



## 50-Year Plan Stakeholder Advisory Committee

# BYLAWS

### Article I. Committee Name

- I. 50-Year Plan Stakeholder Advisory Committee.

### Article II. Purpose

- I. This Committee is charged with reviewing technical studies, reports, and technical memos prepared by the 50-Year Plan Consultants to provide comments and recommendations throughout the development process of the 50-Year Plan.
- II. This Committee is charged with assisting the City Council by making a recommendation to the City Council on the final deliverables of the Scappoose 50-Year Plan.

### Article III. Responsibilities and Objectives

- I. Provide a broad and diverse set of perspectives to best represent the community's vision and desires for the 50-Year Plan.
- II. Inform and engage constituencies, community groups, and civic organizations.
- III. Assist with public involvement initiatives as needed.
- IV. Help develop recommendations to be finalized in the 50-Year Plan.

### Article IV. Organization and Structure

- I. Voting Membership
  - a. The Committee shall include fifteen (15) voting members appointed by the Mayor with approval of Council. The Mayor, to the best of their ability, shall appoint one (1) member representing each of the following groups unless otherwise noted:
    - i. Scappoose City Council.
    - ii. The respective chair or vice chair of the:
      1. Planning Commission.
      2. Economic Development Committee.
      3. Parks and Recreation Committee.
    - iii. A historically underrepresented community.
    - iv. Two (2) citizens at large.
    - v. Community member at large.
    - vi. Scappoose Community and Senior Center.
    - vii. Columbia Economic Team.
    - viii. Scappoose School District.
    - ix. Scappoose Library District.
    - x. Scappoose Rural Fire Protection District.
    - xi. Habitat for Humanity.
    - xii. Local developer with a history of working within the city.



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- b. If the aforementioned individuals or groups are unable or unwilling to serve, the Mayor, with approval of Council, shall appoint, to the best of their ability, an individual willing and able to represent that group.
  - c. In the event of a vacancy on this Committee, the Mayor shall appoint a replacement pursuant to Article IV sec. (a)/(b).
- II. Non-voting Members
- a. The Committee shall include non-voting representatives from community agency partners—Liaisons—for the purpose of providing advice and comment on issues related to their area of experience and expertise, as needed.
  - b. Non-voting members shall participate like voting members. However, they do not have the ability to make motions or vote on motions before the Committee.
  - c. Agency partners include representatives from:
    - i. Columbia County.
    - ii. Oregon Department of Transportation.
    - iii. Railroad.
    - iv. Scappoose Bay Watershed Council.
    - v. Columbia Soil and Water Conservation District.
    - vi. Scappoose Drainage Improvement Company.
    - vii. Portland Community College OMIC Training Center.
    - viii. OMIC Research & Development.
    - ix. Port of Columbia County.
    - x. Scappoose Historical Society.
    - xi. Columbia River People’s Utility District.
    - xii. Department of Land Conservation and Development.
    - xiii. Community Action Team.
- III. Staff Liaisons
- a. City Staff and the Consultants shall attend meetings, provide official documents, be recognized to speak by the Chair, and be recorded in the meeting minutes.
  - b. City Staff will perform the following duties:
    - i. Act as primary administrator of Committee operations including distributing public comments, maintaining Committee documents, and serving as the primary organization for communication.
    - ii. Answer questions Committee members have between meetings, including acting as a liaison between Committee members and the Consultants. Committee members are to direct any questions outside of a meeting to the Planning Department Intern.
- IV. Officers
- a. The Mayor, with approval of Council, shall appoint the Chair and Vice Chair of the Committee.
  - b. Duties and powers of the officers of the Committee:
    - i. Chair
      - 1. Preside at all meetings of the Committee.
      - 2. Approve the agenda proposed by the Consultants.



