



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, April 6, 2026 at 6:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orcity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS

Please see the public comment guidelines below.

3. GOAL SETTING SESSION

- 2025-2027 City Commission Goals
- CIC 2017-2019 Goals
- Current CIC Code and Bylaws

4. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

2025-2027 OREGON CITY COMMISSION GOALS



MISSION

Build a dynamic community that leads the State in safety, economic opportunity, livability, and historic significance.

Invest in City Facilities and Infrastructure

Success: Completion of strategic planning, funding opportunities, and long-term investments to provide safe, updated, and sustainable infrastructure as well as improvements to, and construction of, needed city facilities.



Improve the City's Park Lands and Natural Resources

Success: Transition from planning to constructing amazing parks and open spaces and create a plan to share with the community about the costs, revenue generation opportunities, and potential improvements to the City's Park system to address the existing deferred maintenance.



Support Economic Development and Tourism Throughout Oregon City

Success: Create economic development and tourism programs and opportunities to promote a healthy and sustainable local economy that supports and contributes to the surrounding neighborhoods, businesses, and visitors.



2025-2027 OREGON CITY COMMISSION GOALS



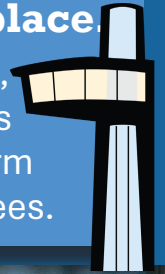
Increase Community Engagement Opportunities

Success: Increase participation opportunities for all residents and create an informed community that participates in the public process.



Create a Diverse, Equitable, Inclusive and Safe Community Workplace

Success: Integration of principles and values that provide for a diverse, equitable, inclusive, and safe City that is welcoming for community members and visitors and strives to create an environment that supports the long-term tenure of employees.



Increase Housing Opportunities

Success: Increase the availability of housing options and the construction of mixed-use commercial buildings using incentives and available public lands, with a priority of creating work force housing.



Reduce Homelessness in Oregon City

Success: Oregon City has proportional resources to address homelessness and is leveraging partnerships to achieve equitable funding for the population being served.



2017-2019 Goals and Work Plan Citizen Involvement Committee

October 2, 2017

Per chapter 2.30.010 of the Oregon City Municipal Code, the CIC was created to “foster public participation and education regarding land use for the citizens of Oregon City on behalf of the City Commission and perform other duties as identified within this chapter”.

Chapter 2.30.020 of the draft Oregon City Municipal Code identifies the general duties of the CIC as:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities and neighborhood programs.
- C. Provide information to the City Commission and the public.
- D. Address grievances of the CIC and of neighborhood associations.
- E. Assist with requests from the City Commission.

General Goals

- Increase public participation within neighborhood associations, land use applications and general City business by implementing the public involvement plan.
- Increase knowledge about the land use process by providing training to the public and the CIC at CIC meetings.
- Increase knowledge about general City business by providing information to the public from all City departments and the CIC at CIC meetings.
- Increase knowledge about general City business by inviting all other City groups to provide presentations to the CIC.

2017-2019 Work Plan

Goal 1: Implement Adopted Public Involvement Plan

- Implement the public involvement plan to increase public participation.
- Solicit feedback and updates from neighborhoods association on their implementation efforts as a biannual meeting agenda item.
- Represent the CIC at public events.

Goal 2: Increase Knowledge about Land Use and City Business

- Increase knowledge about the land use process by providing training to the public and the CIC at CIC meetings.
- Increase knowledge about general City business by providing information to the public from all City departments and the CIC at CIC meetings.
- Increase knowledge about general City business by inviting all other City groups to provide presentations to the CIC.

Goal 3: Develop resources to help maintain active neighborhood associations and help reactivate inactive or underperforming neighborhood associations.

- Share resources and tools that can help maintain active neighborhood associations.

Goal 4: Review grievance process, code and submission requirements

- Learn history of CIC Grievance Process and purpose of adopting it as part of city code.

- Review the process, code and submission requirements to help make the process clearer for all parties
- Recommend ways the grievance process could be improved.
- CIC reviews, provides recommendation for any code amendments, and implements process recommendations-as applicable.

