



COMPREHENSIVE PLAN UPDATE COUNTYWIDE CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE I. PURPOSE

The purpose of the Countywide Citizen Advisory Committee (CCAC) is to:

- Encourage and obtain public input and to ensure the opportunity for citizens and stakeholders to be involved in the Comprehensive Plan update;
- Increase effective communication between citizens, staff, and elected and appointed County officials; and
- Provide recommendations to the Planning Commission and Board of Commissioners regarding the update of the unincorporated Clatsop County Comprehensive Plan.

The Comprehensive Plan represents the long-term vision for unincorporated Clatsop County and includes planning policies that guide County decisions on land use, housing, transportation systems, natural resources, agricultural lands, forest lands, and aquatic resources.

ARTICLE II. MEMBERSHIP

Section 1. The Countywide Citizen Advisory Committee shall consist of a maximum of 11 members. Six of the CCAC members shall consist of one member from each of the Planning Area Citizen Advisory Committees. Each Planning Area Citizen Advisory Committee (PACAC) shall appoint one member to serve as a liaison to the CCAC. The remaining five members shall be appointed to the CCAC by the Board of Clatsop County Commissioners and may include residents from incorporated areas within the County (Astoria, Warrenton, Gearhart, Seaside and Cannon Beach).

Section 2. Members of the CCAC shall serve without compensation other than reimbursement for duly authorized expense.

Section 3. Members may be removed from the CCAC under the following rules:

- A. Members may request that they be removed for personal or other reasons. Such requests shall be made to the Board of Clatsop County Commissioners.
- B. The CCAC may, after a hearing, recommend removal of any member for non-performance of duties or misconduct. Such recommendation for removal shall be made to the Board of Clatsop County Commissioners.
- C. The Board of Clatsop County Commissioners may remove any appointed CCAC member at its discretion.

- Section 4. The CCAC shall be automatically dissolved following adoption of the updated Comprehensive Plan and Community Plans by the Board of Clatsop County Commissioners.

ARTICLE III. APPOINTMENT OF CHAIR AND VICE-CHAIR

- Section 1. The officers of the CCAC shall consist of a Chair and Vice-Chair.
- Section 2. It shall be the duty of the Chair to preside at all meetings of the CCAC; to enforce observance of the rules of procedure; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the CCAC; call all special meetings; appoint all necessary committees, and perform such other duties as the office may require. The Chair shall make no motion or amendment to a motion.
- Section 3. In the absences of the Chair, the Vice-Chair shall perform the duties of the Chair.
- Section . In absence of the Chair and Vice-Chair, the CCAC shall elect a temporary Chair for the particular meeting in question.

ARTICLE IV. COMMITMENT TO DECISION-MAKING PROCESS

- Section 1. The CCAC will endeavor to reach consensus regarding recommended updates and revisions to the Community Plans and the Comprehensive Plan.
- Section 2. Expectations for the decision-making process include:
- A. The CCAC 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 will 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 agreeable to 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. Meetings will be conducted in a manner deemed appropriate by the chair to foster collaborative decision-making and consensus building. Except as otherwise provided to the contrary by these Rules of Procedure, Robert's Rules of Order (current edition) shall apply to the procedures of all Countywide Citizen Advisory Committee meetings.
 - E. 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.
 - F. CCAC members will honor decisions made and avoid re-opening issues once resolved unless agreed upon by a majority of CCAC members.

G. CCAC members will strive to make decisions within the timeframe approved by the Board of Clatsop County Commissioners.

H. Individual CCAC members agree to not present themselves as speaking for the CCAC, without specific direction and approval by the CCAC chair.

Meeting minutes will be kept documenting decisions of the CCAC. Members will have the opportunity to review, make corrections and then approve the minutes.