

Wilsonville-Metro Community Enhancement Committee

Bylaws

April 26, 2016

Article 1 — Name of Committee

The name of the Committee is the Wilsonville-Metro Community Enhancement Committee (“committee”). The working title shall be Community Enhancement Committee and may be abbreviated as “CEC.”

Article 2 — Authorization

The committee is established by the Wilsonville City Council, Resolution No. 2543, on July 6, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933299 (2015), to oversee the administration of the Wilsonville-Metro Community Enhancement Program (“program”) that is funded by a Metro fee on solid-waste transferred in Wilsonville.

Article 3 — Purpose

The purpose of the committee is broadly to oversee implementation of the Wilsonville-Metro Community Enhancement Program and specifically to review and select projects for funding that meet the goals, criteria and requirements of the program.

Article 4 — Responsibility

The committee is responsible for implementation of the program, including without limitation:

- A. Establishment of the enhancement area boundary.
- B. Creation of committee bylaws.
- C. Development of a process for soliciting and selecting solid waste community enhancement projects.
- D. Compliance with the eligibility criteria set forth in Metro’s Solid Waste Community Enhancement Program Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- E. Annually review enhancement program revenue estimates provided by Metro staff and make recommendations to the Budget committee and City Council for how these funds will be allocated for the upcoming fiscal year or funding cycle.

- F. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
- G. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

Article 5 — Membership

The committee is to be composed of seven members:

- A. Four (4) citizen/community members who are Wilsonville residents;
- B. Two (2) City Council members; and
- C. (One) 1 Metro Councilor, who may be a voting or ex-officio member at the Councilor's discretion except in the case of a tie-vote, where the Metro Councilor will vote on the matter under consideration.

Appointment to the committee of residents and City Councilors follows traditional City process where the Mayor appoints and City Council confirms committee members who serve at Council pleasure.

Terms of membership of citizen/community members are for a three-year period that corresponds with the City's fiscal year, July 1 of one year through June 30 of the following year. However, at the outset of the committee, two of the committee positions are for a two-year term so as to allow continuity in citizen/community representation and prevent a simultaneous turn-over of all citizen/community members.

Article 6 — Organization and Structure

At the first meeting of the committee in each fiscal year, the committee will elect a Chair who is a citizen/community member. Simultaneously, the committee will elect a Vice-Chair, who may be either a citizen/community member or member of the City Council. The Chair shall preside at all meetings of the committee, oversee the development and distribution a written agenda in sufficient time prior to any regular meeting; call special meetings of the committee as may be needed; and to see that all actions of the committee are properly taken. The Vice Chair may act in the absence of the Chair.

The committee is to be staffed by Administration Department or other personnel as designated by the City Manager. Administrative support to the committee includes keeping summary minutes of meetings, providing all notices required by law or required in the committee Bylaws;

preparing the agenda of meetings of the committee; and acting as custodian of committee records.

Article 7 — Meeting Procedures and Quorum

The committee shall hold meetings as needed to administer the program as determined by the Chair. Members will be noticed in writing by US Postal mail and/or electronic means such as email at least five (5) days prior to a scheduled meeting. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

Committee meetings shall be publicized in accordance with the Oregon public meetings law.

A quorum of the committee consists four or more members attending a duly called meeting. A quorum of the committee is required to conduct a vote; no action shall be taken unless a quorum is present.

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

A report of the committee's activities shall be made to City Council and Metro annually.

Article 8 — Amendments

Amendments to these bylaws may be recommended at a meeting of the committee called for that purpose, provided that written or electronic notice such as email has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only a change that has been specified in the notice shall become effective upon the affirmative vote of a majority of committee members and is subject to approval by City Council.

Article 9 — Approvals

The above bylaws for the Wilsonville-Metro Community Enhancement Committee have been duly considered and approved by a majority of the committee on April 26, 2016, and are hereby recommended for adoption by the Wilsonville City Council.