Goal 5: Better understand the role of CIC members and neighborhood associations when receiving city information.

- City staff will provide a presentation of how city currently communicates with the public.
- City Staff will provide a presentation on the role of CIC members and Neighborhood Associations and their relationship to the City of Oregon City.

Goals 6: Amend the CIC code to be consistent with the election process of other City Boards and Commissions.

An aerial photograph of a city, likely Oregon City, showing a dense residential area with many trees and houses. In the background, there are rolling hills and mountains under a clear blue sky. The text is overlaid in white, bold font.

**City of Oregon City
Citizen Involvement Committee
and
Neighborhood Association
Public Involvement Plan**



Introduction

Effective public participation is essential to building a sense of community and an effective government. Participation is functional when it helps create better decisions and a more thoughtful community plan. Participation is meaningful when the public has opportunities to participate in decisions and feels a sense of ownership for the community plan. A Public Involvement Plan (PIP), establishes a model for effective public involvement and contains written procedures for increasing public participation. This PIP is intended to be used by the Oregon City Citizen Involvement Committee (CIC) and by the Oregon City Neighborhood Associations (NA) that are interested in promoting citizen participation in their neighborhoods.

The CIC and the NAs are essential to a healthy, thriving community. They provide the grassroots, participatory forums for residents to participate in civic affairs and are important to furthering good government in Oregon City. From public safety to land use, sustainability to parks and open spaces, our CIC and NAs help shape how Oregon City works for all of us. The credibility of the CIC and the NAs depends on healthy levels of participation and robust efforts to engage residents of every neighborhood. This plan provides suggested methods to encourage the participation of a broad range of citizens reflecting the diversity of our City.



Framework

The highest priority of the 2015-2017 Citizen Involvement Committee goals was the creation of a public involvement plan to increase public participation in the CIC and NAs. To meet this goal a subcommittee of the CIC was formed in early 2016. The committee met five times over a series of months to brainstorm ideas and craft the plan. The committee worked by sharing ideas that have worked in their NA, reviewing information from other jurisdictions and by soliciting input from others. An outline of ideas to improve communication with residents and increase the visibility of the NAs was created by the members. These ideas were then grouped into five categories:

- Goals of Public Involvement Plan (PIP)
- Benefits of Involvement in the CIC and NAs
- Audience
- Barriers and Ways to Overcome Them
- Ways to Reach Out

The Public Improvement Plan provides a variety of methods to increase public participation in the CIC and NAs, which when adapted to the needs of each unique neighborhood will provide for a more informed citizenry and improve the two-way communication between our residents, city staff and elected officials.





Goals of the Public Involvement Plan

Increased participation at CIC and NA meetings, attendance that reflects the diversity of the NAs and better communication among residents and City staff evolved as the major themes of the sub-committee discussions. Goals were established to address the need to solicit meaningful input from a broad range of neighbors as well as inform them of the land use process and government activities.

Participation

- Increase attendance at meetings
- Increase diversity of participants (age, gender, ethnicity, renters/homeowners, income, language)
- Advocate for neighborhood issues such as land use, transportation, public safety and social services
- Create NA identity

Education

- Increase awareness of issues, public processes, City services and elections
- Inform neighbors of historical issues and processes
- Transparency

Communication

- Improve communication between neighbors, NAs, CIC and the City
- Make technical issues more understandable and accessible
- Presentations by City staff and partnering agencies
- Informative updates from each NA at CIC meetings
- Obtain feedback from citizens
- Tracking citizen comments to verify they are directed appropriately

Benefits of the Citizen Involvement Committee

The Neighborhood Association program was established in Oregon City to meet the requirements of the City's Comprehensive Plan and Goal 1 of the Oregon Land Use. Since that time the community has worked together to provide meaningful opportunities for engagement. This has resulted in long-term collaborative relationships and learning opportunities with community partners and stakeholders. The NAs provide a forum for collecting neighborhood concerns and successes and relaying them to the proper City offices as well as keeping their members informed about the work of the various City departments. To be effective the NAs require a cross-section of residents representing the neighborhoods' various interests, ages, genders and ethnic identities. The CIC brings together representatives from each NA to share information and ideas to help improve the city as a whole and to maintain open communication with City officials.