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3. See that all actions and procedures of the Committee are properly taken.
  4. Signs the Committee's recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaisons to the Committee.
  5. Co-sign official documents of the Committee, with the Recording Secretary.
- ii. Vice Chair
    1. During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all the duties of the Chair.
    2. Any additional duties or tasks agreed to with the Chair.
  - iii. Recording Secretary (provided by City Staff and the Consultants)
    1. Keep summary minutes of all meetings of the Committee.
    2. Give or serve all notices required by law or required in the Committee Bylaws.
    3. Prepare the agenda of all meetings of the Committee, and, in conjunction with the Chair, ensure that the agenda is distributed to the Committee at least one week prior to the regular meeting.
    4. Be the custodian of Committee records.
    5. Inform the Committee of correspondence relating to business of the Committee and attend to such correspondence.
    6. Co-sign official documents of the Committee, with the Chair. This can only be done by City staff.
- c. Officer vacancies
    - i. If the Chair resigns from the Committee or their role as Chair, the Vice Chair will become the Chair and a new Vice Chair will be appointed by the Mayor, with approval of Council.
    - ii. If the Vice Chair resigns from the Committee or their role as Vice Chair, a new Vice Chair will be appointed by the Mayor, with approval of Council.
- V. Term limits
- a. Voting, non-voting, and other members of this Committee shall not be subject to term limits.
  - b. This Committee shall stand until the 50-Year Plan and all associated work is complete and approved by City Council, at which time this Committee shall dissolve. Any extension of the duration of the Committee shall be made at the sole discretion of the Mayor with approval of Council.

## Article V. Meeting Procedures

- I. Scheduling
  - a. The Committee shall hold meetings when determined necessary by City Staff in coordination with the Consultants. Members shall be informed of meetings by written notice, including electronic means such as email, at least seven (7) days prior to the



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meeting. The notice shall include the date, time, location, and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be made publicly available on the City's website. Minutes are to be distributed to all members and others expressing an interest in receiving them.

- b. Meetings shall be publicized in accordance with Oregon Public Meeting Law, including a virtual attendance option for all meetings. All meetings will be recorded and posted.

## II. Decision making

### a. Voting

- i. A vote may be called to introduce a procedural motion or to make a recommendation to the City Council.
- ii. A quorum of voting members is required to conduct voting.
- iii. Official motions of the Committee shall pass by a simple majority (50% + 1) of votes. Abstentions do not count towards or against motions passing (i.e., if there are more ayes than nays, the motion passes).
- iv. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

### b. Quorum

- i. A quorum of voting members is required to call and hold a vote.
- ii. A simple majority (50% +1) of voting members shall constitute a quorum. If there is no quorum present at a scheduled meeting time, the members present may still discuss matters so long as no official voting takes place.

## III. Guidance

- a. Conduct of the members of the Committee shall be governed by the Team Agreement. The Committee shall review and adopt the Committee Team Agreement at their first meeting. Members shall conduct themselves in accordance with the Team Agreement.
- b. Robert's Rules of Order shall guide the Committee in all cases not otherwise provided for in these Bylaws.

## Article VI. Meeting Schedule

- I. The Committee will meet as needed but will make every attempt to regularly hold meetings on Tuesday at 6:00 pm.
- II. Notice of meeting times will be provided to Committee members at least two (2) weeks in advance.

## Article VII. Public Comment

- I. Members of the public may submit written public comments to voice their thoughts for the consideration of this Committee.
  - a. Oral public comment will not be allowed at any point during Committee meetings.
- II. Public comment may be submitted in the following ways:
  - a. On the City's 50-Year Plan Stakeholder Advisory Committee website.
  - b. In physical writing to be submitted at Scappoose City Hall.
  - c. Email to [50-year-plan@cityofscappoose.org](mailto:50-year-plan@cityofscappoose.org).
- III. Public comments will be entered into the record as part of the meeting packet.



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**Article VIII. Amending Bylaws**

- I. Amendments to these bylaws may be proposed to the City Council by a simple majority of the Committee's present voting members, provided there is a quorum.
- II. The Mayor, with approval of Council, shall consider and approve or deny any amendments.