



Community Involvement Committee



Community Involvement Committee

Bylaws

This document contains the Bylaws for the Community Involvement Committee (CIC) that provides clarity to governance to the committee's overall actions and mission.

Last updated March 19, 2024

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Community Involvement Committee Bylaws

Introduction- 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. The CIC will select topics for further study at an annual retreat, and work on the topics in subcommittees.
 - a. Subcommittees will comply with subcommittee policies, procedures, and expectations as outlined in CIC Policies and Procedures 2.D: Subcommittees

- C. Ad hoc subcommittees for membership (annual) and bylaw review (every 2 years) will be formed by staff.
- D. The CIC will provide an annual update of recommendations and/or ongoing work to the Board of County Commissioners.
- E. CIC staffing resources to provide clerical and technical support will be provided by the OCI.
- F. 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 3.252 (C) and the CIC Policies and Procedures section 1. Membership.
 - a. County Code 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. The CIC may recommend members for appointment following the process outlined in CIC Policies and Procedures 1. E: Filling Vacancies
- C. Annually, or when committee membership falls below 9 members, OCI staff will conduct outreach to recruit new members for vacancies.
- D. Members are eligible for stipends as outlined in Policies and Procedures section 2.E: Stipends
- E. Removal, Resignation, and other exit policies and processes are detailed in the CIC Policies & Procedures, section 1.D: Member Conduct

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 the authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting.
- F. See Policies and Procedures 1.C: Membership Expectations

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.
The CIC uses “Fist to five” as part of a modified consensus model. The Fist to Five Process is outlined in the Policies and Procedures Manual section 2.C: Voting.
- E. In the event consensus cannot be reached, the CIC will move to voting-based decision-making. The voting process is further outlined in the CIC Policies and Procedures Manual section 2.C: Voting

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 the 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.

This document contains the Bylaws for the Community Involvement Committee (CIC) that provide clarity to governance to the committee's overall actions and mission.

This document was last reviewed by an ad hoc subcommittee of the CIC in Fiscal Year 2024. It was approved by a quorum of a CIC on March 19th, 2024.