Benefits of the Citizen Involvement Committee (Continued)

Information/Communication

- Education on land use law, government operations, opportunities for public input, which result in better land use planning and government
- City or private developments may be presented to the NAs for feedback
- The CIC provides an avenue for information between NAs and government agencies
- NAs may share challenges, successes, and current events

Comfort level

- Appearing before the CIC, rather than the City Commission may be less intimidating
- The CIC members provide a less formal liaison between the City and the residents of the NAs

Access to City staff

- Staff provide access to their expertise and resources and provide presentations at meetings
- The NAs may build relationships with City staff

Camaraderie/Solidarity

- CIC brings all of the NAs together
- CIC makes the NAs themselves more transparent
- Networking with community

Benefits of Involvement in the Neighborhood Associations

Information/Communication

- NAs receive information from the City and CIC and communicate that information to their members
- NAs provide information to the CIC and the City
- Presentations on topics of interest to the NA
- Proposed development in the NA
- Access to designated staff from Planning and the Police Departments

Friendships/Community

- Neighbors can bring problems in a relatively informal setting
- NAs can be the nursery of ideas, community projects
- Meet new people, some of whom have similar interests
- Create empathy, care and concern for your neighbors
- Build community fabric
- Provide input on proposed development
- No cost to appeal of land use decisions to the City Commission
- NA provided longer speaking times at City public hearings



Audience

To be truly representative, the CIC and NAs need to encourage the participation of a broad range of residents reflecting the demographics of Oregon City. Becoming familiar with the diversity of the city and the individual neighborhoods will assist in identifying under represented groups when assessing participation in NA meetings and activities. Active participation by members who reflect the neighborhood's mix of ages, genders, national origin, marital status, employment, housing, education, length of residency and other demographic factors will provide a broader view of issues facing the neighborhood.

Total population: 33,834

Male: 16,616

Female: 17,218

Average age: 37.4 years

74.9% of total population ≥ 18 years

13.9 % of total population ≥ 62 years

Race (97.5% self-identified as one race):

White: 90.8%

Hispanic or Latino: 7.1%

Black or African American: 0.7%

Asian: 1.7%

American Indian/Native Alaskan: 0.9%



Income:

Median Household Income: \$59,429

Approximately 30% under \$35,000; 50% \$35,000-\$100,000, 20% over \$100,000)

Households receiving income from employment: 78.6%

Households receiving income from retirement benefits: 16.6%

Households receiving income from Supplemental Security Income or public assistance: 9.7%

Employment of population ≥ 16 :

65.3% in the labor force

6.4% of this percent unemployed

34.7% not in the labor force

Occupancy:

Owner Occupied: 63.7%

Renter Occupied: 36.3%

(2010 Census) Household types:

Two-parent family: 50.7%

22.7% with children under 18

Single adult family: 17.8%

10% with children under 18

31.5% without Children:





Barriers to Participation and Ways to Overcome Them:

It is critical to recognize the barriers to participation in the CIC and NAs. Attendance at meetings, participation in neighborhood activities and communication with residents can be improved by addressing special needs specific to each NA. Accessible meeting places, communication in a resident's primary language, information provided in a manner that can be accessed and understood by all need to be addressed on a neighborhood by neighborhood basis. After the unique needs of the neighborhood are identified solutions can be crafted to overcome these barriers.

Barrier: Lack of Transportation

Solutions:

- Hold meetings in locations accessible by multiple modes of transportation
- Carpooling
- Bike racks at meeting location
- Remote access: online or televised

Barrier: Need for Childcare

Solutions:

- “Sugar and books”, snacks and quiet play material in a location at meeting site
- Telling people children are welcome
- Supply a list of local babysitters
- Provide on site childcare

Barrier: Work Schedules and Competing Activities (Sports, etc.)

