



Community Involvement Committee Bylaws

The Community Involvement Committee Finds:

- A. In accordance with Multnomah County Code section 3.251, “There is established a Citizen Involvement Committee as required by Multnomah County Charter section 3.75(2). The working title of the committee will be the Community Involvement Committee (CIC).”
- B. These bylaws are effective upon passage for CIC meetings and CIC subcommittee meetings.

The Community Involvement Committee Adopts:

Community Involvement Committee Bylaws and Subcommittee Bylaws

Article 1. Purpose

The Community Involvement Committee (CIC) serves as Multnomah County’s advisory body on community engagement and involvement, and works with the Office of Community Involvement (OCI) by:

- A. Identifying community needs, concerns and opportunities regarding community involvement in county-decision making, and providing information.
- B. Developing and evaluating community outreach and input plans, and providing recommendations for community members to be involved in input processes.
- C. Developing countywide community involvement best practices, and advice on reducing barriers to civic participation and engagement.
- D. Assisting in facilitating communication between county officials, the Board of County Commissioners and the community by informing the community of involvement and input opportunities

Article 2. Organization

- A. The CIC will meet a minimum of five times per year.
- B. CIC staffing resources to provide clerical and technical support will be provided by the OCI.
- C. The CIC has the authority to hire and fire its staff. Hiring and firing of Committee

staffing resources will be conducted in accordance with County personnel rules, Code, Charter, and in accordance with law.

Article 3. Membership

- A. The CIC will comply with the membership requirements and appointment process outlined in County Code.
- B. The CIC may recommend members for appointment.
- C. Annually, or when committee membership falls below 9 members, OCI staff will conduct outreach to recruit new members for vacancies.

Article 4. Officers

- A. Annually, the CIC will select two Co-Chairs from its membership. The officers are elected if a quorum votes 'yes' in favor of each nominee.
- B. Each officer shall serve for a one year term. Officers may serve up to two consecutive terms.
- C. The Co-Chairs, in consultation with CIC members and OCI staff, set the agenda for meetings.
- D. The Co-Chairs preside at CIC meetings and will share responsibilities as meeting facilitators.
- E. The presiding officers have authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting.

Article 5. Notice of Meetings and Minutes

- A. CIC meetings are open to the public.
- B. OCI staff, or designee, post notice of meetings and meeting agendas, take meeting minutes, and record meetings.
- C. Notice of the time, date, location and subject of the meeting will be provided at least 72 hours before each regular meeting and 24 hours before any special meeting.
- D. OCI staff, or designee, will make a record of all CIC meetings and subcommittee meetings, including a recording of attendance and votes.

Article 6. Voting

- A. A quorum of CIC members is required to conduct a meeting of the CIC. A quorum

is considered 50%, plus one, of the current membership and no less than five members.

- B. A “yes” vote by a majority of, and no less than five, CIC members at a CIC meeting will be the act of the CIC .
- C. CIC meetings can be held remotely or in-person. A member who cannot be physically present at an in-person meeting may attend and participate remotely or by telephone.
- D. The CIC will strive to make decisions via consensus. Consensus means that members can agree to or live with a decision or position based on proposals aimed at addressing the critical concerns expressed by the committee. Consensus simply connotes acceptability, and does not necessarily mean unanimity.
- E. In the event consensus cannot be reached, the CIC will move to voting-based decision-making:
 - a. After a motion and a second, the presiding officer will request an explanation of the agenda matter and may accept public testimony. At the conclusion of discussion, the presiding officer will call the vote.
 - b. Each member has one vote. No voting abstention, absentee or proxy voting is allowed.
 - c. A roll call vote will be conducted if requested by any member. The presiding officer will announce the results of the vote, and each vote will be recorded.
 - d. Secret ballots are not allowed.
 - e. Motions are adopted if a quorum votes ‘yes’.
 - f. Motions fail if there is a tie vote.
 - g. If a potential conflict of interest exists for any member relating to any matter up for vote, the member will publicly announce the nature of the potential conflict before participating in discussion on the matter. If a member has an actual conflict of interest related to any matter, the member may not participate or vote on that matter.
 - h. A minority report may be generated to document member feedback that does not align with majority opinion. This report will be shared with decision-makers to consider in the decision-making processes.

Article 7. Public Testimony

- A. The presiding officer may regulate the availability and length of public testimony.

- B. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked to leave and upon failure to do so becomes a trespasser, per Executive Rule No. 0374, Delegation of Exclusion Authority.

Article 8. Amendments.

- A. These bylaws may be amended at a CIC meeting upon approval of a quorum of members.
- B. At least fourteen (14) days written notice must be given to each member of the intention to amend the bylaws, as well as the written amendment proposed.
- C. Bylaw changes which are approved by the CIC and which are inconsistent or in opposition to established County policies and procedures are subject to approval of the Chair of the Board of County Commissioners.
- D. The Bylaws will be reviewed every 2 years, with an ad hoc subcommittee to be formed by the CIC if needed.