



# Oregon

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April 12, 2011

TO: Citizen Involvement Advisory Committee

FROM: Casaria Tuttle, Staff Assistant

SUBJECT: **Agenda Item #11, Districts 1, 4 and At-Large Vacancy on State's Citizen Involvement Advisory Committee, CIAC Meeting**

## **Districts 1, 4 and At-Large Vacancy and Recruitment on State's Citizen Involvement Advisory Committee**

### **I. BACKGROUND**

ORS 197 established the state's Citizen Involvement Advisory Committee (CIAC) to advise LCDC and local governments on matters pertaining to citizen involvement. CIAC is a permanent committee established by this statute. CIAC is only an advisory body; it has no explicit or implied authority over any local government or state agency. It does not set policy nor review local land use plans or decisions.

The CIAC has eight volunteer members, one from each of Oregon's five Congressional Districts and three chosen at-large. Committee members are appointed to four-year terms by LCDC. The committee meets bi-monthly in Salem.

The following CIAC term is set to expire in June 2011:

- Roberta Donovan (At-large)

The following CIAC terms are set to expire in December 2011:

- Pat Zimmerman (District 1)
- Gregory McClarren (District 4)

### **II. CIAC APPLICATION AND APPOINTMENT PROCEDURE**

DLCD encourages interested citizens in Oregon to apply for vacancies on the state's CIAC. When a vacancy occurs on CIAC, department staff will announce (at least 45 days before the position must be filled) the vacant position through notices to the media and interest groups, on

the DLCD website and with direct mailings to local officials in the strict where applications are being sought.

CIAC members will select three finalists for each vacancy and rank the candidates. Staff will invite those three finalists to the next LCDC meeting to be informally interviewed before the commission. Staff will notify the other candidates that they have not been chose as finalists. The LCDC will appoint the new CIAC member prior to the end of the meeting that the interviews were held.

Sample timeline:

- July 1 – Announce vacancy
- July 29 – Deadline for applications
- July 30 – Applications sent to CIAC
- Aug. 1 – Finalists chosen by CIAC, along with rankings
- Aug. 15 – LCDC meeting

Applications consist of the following materials: Resume; Four letters of recommendation and references; Answers to four questions:

- Please explain why you are interested in this position.
- Please explain any involvement you have had with community planning or community involvement committees.
- Please explain any experience you have had in writing, editing or producing educational materials.
- Please explain any involvement you have had with state, regional or local advisory boards.

### **III. ATTACHMENTS**

#### **A. Bylaws of the Citizen Involvement Advisory Committee (CIAC)**

# BYLAWS OF THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC)

## ARTICLE I PURPOSE

The purpose of the CIAC is to implement statewide land-use planning Goal 1: Insure the opportunity for all citizens to be involved in all phases of the planning process

## ARTICLE II DEFINITIONS

### Section 1. The Committee

The state's Citizen Involvement Advisory Committee is established in accordance with ORS 197.160 and 197.235. It shall be referred to in these bylaws as the Committee.

### Section 2. The Commission

The Land Conservation and Development Commission (LCDC) shall be referred to in these bylaws as the Commission.

### Section 3. The Department

The Department of Land Conservation and Development (DLCD) shall be referred to in these bylaws as the Department.

## ARTICLE III RESPONSIBILITIES

### Section 1. To the Commission

- a. Advise on matters of citizen involvement.
- b. Operate in accordance with ORS 197.160, ORS 197.235, and the Commission's citizen involvement program.
- c. Review and evaluate the Commission's "Citizen Involvement Guidelines for Policy Development" annually and report to the Commission on its evaluation.
- d. Develop and recommend a process for citizen involvement in the adoption and amendment of statewide goals, guidelines and related administrative rules.
- e. Review proposed LCDC policies that have potential effects on citizen involvement and prepare recommendations.
- f. Review citizen involvement programs submitted by cities or counties and report whether such proposed programs adequately provide for public involvement in the planning process. If a new proposal is considered inadequate, the Committee shall specify in what respects it is inadequate and make recommendations for improvement.

- g. Perform other duties related to citizen involvement as requested by the Commission.

**Section 2. To the public**

- a. Promote public participation in the adoption and amendment of goals, guidelines and related administrative rules.
- b. Review proposed adoptions and amendments to assure compliance with Statewide Planning Goal 1 and applicable statutes for citizen involvement.
- c. Promote widespread citizen involvement in all phases of the planning process at state and local levels.
- d. Review local citizen involvement programs that are found by the Department to be inadequate and prepare recommendations about such programs for the Commission or Department.
- e. Represent the interests of citizens statewide relating to land-use decisions as they pertain to citizen involvement.