Solutions:

- Vary times of meeting
- Publish minutes early for those who could not attend
- Encourage other ways of interacting
- Use existing organizations (e. g. clubs, schools) to get neighborhood information out
- Post information on an NA website

Barrier: Language/Education

Solutions:

- Speak/written communication in understandable terms
- Avoid acronyms (e. g. CIC, TAC, SDC)
- Identify and accommodate the local need for language(s) other than English
- Provide access to translators

Barrier: Hearing or Visually Impaired

Solutions:

- Use microphones to improve sound level for hard-of-hearing attendees
- Help find access to a signer if needed
- Describe visual presentations for low-sighted/blind attendees

Barrier: Embarrassed to Speak in Public

Solutions:

- Provide comment/feedback forms
- Provide an organized method to allow each member to be heard

Barrier: Improve Communication

Solutions:

- Improve content/quality/variety of printed communications
- Postcards, fliers, brochures, posters, newsletters, table-toppers
- Determine ways to communicate better and/or more efficiently
- Be proactive and send out information before major events/holidays
- A variety of modes of communication such as e-mail, surveys or polls

Barrier: Hostility in Group and/or Lack of Respect

Solutions:

- Encourage respect
- Train leaders
- Provide service opportunities to promote camaraderie

Barrier: Lack of Information and Follow Up

Solutions:

- Respond promptly to inquiries
- Collect e-mail addresses
- Provide information sheets summarizing the meeting for neighbors

Barrier: Poor Meeting Planning

Solutions:

- Organize agenda prior to the meeting
- Use Robert's Rules of Order

Barrier: Keep Topic Relevant

Solutions:

- Ask for feedback
- Provide ways to suggest topics
- Suggestion box at meeting

Barrier: Accessibility of NA Leadership

Solutions:

- Publish up-to-date e-mail address/phone number for NA contacts
- Provide annual training for NA leadership

Barrier: Location

- Lack of meeting space in neighborhood
- Need for liability insurance
- Making certain all people feel comfortable coming to the location

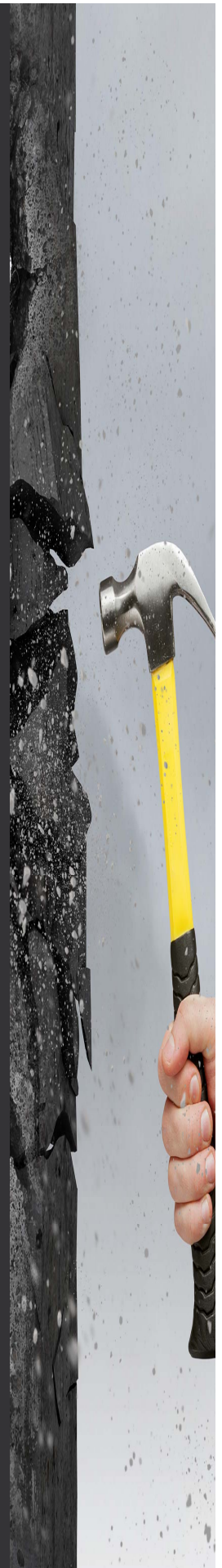
Solutions:

- Network with others for possible meeting locations
- Change meeting location if unable to purchase liability insurance
- Add directional signage to meeting room

Barrier: Funding

Solutions:

- Neighborhood fundraisers, such as an annual hanging basket sale
- Tie NA fundraisers to existing events, such as a Sno-Cone booth.



Ways to Reach Out

It is important to reach out to everyone in the neighborhood to encourage the broadest representation of ideas and opinions on local issues. Rapidly changing technology and the ability to use it present an ongoing challenge in disseminating quality information in the most user-friendly format. Age, ability and access may limit the usefulness of electronic communications, but computer or smart-phone accessible information may be the best means of reaching out to a growing number of residents. To meet the goal of open communication with your NA members and receiving feedback on what is important to them it is important to consider using more than one mode of communication. Also, adding diversity and incentives to NA meetings might be considered to increase attendance.



