

BYLAWS
WASHINGTON COUNTY COMMITTEE FOR COMMUNITY INVOLVEMENT
Amended November 21, 2017

ARTICLE I

Purpose

The Committee for Community Involvement (CCI) will serve as the officially recognized community participation resource committed to the success of community participation in the government decision-making process. The CCI will promote the expansion of the Community Participation Organization (CPO) program. The CCI will act as a direct line of communication from community to county government and assist the County Board of Commissioners in complying with Land Conservation Development Commission goals.

Mission Statement

To encourage and empower public involvement.

Vision Statement

Individuals and their Washington County communities will be meaningfully engaged in collaborative, dynamic processes of open and responsive government.

ARTICLE II

Role

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

- Maintain and grow, with the assistance of the County Board of Commissioners and staff, a program that promotes community participation in the government decision making process.
- Assist county government with the implementation of the community participation process.
- Act as a forum for community leaders to share ideas, issues, and solutions.
- Provide information, input and advice to include but not limited to CPO elected leaders and/or representatives, county staff, Board of Commissioners, and community groups.
- May vote to adopt an official position on county wide issues where multiple CPO's or community groups are impacted.
- Evaluate community involvement process and provide input for enhancements for public outreach.
- Individual members shall avoid using CCI membership to add credence to an issue statement unless it is the approved position of the CCI.
- CCI shall not:
 - Interfere with the internal policies, actions or activities of individual CPOs.
 - Review or pass judgment on the individual action of CPOs.
 - Disrupt the essential link of direct contact between government or private entities and the individual CPOs.
 - Take a position for or against any political candidate.

ARTICLE III

Membership

Membership of the CCI will consist of the following:

- Two Representatives and two Alternates from each CPO.
 - Selection: Selection of CCI members shall be by any method determined by the provisions of the individual CPO bylaws.
 - Term: The term of each representative shall begin on July 1st. The length of the term to be determined by the provision of the individual CPO bylaws.
- Two Representative and two Alternatives from Inactive CPO's
 - Selection: Interested individuals must complete a CCI Membership Form. Approval for membership is by a majority vote at a CCI general membership meeting.
 - Term: The term of each representative shall begin on July 1st and shall be for one year.
- Members at Large
 - Definition – Representative from organizations which have an interest in land use and livability issues in Washington County
 - Selection: Individuals from interested organizations must complete a CCI Membership Form. Approval for membership is by a majority vote at a CCI general membership meeting.
 - Term: The term of each Member at Large shall begin on July 1st and shall be for one year.
- CCI Committee Chairperson
 - Selection – selected by Steering Committee and ratified by general membership
 - Term – The term of each CCI Committee Chairperson is one year from Jan 1st to Dec. 31st.

Alternates: In the case that the CPO representative is absent from the CCI meeting, the alternate assumes all powers and responsibilities of the appointed representative.

Vacancies: Unfilled positions may be filled anytime during the calendar year with the representative fulfilling the remainder of the identified term.

ARTICLE IV

CCI General Membership Meetings

General Meetings: CCI general membership meetings shall be held monthly on such date as determined by the Steering Committee and approved by the CCI membership.

Place of Meeting: Place of meeting shall be at such place as determined by the Steering Committee and approved by the CCI membership.

Annual Meeting of the General Membership: The CCI annual membership meeting shall be held on the designated meeting date in the month of October or the next regularly scheduled meeting.

Special Meetings: Special meetings of the CCI membership may be called by the chairman, the Steering Committee, or by ten percent of the CCI membership.

Notice: A notice stating the time and place of the regular, special, and annual meetings shall be provided to each CCI member, each CPO, the County Board of Commissioners, and any party deemed necessary by the Steering Committee a minimum of seven days prior to the meeting. Notice may be provided by mail, email or a phone call.

ARTICLE V

Voting

Qualifications: CCI membership is required to vote.

Distribution of Votes: Each member is allocated a single vote. Alternates are only allowed to vote when assuming the responsibilities of the representative.

Financial Interest: If a member votes on an issue in which he or she has a direct financial interest, said member is obliged to disclose the existence and nature of such interest to the membership. This information shall be made a part of the record.

Quorum: A majority of the CCI Steering Committee members must be present to fulfill a quorum at a general, special or annual membership meeting

Decisions: A majority of the voting members present must approve any CCI position. Minority positions shall be noted upon request of any member.

Absentee Voting: No CCI member may vote in absentia and proxies are not allowed.

ARTICLE VI

Steering Committee and Officers

The business and affairs of the CCI shall be managed by a Steering Committee. The Steering Committee shall consist of a minimum of three individuals.

The members of the CCI Steering Committee shall consist of the following:

- Chairperson: The Chairperson shall serve as the spokesperson for the CCI and shall be charged with the general supervision, management and control of all business and affairs of the CCI. The Chairperson will preside at all general, annual, special membership meetings as well as Steering Committee meetings. He/she shall execute formal written documentation on the part of the CCI. The Chair shall prepare recommended agendas for Steering Committee meetings, CCI general meetings and special meetings.
- Vice Chair: The Vice Chair shall assist the Chairperson as needed and preside in the absence of the Chairperson.
- Secretary: The Secretary shall record Steering Committee meeting minutes.
- Member(s) at Large – Member(s) at Large shall attend Steering Committee meetings, assist where needed, provide input, and assist with decision making of the Steering Committee.

ARTICLE VII

Nominating Committee and Steering Committee Elections

Nominations: Nominations for the Steering Committee shall be announced at the general membership meeting, typically the September general membership meeting, which is immediately prior to the Annual Membership meeting.