**ARTICLE IV**  
**MEMBERSHIP**

**Section 1. Composition of the Committee**

- a. The Committee shall have up to eight (8) members, each of whom shall be appointed by a majority vote of the Commission.
- b. In selecting committee members, the Commission shall attempt to provide a Committee that is broadly representative of geographic areas and interests relating to land use planning. Each of Oregon's congressional districts shall be represented by at least one member of the Committee.
- c. No more than two city, county or state elected officials or professional planners shall be appointed to the Committee.
- d. Committee members should be residents of the state of Oregon who understand, have participated in, or are concerned about citizen involvement.

**Section 2. Tenure**

- a. Each of the Committee members shall serve at the pleasure of the Commission.
- b. Each Committee member's term of appointment shall be four years, unless terminated sooner by the Commission.
- c. An incumbent Committee member may be appointed to subsequent four-year terms.

**Section 3. Selection Process**

The Committee may make recommendations to the Commission regarding appointments to CIAC.

ARTICLE V  
OFFICERS AND DUTIES

Section 1. Officers

The Committee officers shall be a chairperson and a vice-chairperson, to be elected by a majority vote of the members, at the June meeting or at a meeting as soon as possible thereafter.

Section 2. Term of Office

Officers shall hold office for a period of one year, from July to June.

Section 3. Duties

- a. The chairperson shall preside at all meetings and is entitled to vote on all issues.
- b. The vice-chairperson shall perform all duties of the chairperson in his or her absence and is entitled to vote on all issues.

ARTICLE VI  
MEETINGS OF THE COMMITTEE

Section 1. Regular Meetings

The Committee shall establish a time and place for regular meetings, which shall be held approximately once every two months.

Section 2. Special Meetings

Special meetings of the Committee may be called by the chairperson, vice-chairperson, or a majority of the Committee members.

Section 3. Notice of Regular Meetings

- a. Notice of all regular meetings shall be given to all members of the Committee and other interested persons at least 10 working days before such meetings.
- b. The Department shall maintain a list of persons and organizations that have expressed their interest in citizen involvement and CIAC. Notice of CIAC meetings shall be communicated to everyone who has asked to be on that list.
- c. Notices of regular CIAC meetings shall be sent to the Capitol Press Room and media outlets at least 72 hours before each meeting.

Section 4. Notice of Special Meeting

- a. Notice of all special meetings shall be sent to all members of the Committee and other interested persons at least three days before such meetings.
- b. The Department shall maintain a list of persons and organizations that have expressed their interest in citizen involvement and CIAC. Notice of CIAC meetings shall be sent to everyone who has asked to be on that list.
- c. Notices of special CIAC meetings shall be sent to the Capitol Press Room and media outlets at least 24 hours before each meeting.

Section 5. Conduct of Committee Meetings

- a. All Committee meetings shall be held in accordance with the provisions of ORS Chapter 192, the Open Meetings Law.
- b. Roberts Rules of Orders, newly revised, shall govern the conduct of meetings.
- c. A quorum for this Committee shall consist of a simple majority of the current membership. Official actions of the Committee shall be taken only when a quorum is present.
- d. An action by a majority of the total membership of the Committee shall be an action of the Committee.
- e. Each member of the Committee shall be entitled to one vote on all issues presented at all regular and special meetings at which the member is present.

Section 6. Staff Support

A member of the Department's staff shall serve as staff to the Committee. Other members of the Department's staff may be called upon as necessary. Minutes of each Committee meeting shall be prepared by staff, distributed to all Committee members and posted on the DLCD web site.

ARTICLE VII  
REMOVAL OF MEMBERS

Section 1. Attendance

Members shall be expected to attend all regularly scheduled meetings and special meetings. If three or more consecutive meetings are missed without appropriate notice and reason to the chair, the member shall be requested to resign from the CIAC.

Section 2. Vacation of Position

If a resignation is not received when requested under Section 1 above, the Committee shall request the Commission to vacate the position.

Section 3: The Commission may remove any member of the CIAC at any time for any reason.

ARTICLE VIII  
AMENDMENT OF BYLAWS

Section 1. Amendment of Bylaws

These bylaws may be revised by the Committee and approved by LCDC.

Section 2. Notice to Amend Bylaws

Written notice of such proposed amendment or repeal and the nature thereof shall have been sent to the membership of the Committee and other interested persons at least 10

working days before the date of the meeting at which the amendments are to be considered.

[These bylaws were reviewed by the Land Conservation and Development Commission on May 11, 1990. They were adopted unanimously by the state's Citizen Involvement Advisory Committee on May 18, 1990.]

***Adopted:*** May 1990

***Amended:*** Article V Section 2 – 1999/2000; Article IV Section 2b – June 2003

Amendments adopted: Dec. 2, 2005; all sections