Print:

- Postcards
- Newsletters
- Article in Trail News
- Flyers
 - Posted in public places, library, stores, restaurants
 - Distributed door-to-door
 - Handed out through local businesses/realtors
- Door Hangers
- Bus placards
- Utility bill insert
- Advertisements or inserts in local newspapers
- Media releases
- Business cards
- Signs - meeting tonight, etc.

Venues/means of outreach

- School events
- City events, e.g. National Night Out
- "Tabling" at local store or other business
- Door-to-door contact in neighborhood
- Work with local realtors to identify new residents
- Welcome wagon

Electronic

- E-mail reminders, e-blasts
- Social Media (e. g. Facebook, Twitter, Instagram, NextDoor, etc.)
- Website and/or Blog
- Surveys/polls
- Local Access television
 - Public Service Announcements
 - Video of meetings
 - Promotional videos
- Skype
- Post meetings on online calendars
- Ads on other websites
- Posting on local business outdoor reader boards

Incentives/Activities

- Raffles - collaborate with other NAs to solicit coupons/free offers from local merchants
- Field Trips
- Workshops



Conclusion

Every neighborhood is different and not all solutions will be appropriate to everyone. This document is intended to present a starting place for a conversation in your neighborhood as a means to increase attendance at meetings and to improve your outreach to your neighbors. Getting to know the unique qualities of the individual NAs is the best preparation for providing neighbors with information on the City and projects that will affect them. Although individual NA outreach may supplement information already provided by the City, it is more likely to reach the largest number of people by crafting the delivery to the needs of the members of your NA. Neighborhoods form the basic fabric of society, offering friendship, support, knowledge and comfort. One of the reasons Oregon City is a wonderful place to live is because of our neighbors, businesses and families that have worked together to build a community we are proud to call home.

*Never doubt that a small group of thoughtful, committed citizens can change the world.
Indeed, it is the only thing that ever has- Margaret Mead*



VOLUNTEER



Committee:

Amy Wilhite, CIC Chair
Barbara Renken, CIC Secretary
Karin Morey, CIC Vice-Chair
Jesse Buss, CIC member
Steve VanHaverbeke, CIC member
Gary Fergus, CIC member



Appendix: History of the Neighborhood Associations

City Commission meeting of May 21, 1997:

“In 1976 the City of Oregon the Citizen Participation Process was formalized through the Citizen Participation Goal in the Land Use Policies for Oregon City (the Comprehensive Plan). The city determined that the formation of a neighborhood program would provide the best means for citizens to become involved in the planning process. With this policy in mind, Oregon City established (1) neighborhood associations; and, (2) a Citizen Involvement Committee Council (CICC).

In January 1988, the Citizen Involvement Plan was amended to allow the planning commission along with seven citizens from neighborhood areas to serve as the Citizen Involvement Committee during the periodic review process. By the early 1990s, both the Citizen Involvement Committee and neighborhood association became inactive. The City Commission renewed its commitment to citizen involvement in May 1994 by creating the position of Community Involvement Coordinator to re-establish a citizen involvement program. Since that time the City Commission has actively encouraged and participated in various neighborhood activities.” (*City Commission meeting, May 21, 1997*) Though the Coordinator position has been suspended, the City Manager’s Office and Planning Division work together to support the CIC and neighborhood associations.

In the past decade the participation in the individual NAs has fluctuated, resulting in at least one merger and periods of time when several NAs were inactive. In 2015 the Citizen Involvement Committee was codified in the Oregon City Municipal code and the membership was restructured with a primary and secondary representative nominated from each NA and appointed by the Mayor. The newly constituted CIC adopted goals, including a commitment to increase participation in the NAs and in the activities of the CIC.



Chapter 2.30 - CITIZEN INVOLVEMENT COMMITTEE

2.30.010 - Created.

The citizen involvement committee (CIC) is hereby created for the city of Oregon City. The CIC shall foster public participation and education regarding land use for the citizens of Oregon City on behalf of the city commission and perform other duties as identified within this chapter and the CIC bylaws.

2.30.020 - Duties.