Nominating Committee: The Nominating Committee shall consist of at least one representative of the Steering Committee and one individual from the general membership. The Nominating Committee shall be approved by the CCI membership at the September CCI general membership meeting.

Slate of Nominees: The Nominating Committee shall prepare a slate of nominees to be presented at least one week prior to the annual membership meeting. Nominations may also be taken from the floor prior to elections.

Nominee Eligibility: A requirement for eligibility for the Steering Committee shall be membership in the CCI. CCI Alternates are eligible to serve on the Steering Committee. Each person nominated must give their consent to serve, if elected.

Time of Elections: Elections of the Steering Committee shall be held at the annual CCI membership meeting, typically in October.

Balloting: Balloting shall be on an individual basis or as a slate of candidates, whichever the general membership chooses to use.

Election Decision: Elections to the Steering Committee shall be determined by a majority of votes cast by the voting members.

Terms: The term of Steering Committee members will begin on November 1st. The term of office is one year.

Vacancies: Should any Steering Committee position become vacant prior to the expiration of the term, such vacancy will be filled with the nomination and vote of the membership at the next general membership meeting. The replacement member shall serve out the balance of the retiring member's term only.

Removal of Steering Committee members: Steering Committee members may be removed by the CCI membership at a meeting called for that purpose or at a regular meeting where the item has appeared on the public agenda.

ARTICLE VIII

Steering Committee Officers Election

Elections: The Steering Committee officers will be elected by the Steering Committee members by a majority vote.

Term of Office: Steering Committee officers will begin their term as soon as they are elected by the Steering Committee. Officers will serve until October 31st or until the newly elected Steering Committee officers take over.

Vacancies: Should any Steering Committee officer position become vacant prior to the expiration of the term, such vacancy will be filled by the vote of the remaining members. The replacement officer shall serve out the balance of the retiring member's term only.

ARTICLE IX

Steering Committee Meetings

Meetings: Meetings of the Steering Committee shall be held on such date as determined by the incoming Steering Committee Members. This meeting date is to be determined within two weeks from the annual meeting.

Place of Meeting: The place of the Steering Committee shall be determined by the members of said committee.

Annual Meeting: The annual meeting of the Steering Committee shall be held within one month following the adjournment of the annual CCI membership meeting.

Quorum: A majority of the Steering Committee membership constitutes a quorum.

Decisions: A majority of the Steering Committee members present must approve any Steering Committee decisions.

Notice: A notice stating the time and place of the regular, special, and annual Steering Committee meetings shall be provided to each CCI representative, CPO, County Board of Commissioners, and any party deemed necessary by the Steering Committee a minimum of seven days prior to the meeting.

Special Meetings: At the request of the Steering Committee Chairperson or a majority of members of the Steering Committee, a special meeting may be called in the interim between regular meetings to consider and take action upon any business presented. The meeting may take place in person, via phone or internet communications. Votes during a special Steering Committee meeting require approval from a majority of all CCI Steering Committee members to be adopted. A complete report of action taken at this meeting shall be reported at the next CCI meeting and any action or decisions taken shall be ratified by the CCI membership.

ARTICLE X

Committees

Committees: The Steering Committee shall evaluate temporary and standing committees. The Steering Committee shall consider the committee's purpose, scope, function, cost, number of members, committee member selection process, and duration and submit recommendation for committee formation or committee continuation to the general membership. Creation of a committee shall be approved by the CCI membership at a CCI general membership meeting. When approving the committee, the CCI general membership shall determine the committee purpose, scope and function.

Committee Officers: Committee officers shall consist, minimally, of a chairperson to be appointed by the Steering Committee subject to ratification by the general membership.

Committee Membership: Membership need not be limited to CCI members and may be anyone interested in the committee's purpose. Selection shall be based on a method determined when the committee is approved by the Steering Committee. Committee members are approved by the Steering Committee.

Term: All committee members shall serve a term from July 1-June 30

Decision Making Process: All committee decisions must be approved by the CCI general membership. Examples are presentation of a letter in favor or against an action, allocation of funds, and presentations on behalf of CCI or the committee. In the event of timely issues, the Steering Committee may call a special meeting to approve a decision per Article IX, Special Meetings with approval by the general membership at the next CCI meeting.

Committee Reports: Committee Chairperson shall report on their committee's activities at CCI general meeting.

Committee Member Removal –Committee members may be removed from their position if they violate the scope of the committee or are preventing positive functional progress. A request to remove a committee member must be submitted by a 2/3 vote of the committee or general membership. A decision to remove a committee member will be made by the Steering Committee thru an open meeting providing the subject individual the opportunity to present their position.

Committee Evaluation – each committee shall be reviewed annually by the Steering Committee prior to June 30th to determine a continuing need for the committee.

ARTICLE XI
Roberts Rules

The most recent published and revised Roberts Rules of Order shall be the governing rules of order for CCI in all cases in which it is applicable and is not inconsistent with the bylaws of the CCI.

ARTICLE XII
Amendment

These bylaws may only be amended or repealed at a meeting of the general membership by a 2/3 vote of the voting members present. All proposed changes must be provided in writing to CCI members and the leadership of all CPOs at least seven days before voting is to take place

The officers of the Committee for Community Involvement hereby certify that this is a complete and accurate copy of the Bylaws.

Adopted by affirmative vote at the meeting on November 21, 2017.

Chairperson - Kathy Stallkamp

Secretary – David Shettles

Adopted Mar, 1994

Amended May 15, 2001

Amended November 21, 2017