

**Lake Oswego Comprehensive Plan Update
Citizen Advisory Committee
Planning for People, Places, and Prosperity**

**Meeting Bylaws
For Review and Agreement by CAC Members
9/22/10**

I. Chair and Vice-Chair

The CAC shall elect a vice-chair. The duties of the chair and vice chair are as follows:

The chair shall convene regularly scheduled committee meetings and insure the Bylaws are followed, and that all committee members are heard.

The vice-chair shall perform the duties of the chair in the absence of the chair.

II. Commitment to Decision-making Process

The CAC will endeavor to reach consensus on decisions regarding the Comprehensive Plan; closely split votes will not be considered as a strong recommendation. A consensus process will enable the members to freely discuss issues and to arrive at a decision.

Consensus is a participatory process whereby, on matters of substance, the representatives strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- A. The CAC agrees that consensus has a high value and that the members should strive to achieve it. As such, recommendations will be made by consensus of all present participating members in their representative capacity. They shall be empowered to seek the opinions of and represent their constituency.
- B. The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all.
- C. When consensus cannot be reached, the facilitator or chair may initiate or entertain a motion to vote on the issue. Members may make motions and seconds. All motions must be seconded to be acted upon.
- D. If no consensus is reached on an issue or recommendation, minority positions will be documented. Those with minority opinions are responsible for describing alternative solutions or approaches to resolve differences.
- E. Meetings will be conducted in a manner deemed appropriate by the chair and facilitator to foster collaborative decision-making and consensus building. Robert's Rules of Order will be applied when deemed appropriate by the chair.
- F. The CAC may establish work groups to address details within the Plan's seven action areas

(Healthy, Safe People; Healthy Ecosystems; A Connected Community; Inspiring Spaces and Places; Economic Vitality; Complete Neighborhood & Housing; Community Culture) or to resolve differences about CAC recommendations. Working group deliberations will be open to all CAC members and the public.

- G. CAC members will honor decisions made and avoid re-opening issues once resolved unless agreed upon by a majority of CAC members.
- H. CAC members will strive to make decisions within the agreed-to timeframe.

Meeting summaries will be kept documenting decisions of the CAC. Members will have the opportunity to review, make corrections and then sign-off on the summaries.

III. Ground Rules for Conduct of the CAC

All participants agree to act in good faith in all aspects of the planning process. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. It also includes behavior outside of meetings.

Expectations for behavior of CAC members during and outside of meetings include:

- A. Members agree to be attentive and respectful at all times of other representatives, alternates and audience members. They will listen to each other to seek to understand the other's perspective, even if they disagree. One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- B. Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- C. Members agree to refrain from personal attacks, intentionally undermining the process, and publicly criticizing or misstating the positions taken by any other participants during the process. Concerns regarding personal attacks or intentional misinformation will be brought to the attention to chair or facilitator. If evidence justifies, the offending member will be advised of such concerns. Continued violations of these ground rules may result in a recommendation to the City Council to remove the member from the CAC.
- D. Any written communications, including e-mails, blogs and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives. Members are reminded that e-mail, blogs and other social networking media are considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the City staff so that a record is kept.
- E. Individual CAC members agree to not present themselves as speaking for the CAC, without specific direction and approval by the CAC chair.
- F. Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the CAC, but will not otherwise participate in the CAC deliberations. The public comment period will typically be five minutes at the beginning and five minutes at the end of the meeting, however the chair will have the discretion to move the public comment period to the last ten minutes of the meeting. The amount of time allocated to any one person or group signed up to speak during the public comment period shall not exceed two minutes. If more than five speakers are signed up, the

CAC chair shall manage the time as necessary to accommodate the speakers within the ten minutes or other options as determined by the chair.

- G. Requests for information made outside of meetings will be directed to the City staff. Responses to such requests will be limited to items that can reasonably be provided within a reasonable amount of time.
- H. All participation in this process is voluntary and may be withdrawn. However, members agree that before withdrawing, they will discuss the reason for their withdrawal with the chair and City staff and will give the CAC the opportunity to understand the reasons for the withdrawal. Members will be encouraged to continue to serve on the committee until a replacement is found..