The duties of the CIC include, but are not limited to, the following:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities as they impact neighborhood programs.
- C. Provide information to the city commission the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
- D. Assist with requests from the city commission.

2.30.030 - Membership.

- A. The CIC shall consist two members from each city recognized neighborhood association.
- B. Each neighborhood association shall select two members for nomination for appointment by the mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
- C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
- D. The member shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent.
- E. All members shall serve without compensation.
- F. If a member is unable to attend a meeting, it is the member's responsibility to inform the CIC chairperson prior to the meeting being missed.
- G. Upon failure of any member to attend three consecutive meetings, misconduct or nonperformance of duty, the CIC may recommend termination of that appointment to the city commission. A CIC member may be removed by the city commission, after hearing for the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.

2.30.040 - Officers and staffing.

- A. Officers shall include chairperson, vice-chairperson and secretary.
 - 1. The officers shall be elected for two years starting in January of each even year. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.
 - 2. Chairperson. The chairperson shall preside at all CIC meetings and serve as an ex-officio member on all committees. The chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise delegated in writing with the majority consent of the CIC. The chairperson shall create the agenda for all general and special meetings of the CIC.

3. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the CIC. The vice-chairperson shall conduct all business delegated to the chairperson, in his or her absence.
 4. Secretary. The secretary calls the roll for attendance at all meetings, calls the roll for all votes, and submits the information to the city liaison.
- B. Staffing of the CIC may include a city commissioner liaison and a city liaison.
1. City Commissioner Liaison. One liaison from the city commission may be appointed to act as a resource to CIC and attend CIC meetings. The city commissioner liaison will be a non-voting member of the CIC.
 2. City Liaison or his/her designee. The planning division and the city manager's office or their designee shall be responsible for keeping an accurate and legally sufficient record of all proceedings and shall record the minutes and submit them to the CIC for approval. In addition, the city liaison shall post agendas, maintain attendance records, maintain a database of CIC members and track the CIC budget. The city liaison(s) will be a non-voting member of the CIC. Consistent with the City Charter, the city manager shall retain his/her discretion to suspend staffing when reasonable circumstances warrant. The city manager shall inform the City Commission and CIC of the suspension of the City liaison should it occur and the reason therefor.

2.30.050 - Organizational procedures.

- A. The CIC shall hold an official meeting every month. The CIC shall meet at such times and places as may be fixed by the committee. Special meetings may be called in accordance with the public open meetings law as provided by the CIC bylaws.
- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the members present. All members who are present are allotted one vote each on all motions.
- C. The CIC shall establish goals every two years that are consistent with the adopted goals and objectives of the city commission.
- D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.
- E. All meetings shall comply with ORS 192.640 and all CIC business shall comply with all applicable federal, state, and local laws and regulations.

2.30.060 - Reserved.

2.30.070 - Conflict of interest.

A member of the CIC shall not participate in any committee proceeding or action in which any of the following has or will receive a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

2.30.080 - Expenditures.

The CIC shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

Citizen Involvement Committee By-Laws

(Amended November 6, 2024)

Article I. Name, purpose, mission, vision and values

- Section 1. The name of this association will be the Citizens Involvement Committee (CIC).
- Section 2. Purpose: The purpose is identified in Chapter 2.30 of the Oregon City Municipal Code.
- Section 3. Mission: The CIC will consider a broad range of issues affecting the livability and quality of the City's neighborhoods.
- Section 4. Vision: Working together with communities and key community stakeholders to create forums for communication that result in fair and open processes to ensure quality of life for future generations.
- Section 5. Values: We value open, honest communication, diversity, mutual trust, respect and accountability.

Article II City Liaison

- Section 1. The position of City Liaison is a City staff position designated by the City Manager to assist the CIC.
- a. The City Recorder maintains the CIC minutes for City records.
 - b. The City Liaison makes public notice of all General and Special meetings.
 - c. The City Liaison emails agendas and copies of minutes to CIC members.
 - d. The City Liaison maintains a database of CIC members as provided by the neighborhood associations.

