

Beaverton Committee for Community Involvement Bylaws

Last Amended June 26, 2014

Article I. Name

The Name of this committee shall be the Beaverton Committee for Community Involvement, hereafter referred to as the BCCI.

Article II. Purpose

The purpose of the BCCI shall be to facilitate portions of the community's role mandated by the Oregon Land Conservation and Development Commission, Goal 1, relating to public involvement in all phases of the planning process, and to assist the Beaverton City Council in developing methods by which Beaverton residents can participate in the decision-making process of the city government. Recognizing that the primary purpose of BCCI comes from Goal 1, it is also recognized that there is merit in this committee having an opportunity to participate in other activities which focus on community involvement. The BCCI is advisory only to the Beaverton City Council.

Article III. Role

The role of the BCCI shall consist of, but not be limited to, the following:

Section 1. To assist the City in developing, implementing and evaluating a community involvement program that insures the opportunity for individuals to be involved in all phases of the City's land use planning and civic decision making process.

Section 2. To make recommendations to the City Council, City staff and other City committees, practices and programs likely to ensure the continuous opportunity for the exchange of ideas and information between the City government and Beaverton-area residents, business owners and property owners.

Section 3. To report to the City Council on a regular basis: 1. Through written or verbal monthly reports and minutes of meetings; and 2. As a standing committee periodically on the City Council's agenda.

Section 4. To perform other related duties as directed by the Mayor or City Council.

Section 5. To assist in assuring that technical information is available to the community in an understandable form.

Section 6. To encourage policy makers and city staff to provide a timely response to members of the community

Section 7. To encourage, monitor, and evaluate public involvement programs regarding land use.

Section 8. To provide avenues for Neighborhood Association Committees, hereafter referred to as NACs, and community members to exchange ideas and information.

Section 9. To serve as a resource to the NACs without interfering with their internal policies, their contact with government or private entities.

Section 10. To actively promote the mission of BCCI to NACs and community members.

Section 11. To make recommendations on legislation and ballot measures relating to land use or public participation in land use decisions. BCCI will elicit the views of the NACs and/or other residents for inclusion in such recommendations. In doing so, any information provided by BCCI representatives will be neutral and include either all or no positions so as not to bias residents' views. BCCI will take positions on legislation and ballot measures relating to land use or public participation in land use decisions only by a 2/3 majority vote of BCCI taken at a meeting that conforms to public meeting law. BCCI shall not expend any public funds to support or oppose any ballot measure or candidate for elective office. BCCI shall not take a position for or against any quasi-judicial land use application or any political candidate.

Article IV. Membership

Section 1. Each NAC officially recognized by the Beaverton City Council may appoint one representative. Each NAC may also appoint an alternate to serve on BCCI, provided that the alternate shall have the same minimum qualifications for appointment as does that NAC's primary representative and provided further that the alternate may vote only in lieu of and not in addition to that NAC's primary representative when representing that NAC at BCCI.

Section 2. In the case that the appointed NAC representative is absent from the BCCI meeting, the alternate assumes all powers and responsibilities of the appointed representative. The NAC representatives may temporarily relinquish authority to the alternate on any issue and reassume that authority as long as the NAC only has one voice and one vote on an issue. The one NAC alternate may serve in lieu of that NAC's regular representative on any BCCI subcommittee except the Nominating Committee.

If a BCCI member fails to attend three consecutive BCCI meetings without providing an explanation or communicating with the BCCI Chair or City staff liaison, the BCCI member forfeits their position on BCCI. The Mayor may appoint a new person to the BCCI after confirmation from the City Council. The new appointee will complete the existing term of the former member.

Section 3. Eight members-at-large shall be appointed for a three year term by the Mayor and confirmed by City Council. The at-large members shall serve three-year staggered terms and are selected after an open, well-publicized public interview process. To the extent possible, member appointments shall be broadly representative of the City's geographic areas and shall have demonstrated interest related to land use and community involvement. Alternate members-at-large may be appointed for a one year term by the Mayor and confirmed by City Council. Alternate members-at-large may participate in all activities and subcommittees, except for the Nominating Committee, but do not have BCCI voting rights.

Article V. Officers

Section 1. The officers of this organization shall be: Chair, Vice-Chair, Treasurer, and Recorder.

Section 2. Chair. The Chair shall preside at all regular meetings, call special meetings as deemed necessary, and shall recommend the agenda for all these meetings to the Executive Committee.

Section 3. Vice-Chair. The Vice-Chair shall fulfill the position of Chair in his/her absence. The Vice-Chair shall be an ex-officio member of all standing and special subcommittees except that the Vice-Chair will not be a member of the Nominating Committee.

Section 4. Recorder. The Recorder shall record the minutes of each regular meeting, special meeting, and Executive Committee meetings and shall present written minutes to the BCCI at its regular meetings for approval.

