

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS
12/09 DRAFT

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions.
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

The voting membership shall consist of one (1) elected representative and an elected alternate appointed by the City Council of the Metro Jurisdiction Cities of: Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/Rural Cities of: Barlow, Canby, Estacada, Molalla and Sandy. The Clackamas County Board of Commissioners shall be represented by two (2) voting members. The voting membership shall also include one (1) elected representative of fire districts, one (1) elected representative of water districts/authorities, one (1) elected representative of sanitary sewer districts/authorities, one (1) representative of Villages, one (1) representative of Hamlets and one (1) representative of CPOs. A Metro councilor is included as a non-voting member.

The cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or his/her designee in December of each year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County's Hamlets and Villages, represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities, Hamlets, and Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in December of each year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by December of each year and the name of the representative and alternate shall be submitted to the C-4 Secretary in January of the following year.

Each jurisdiction with a voting membership shall have one vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC will be on the policy body but shall not have an additional vote.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, and (e) fire districts. This committee shall set the agendas for meetings of C-4 and make recommendations to the C-4 body on action items as appropriate. C-4 shall elect Executive Committee members annually at the January C-4 Regular meeting.

4. OFFICERS

The co-chairs of the Executive Committee shall consist of the county member and a city member and will also serve as the co-chairs of C-4: ~~The~~ with the urban city member serving in the odd-numbered years and the rural city member serving in the even-numbered years. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules

Meetings shall be conducted in accordance with Roberts' Rules newly revised.

G. Agenda Items

Before presentation to C-4 for action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee

C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee

C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to ODOT Region 1. The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Transportation Advisory Subcommittee

The membership of the Transportation Advisory Subcommittee shall consist of staff representatives of all agencies on the policy body and is to review transportation plans,

projects, and funding issues, and make recommendations to C-4. The Transportation Advisory Subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities within Clackamas County that are within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located outside the Metro's Urban Growth Boundary.

The Hamlets of Clackamas County include: Beavercreek, Mulino and Stafford; and one Village: the Villages at Mt Hood (collectively Brightwood, Rhododendron, Welches, Wemme and Zig Zag).

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001
Amended on March 3, 2005
Amended on February 5, 2009
Amended on January 7, 2010