

GRESHAM COMMUNITY ENHANCEMENT ADVISORY COMMITTEE
Adopted April 17, 2018

BYLAWS

ARTICLE I
TITLE AND CHARGE

This committee shall be known as the Gresham Community Enhancement Advisory Committee and shall implement a community enhancement fee program for enhancement funds collected at the Gresham Transfer Station operated by Gresham Sanitary Services. The obligations of this Committee are outlined in an Intergovernmental Agreement between the City of Gresham (contract #7083) and Metro (contract #934724).

ARTICLE II
BOUNDARY

- (a) The boundary of the Gresham Community Enhancement Program shall follow the Gresham city boundary. While all programs operating within Gresham city boundaries shall be eligible to apply for grant funding, the committee may prioritize programs occurring within specific Gresham neighborhoods in any grant cycle.

ARTICLE III
MEETINGS

- (a) Regular meetings of the committee shall be held at least two times during the fiscal year. The chair shall establish the time and place of meetings.
- (b) The chair shall provide advance notice and agenda for regular meetings for the committee to all committee members in writing not less than seven (7) days before the meeting.
- (c) At any time the chair or any three (3) members of the committee may call a special meeting of the committee with a minimum of forty-eight (48) hours notice. For special meetings, notice may be by telephone to all members when there is not sufficient time to provide written notice.
- (d) Notice of committee meetings will be made in accordance with Oregon Public Meetings Law, which requires that the public receive notice of the time and place of meetings and those meetings be accessible to everyone, including persons with disabilities.

ARTICLE IV
QUORUM AND MANNER OF ACTING

- (a) A majority of the committee present (with at least three members present) shall constitute a quorum for all meetings of the committee. The act of a majority of those present at meetings at which a quorum is present shall be the act of the committee except as otherwise provided by these bylaws (see Article III a, VI c, and VII a).
- (b) No proxy votes or absentee votes shall be allowed. Participating in meetings by phone and voting remotely is allowed.
- (c) All committee members are considered to be "public officials," and shall comply with the Code of Ethics and Conflict of Interest provisions of Metro Code Chapter 2.17, a copy of which is attached and incorporated into these bylaws by reference.

ARTICLE V
CONDUCT OF MEETINGS

- (a) All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
- (b) Attendance: Where an individual representing a member organization identified in Metro Code Section 2.19.120(b) fails to attend three consecutive regular meetings without providing prior notice to the chair, the chair shall inform the Mayor. The Mayor may remove the individual under Metro Code Section 2.19.030(b) and may solicit nominations from the organization to replace the non-attending individual under Metro Code Section 2.19.120(b). Membership from any vacancy will be addressed consistent with Metro Code Sections 2.19.030 and 2.19.120.
- (c) Residence: Throughout their term of membership, committee members are required to reside or operate a business within the boundaries of the Gresham Community Enhancement Program. This requirement does not apply to the Metro Councilor appointed to the committee.
- (d) In the absence of the regular chair, the committee will appoint a presiding chair to conduct that meeting unless the chair has already done so.
- (e) The committee may establish other rules of procedures as deemed necessary for the conduct of business.
- (f) The committee shall make its reports and findings public and available to the City of Gresham and Metro.

- (g) The City of Gresham shall provide staff, as necessary, to record the actions of the committee, and to handle committee business, correspondence, minutes, and public information.

**ARTICLE VI
APPLICATION PROCEDURES FOR CONSIDERATION AND RECONSIDERATION**

- (a) The committee shall solicit requests for projects to be funded from the Gresham Transfer Station Community Enhancement Fund. At a minimum, information about the program shall be shared on the City of Gresham website and social media platforms, in the local newspaper, and with the City's neighborhood associations.
- (b) The committee may at any time request the Metro Council to modify the criteria and goals identified by the Metro Code.
- (c) The committee shall authorize expenditures from the Gresham Transfer Station Community Enhancement Fund only when approved by a quorum of the committee as defined in Article IV (a).
- (d) The committee shall establish program guidelines consistent with the Metro Code.

**ARTICLE VII
AMENDMENTS**

- (a) A majority of the full committee may amend or repeal these bylaws.
- (b) The committee chair shall deliver written notice, including without limitation email notice, to all members not less than seven (7) days before any proposed action to amend or repeal bylaws.