Section 5. Treasurer. The Treasurer shall receive all funds, keep an accurate record of receipts and expenditures, and provide a quarterly written report of account status to be approved by the BCCI membership. The treasurer shall only disburse funds that have been authorized by a vote of the BCCI membership. This last requirement may be waived up to the cumulative sum of \$100 upon approval of the Executive Committee. The Executive Committee shall give a report at the next regular BCCI meeting explaining the reason for the expenditure(s). BCCI bank statements shall be addressed to the Beaverton Neighborhood Office and copies sent to both the Treasurer and Chair. The BCCI financial record shall be deemed a public record under Oregon law.

Section 6. Election of Officers.

- A. The Executive Committee will select one candidate for each position whom the Committee believes will do the best job. NAC alternate representatives and alternate at large members may not serve as officers. Committee members are

- designated to contact each nominee to ensure the potential nominee is willing to serve if elected.
- B. At the regular October meeting, the Committee Chair will read the list of nominees. The BCCI Chair will invite nominations from the floor.
 - C. At the regular November meeting, the BCCI will elect, from the nominees submitted by the Committee together with nominations from the floor, each officer for the following year one office at a time, by a show of hands. For each office, in order of Chair, Vice-Chair, Treasurer, and Recorder, the current BCCI Chair will read the nominees for the position and ask for any additional nominations. A motion will then be made to close nominations and the BCCI will vote.

Section 7. All officers shall serve one-year terms, beginning January 1st. No member may serve as Chair or Vice Chair for more than two consecutive terms in the same office. The offices of Treasurer and Recorder shall have no limits on the number of terms they may serve.

Section 8. If a vacancy occurs, the Executive Committee shall act as provided for in Article VIII, Section 4.

Article VI. Terms

Section 1. NAC BCCI members shall serve terms as determined by their respective NAC.

Section 2. Members-at-large shall be appointed by the Mayor, subject to the City Council's confirmation, to three-year staggered terms.

Section 3. Terms for all the BCCI members will commence with the January meeting of BCCI.

Article VII. Meetings

Section 1. Regular. The regular meeting of the BCCI shall be held monthly at a time and place determined at the January meeting each year.

Section 2. Special. Special meetings may be called as deemed necessary by the Executive Committee, with a minimum of seven days' notice to all members.

Section 3. Agenda. Any BCCI member may propose an item for the agenda during a regular meeting if the proposed item would not result in a recommendation to a policy making body. If

the proposed item may result in a recommendation to policy makers, the BCCI member may propose the item for a future agenda.

Section 4. Public Meeting Law Requirements. Any action by the BCCI that is advisory to the City Council shall be taken only at a public meeting as defined by Oregon Public Meeting Law.

Article VIII. Executive Committee

Section 1. The Executive Committee shall consist of the Chair, Vice-Chair, Treasurer, Recorder, and the immediate past Chair if then a member of BCCI.

Section 2. The Executive Committee shall review the Chair's proposed agendas for all monthly meetings. The Executive Committee shall approve items proposed by the Chair for each agenda before such items appear on an agenda.

Section 3. The Executive Committee shall prepare a proposed calendar of events for the year, including approximate dates and submit its report to the BCCI for suggestions, modifications, and approval.

Section 4. The Executive Committee shall act as a nominating committee to fill vacancies for BCCI officers, liaisons, and subcommittee members. A special election will be held at the next regular BCCI meeting or at a special BCCI meeting if that meeting is held after the required 10-day public notice.

Article IX. Liaisons

Section 1. The Nominating Committee will be responsible for selecting candidates for BCCI representatives and alternates to other organizations, such as the Washington County CCI or any other community organization where Beaverton should play a role. The nominating committee will follow the same procedures and timelines for these delegates as provided for under Article V, Section 6.

Section 2. Terms for these representatives will be one year.

Articles X. Subcommittees

Section 1. BCCI will form all subcommittees by motions. Such motions may consider purpose, scope, cost, number of members, and duration.

Section 2. The Executive Committee may recommend Subcommittee Chairs to the BCCI. The BCCI Chair will ask for nominations from the floor. The BCCI will vote for the Subcommittee Chair by a vote of hands.

Article XI. Quorum

Section 1. A simple majority of the voting members of BCCI shall constitute a quorum for all meetings of the BCCI.

Section 2. All actions of the Executive Committee shall require a 60% quorum of the committee and a unanimous vote of those present.

Section 3. Proxy votes shall not be used in any vote.

Section 4. Any action or decision requiring a vote shall require a simple majority of those present to pass except where these bylaws require a larger majority.

Article XII. Bylaws Amendments

Section 1. Proposed amendments shall be read verbatim at one meeting and voted upon at a subsequent BCCI meeting no later than the third following regular meeting.

Section 2. These bylaws may be amended by a two-thirds majority vote of the BCCI members attending the meeting and voting. An amendment of the BCCI bylaws shall not take effect until approved by the City Attorney for conformance to applicable law and ratified by resolution of the City Council.

Article XIII. Authority

Robert's Rules of Order, Revised (latest published edition), shall be the governing rules of order for BCCI in all cases in which it is applicable and is not inconsistent with these bylaws.