Article III. Boundaries

- Section 1. The area served by the CIC will include the current legal City limits: boundaries will also include all areas of impact within the current Urban Growth Boundary. Areas of impact will include, but are not limited to, the following:
- a. County islands within any of the neighborhood association boundaries.
 - b. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries.
 - c. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries which are not represented by a Community Planning Organization (CPO).

- d. Neighborhood associations directly adjacent to these areas should attempt to communicate their availability to represent those neighbors not within the City limits but within the Urban Growth Boundary.

Section 2. Membership

- a. The CIC shall consist of two members from each recognized neighborhood association.
- b. Each neighborhood association shall select two members for nomination for appointment by the Mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
- c. Members shall be appointed for two years. Terms of office shall commence on the first day of the calendar year.
- d. The member shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent.
- e. All members shall serve without compensation.
- f. If a member is unable to attend a meeting, it is the member's responsibility to inform the CIC Chairperson prior to the meeting being missed.
- g. Upon failure of any member to attend three consecutive meetings, misconduct, or non-performance of duty, the CIC may recommend termination of that appointment to the City Commission. A CIC member may be removed by the City Commission, after hearing, for the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.
- h. It shall be the responsibility of the CIC Secretary to notify the neighborhood association of those members in danger of losing their membership.
- i. The CIC Secretary will inform the CIC that notification has been given.
- k. The neighborhood associations will notify the City Liaison within thirty (30) days of any changes to the neighborhood association CIC membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description in Article III, Section 2 from becoming or remaining a member of the CIC.

Section 4. The privileges, roles and responsibilities of the members of the CIC are:

- a. To participate in a civil and ethical manner related to all business conducted by the CIC.

- b. To attend meetings and to speak from the floor on any issue being considered by the CIC.
- c. To vote on motions placed before the membership at regular or special meetings.
- d. To serve on sub-committees of the CIC.
- e. To advocate community involvement and provide training and education to help develop community leaders.
- f. To continually align with our mission, vision, and values.

Article IV. Accountability

- Section 1. The names, addresses, telephone numbers and email addresses of the officers and members will be maintained by the City Liaison.
- Section 2. The CIC representatives will be responsible to provide notification of CIC actions taken on issues and other pertinent events to the neighborhood associations.
- Section 3. The CIC and its elected officers will be responsible, through a regular and orderly process, for seeking the views of neighborhood associations and community and key stakeholders affected by proposed policies or actions before making any recommendations.
- Section 4. Minority views on any issue considered by the CIC will, upon request by any member, be included along with any recommendations submitted for government review.

Article V. Elections

- Section 1. Nominating Committee - *Suspended for future consideration*
- Section 2. Regular election of officers will be held at the General Meeting in January of an election year
- Section 3. All certified neighborhood representatives in attendance will be able to vote in any and all elections of officers.
- Section 4. Any member may run for any vacant office by declaring his or her intention to do so. A member may be nominated for any vacant office by another member of the CIC.

- Section 5. Elections shall be held by a raise of hands and the results will be announced to the membership at the same general meeting as the election. Newly elected officers will take their positions the first day of the month following the elections.
- Section 6. The following procedures will not be allowed: any vote by proxy, any absentee vote, any vote by mail, any secret ballot, any electronic vote, or any telephonic vote of the members. If a meeting is held online, electronic and telephone voting is allowed.
- Section 7. A partial term to fill a vacancy does not constitute a full term. The officers shall be elected for two years. In the event an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as Chairperson or Vice-Chairperson or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

Article VI. Officers

- Section 1. All officers will be members of the CIC.
- Section 2. Officers will be elected as specified in Article V and will perform the following duties:
- a. Chairperson - Prepares the agenda and presides at all meetings. Serves as an ex-officio member on all sub-committees. Appoints members to serve on sub-committee. The Chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise designated in writing with the majority consent of the CIC.
 - b. Vice-Chairperson - Performs the duties of the Chairperson in his or her absence. Performs any other duties as assigned by the Chairperson.
 - c. Secretary - The Secretary calls the roll for attendance at all meetings and calls the roll for all votes.
- Section 3. In the event that an officer vacates his or her position, an election to fill that position will be held pursuant to the provisions in Article V.

