



## **COMPREHENSIVE PLAN UPDATE PLANNING AREA CITIZEN ADVISORY COMMITTEES BYLAWS**

### **ARTICLE I. PURPOSE**

The purpose of the Planning Area Citizen Advisory Committees (PACAC) is to:

- Encourage and obtain public input and to ensure the opportunity for citizens and stakeholders of each PACAC area 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 community plans for each of the six planning areas in unincorporated Clatsop County.

The Comprehensive Plan represents the long-term vision for the unincorporated 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. One Citizen Advisory Committee (PACAC) shall be established for each of the following Planning Areas:

- Clatsop Plains
- Elsie-Jewell
- Lewis & Clark Olney-Wallooskee
- Northeast
- Seaside Rural
- Southwest Coastal

A map depicting the six PACAC areas is attached as Exhibit A and incorporated by this reference into these bylaws.

Section 2. Each PACAC shall consist of a minimum of three (3) members and a maximum of five (5) members. Members of the PACAC must reside; own property; or own, operate or be employed by a business in the unincorporated planning area to which they are appointed.

Section 3. Members of the PACAC shall serve without compensation other than reimbursement for duly authorized expense.

Section 4. Members may be removed from the PACAC 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 PACAC 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 PACAC member at its discretion.

Section 5. The PACAC shall be automatically dissolved following adoption of the updated Comprehensive Plan and Community Plans by the Board of Clatsop County Commissioners.

**ARTICLE III. LIAISON TO COUNTYWIDE CITIZEN ADVISORY COMMITTEE**

Each Planning Area CAC shall nominate one of its members to serve as a member of the Countywide Citizen Advisory Committee.

**ARTICLE IV. APPOINTMENT OF CHAIR**

Section 1. Each CAC shall appoint one of its members to serve as chair of the CAC.

Section 2. It shall be the duty of the Chair to preside at all meetings of the PACAC; 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 PACAC; 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 absence of the Chair, the PACAC shall elect a temporary Chair for the particular meeting in question.

**ARTICLE V. COMMITMENT TO DECISION-MAKING PROCESS**

Section 1. Each PACAC 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 PACAC 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 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. 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 Planning Area 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. PACAC members will honor decisions made and avoid re-opening issues once resolved unless agreed upon by a majority of PACAC members.
- G. PACAC members will strive to make decisions within the timeframe approved by the Board of Clatsop County Commissioners.
- H. Individual PACAC members agree to not present themselves as speaking for the PACAC, without specific direction and approval by the PACAC chair.

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

