace
- [MCPR 4-42](#): Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace
- [MCPR 3-47](#): Maintaining a Professional and Respectful Workplace
- [MCPR 3-60](#): Discipline and Dismissal

Complaints about violations of these rules will be handled as outlined in County policy. In addition, concerns or questions about conduct can be brought to a CIC Co-Chair or OCI staff. CIC Members who do not adhere to the rules and procedures of the CIC and the County may be asked to resign or be subject to dismissal prior to the end of the appointed term.

E. Filling Vacancies

Annually or when CIC membership falls below 9 members, OCI will post notice of any committee vacancies on its website, social media, and other outlets, and conduct outreach about the available opportunity.

Community members interested in joining the CIC will submit an application, made available by the OCI on its website. Prospective members are required to attend at least one CIC meeting prior to their appointment.

OCI staff will conduct an initial review of applications to confirm eligibility. All applications that meet eligibility requirements will be forwarded to the Membership Subcommittee.

The Membership Subcommittee will evaluate the applicants and score them using the following criteria and process:

Interest in Work of Multnomah County	The applicant expresses a sincere interest in public service and community involvement.	3 pts
	The applicant demonstrates knowledge of the county's programs and services.	2 pts
	The applicant has experience as a client of Multnomah County's programs and services	1 pts
	The applicant demonstrates an understanding of the role and responsibilities of the CIC.	3pts
Community Involvement & Engagement	The applicant has a demonstrated history of community involvement and/or is actively involved in their community/communities.	1 pt
	The applicant has experience with community engagement and outreach.	1 pt
Skills & Life Experience	The applicant demonstrates experience in and/or commitment to shared leadership, consensus-building, and working across difference.	2 pts
	The applicant brings knowledge, skills, and/or life experience that would inform and enrich the CIC's deliberations and would add a perspective not currently represented on the CIC.	3 pts
	The applicant has personal, professional, and/or lived experience with communities impacted by the county's policies, programs, and services and typically underrepresented in decision-making (immigrants & refugees, communities of color, LGBTQ, rural residents, etc)	4 pts

1. Applicants will be invited to interview with subcommittee members and OCI staff to respond to and ask questions. Applicants will also be invited to attend an upcoming CIC meeting.
2. Following the interviews, the subcommittee will evaluate the individual meetings and applications using criteria above.
3. Subcommittee will select candidates to recommend for vacant positions.
4. Subcommittee recommendations will be presented to the full CIC for their approval.
5. Following CIC approval, the OCI staff will forward the applications with CIC recommendations to the Board of Commissioners for appointment.

The subcommittee may make changes to the application and evaluation process when needed - the full CIC always approves the recommendations to be sent to the Board of Commissioners.

II. Structure

A. Officers

The CIC will elect two Co-Chairs.

The CIC Co-Chairs will:

- Preside at CIC meetings
- In consultation with the CIC and with support from OCI staff, set the agenda for CIC meetings
- Act as chief spokespersons for the CIC and represent the CIC in meetings with the Multnomah County Chair, Board of County Commissioners, County departments and staff, and community partners

CIC Co-Chairs will serve for one year terms, and may serve up to two consecutive terms.

A CIC member may be re-elected to an officer position after two consecutive terms if they have taken at least a one year hiatus from the position.

B. Elections

Elections will be held annually. One month prior to scheduled elections, CIC members may nominate candidates for Co-Chairs. Nominations and self-nominations will be sent to OCI staff, who will notify nominated candidates.

At the meeting when elections are held, all candidates who have accepted nomination for an officer position will deliver brief remarks about why they wish to serve in the position prior to voting.

Voting will be conducted by written ballot. Staff will prepare ballots in advance, listing candidates in alphabetical order by first name. Nominations can also be made on the floor of the meeting prior to voting and ballots will be updated if necessary.

CIC members must be present in person or over the phone to participate in the vote. Members participating by phone can submit their votes to OCI staff by text or email at the time of voting.

OCI staff will tally the results and a current Co-Chair will review and announce the final results.

If a CIC Co-Chair is removed or resigns from their officer position, the CIC will promptly elect a member to fill the vacancy. The new Co-Chair will finish the term, and this time will not count towards the limitation of two consecutive terms.

C. Subcommittees

The CIC will establish subcommittees as needed to carry out its work, and appoint members for its subcommittees.

The CIC will establish an ad hoc Membership Subcommittee when needed to evaluate applications for membership.

Every two years, the CIC will establish an ad hoc Governance Subcommittee to review the CIC's bylaws, if needed.

Subcommittees will select a Chair to facilitate subcommittee meetings, and in consultation with subcommittee members and with support from OCI staff, set meeting agendas. A member may not serve as Chair for more than one subcommittee.