Article VII Sub-Committees

- Section 1. Sub-committee members will be made up of CIC member volunteers, or appointed as necessary, by the Chairperson. Sub-committees will have the responsibilities such as their titles indicate and as may be assigned to them.

- Section 2. Each sub-committee will develop its own agenda and will select its own sub-committee Chairperson.
- Section 3. The majority of the sub-committee members will constitute a quorum. sub-committee action will be determined by a majority vote of those present at each sub-committee meeting.
- Section 4. Sub-committees will make recommendations to the CIC for action.
- Section 5. Each sub-committee Chairperson may submit written reports to the CIC Chairperson to be added to and distributed with the CIC agenda for the next CIC meeting.

Article VIII. Meetings

- Section 1. General meetings will be held on the first Monday of each month at a place and time determined by the CIC and published to the membership and the community.
- Section 2. A quorum for any General or Special meeting of the CIC requires a majority of appointed members of the CIC to be in attendance at that meeting.
- Section 3. The Chairperson will prepare the agenda for General and Special meetings.
- a. Any person may request to add an item to the agenda by submitting the item to the CIC Chairperson in writing at least seven (7) days in advance of the meeting.
 - b. Any member of the CIC may request to add an item to the agenda.
 - c. Updates from Public Works, Oregon City Chamber of Commerce, and the Downtown Oregon City Association may be rotating items on the agenda.
- Section 4. Special meetings may be called by the Chairperson or by any seven (7) members provided the membership is notified of the Special meeting in writing at least seven (7) days in advance of the meeting.
- Section 5. Public comments: the following guidelines are given for citizens commenting on items on the agenda.
- a. The citizen is to complete a comment card, including the agenda item, prior to the meeting and submit it to the City Liaison, who forwards the cards to the Chairperson.
 - b. When the Chairperson calls the name of the citizen he or she shall proceed to the speakers table and state his or her name and city of residence into the microphone.

c. Each speaker will be given three (3) minutes to speak, or at the discretion of the Chairperson.

Section 6. All guests are encouraged to sign the attendance register at the back of the room as a record of their attendance for the minutes.

Section 7. The CIC Budget Year is from July 1 to June 30. The budget will be reviewed at least quarterly during the regular meetings of July, October, January and April.

Article IX. Conflict of Interest

No member of the CIC shall participate in any committee proceedings or action which the following has or will receive a direct or substantial financial interest: the member or his/ her spouse, sister, child, parent, father-in-law, mother-in-law and business in which he/she is negotiating or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

Article X. Public Meetings/Public Records Requirements

Section 1. The CIC will abide by all Oregon statutes relative to public meetings and public records.

Section 2. Official action taken by the CIC must be on record and part of the minutes of each meeting. The minutes will include a record of attendance and the results of any votes taken. Upon request, a summary of minority views will be transmitted along with any recommendation made by the CIC to the City of Oregon City. Any such recommendations will also include the notice of Member Conflicts of Interest, if any have been declared.

Article XI. Non-Discrimination

The CIC shall not discriminate against individuals or groups based on race, color, religion, sex, sexual orientation, age, national origin, political affiliation, income, physical or mental disability, marital status, familial status, veteran status or membership in any other group protected by law in accordance with applicable federal, state and local laws in any of its policies, recommendations or actions.

Article XII. Parliamentary Authority and By-Laws

Section 1. The most current edition of the Roberts Rules of Order, Revised published by Da Capo Press will govern the procedures of the CIC when the procedure is

not otherwise covered by these by-laws.

Section 2. Proposed amendments to the by-laws must be presented to the membership at least thirty (30) days in advance of the vote to amend. Two-thirds (2/3) of membership must be present to vote. Of those present, two-thirds (2/3) must vote in support of the amendment(s) to change the by-laws.

Section 3. Any changes to the by-laws must be submitted to the City Commission for final approval.