



Community Involvement Committee



# Community Involvement Committee

## Policies & Procedures Manual

*This document contains the Policies and Procedures for the Community Involvement Committee (CIC) that provide clarity to governance for the committee's overall actions and mission.*

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# 1) Membership

## a) County Code Requirements

3.252 (A) The CIC will be composed of a minimum of 7 and a maximum of 15 members to be appointed by the Board.

3.252 (B) The committee is composed of at least one member residing in each of the four commission districts. County employees shall not be eligible for membership on the CIC.

3.252 (C) The term of appointment for CIC members is three years and commences upon appointment. A member's appointment may be rescinded before the end of the three-year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of the CIC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three-year terms within any seven-year period.

## b) Public Records Requirements

The CIC maintains public records in accordance with County policies. Member names and years of service are public record, as well as CIC minutes. CIC members are expected to comply with public records rules and understand that meeting minutes are public record. Removal, grievance, personal information (contact information, demographics) or other sensitive records created by the CIC may not be subject to public records rules, but will be retained by the OCI for at least 5 years.

## c) Membership Expectations

- 1) The expectations of CIC members are as follows:
  - a) Attend CIC meetings, functions, and events.
  - b) Be informed about the CIC's purpose, policies & procedures, and bylaws.
  - c) Upon appointment, review and acknowledge the following Multnomah County Personnel Policies: 3-40 Discrimination and Harassment Free Workplace, 3-42 Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace, 3-47 Maintaining a Professional and Respectful Workplace, 3-60 Discipline and Dismissal.
  - d) Notify the county staff liaison about any communications with interest groups and media related to the CIC.
  - e) Provide copies of any written materials to County Staff Liaison for compliance with public record rules- including meeting materials, personal notes, emails related to CIC, and materials from/to interest groups (other than a group specifically represented by a member) regarding any deliberations.

- f) Complete and maintain an updated Code of Ethics disclosure form to disclose any actual or potential conflicts of interest.
  - g) Review agenda and supporting materials prior to committee and subcommittee meetings.
  - h) Inform CIC staff when unable to attend meetings. (See 1.D: Attendance)
  - i) Serve on at least one subcommittee per three-year term.
  - j) Assist in CIC outreach and recruitment of new members.
  - k) Attend an annual check-in with OCI staff to confirm interest, identify access needs, and provide feedback.
  - l) Acknowledge that the individual committee member has no specific organizational authority except as delegated by the committee and that the overall authority is the committee as a whole.
  - m) Acknowledge that members are not authorized to act or speak on behalf of the CIC unless designated by the CIC.
- 2) The Expectations for CIC Co-Chairs are as follows:
- a) Work closely with staff to develop CIC meeting agendas in monthly meetings and over email.
  - b) Facilitate/Co-Facilitate CIC meetings.
  - c) Ensure CIC Bylaws and Policies and Procedures are followed.
  - d) Assist in maintaining compliance with public meetings and other rules.
  - e) Support Subcommittee Chairs as requested (reviewing letters, etc).
  - f) Act as a lead spokesperson for the committee, including at an annual CIC briefing to the Board of County Commissioners in the summer (June-August).
- 3) The Expectations for CIC Subcommittee Members are as follows:
- a) Attend Subcommittee meetings and participate actively in meetings.
  - b) Inform staff if you will be late or unable to attend meetings.
  - c) Review agenda and supporting materials prior to meetings.
  - d) Support meetings by taking minutes, supporting facilitation, etc.
  - e) Support Chair in drafting the recommendations.
  - f) Conduct research outside meetings as needed and assigned.
- 4) The Expectations for CIC Subcommittee Chairs or Co-Chairs are as follows:
- a) Collaborate on and review agendas with coordinator prior to meetings. Assist in planning the year plan for the committee.
  - b) Conduct outside research, attend relevant meetings.
  - c) Work with coordinator to identify and prep guest speakers.
  - d) Facilitate or co-facilitate meetings.
  - e) Draft and edit the Recommendation Letter with Subcommittee members and staff.
  - f) Collaborate with staff and CIC Co-Chairs to give the annual CIC briefing to the Board of County Commissioners in the summer (June-August)

## d) Meeting Attendance

Members are expected to attend CIC meetings, functions, and events. Members should inform the OCI staff and the Co-Chairs of anticipated absences in writing and as soon as possible.

- 1) OCI staff will track excused and unexcused absences.
- 2) For an absence from a regularly scheduled CIC meeting to be considered excused, members must give notice to OCI staff five days in advance of meetings, except in case of emergency or unexpected circumstances.
- 3) If a member incurs two consecutive unexcused absences or three consecutive excused absences, OCI staff will contact the member to discuss their CIC membership. If the member wishes to continue serving on the CIC, further absences may warrant removal. See section 1.e.3: Leaving the CIC

## e) Member Conduct

- 1) CIC members are expected to conduct themselves in accordance with the [County personnel policies](#). Complaints about violations of these rules will be handled as outlined in County policy. CIC members should familiarize themselves with the rules, with specific attention to:

[MCPR 3-20](#): Political Activity

[MCPR 3-30](#): Code of Ethics

[MCPR 3-40](#): Discrimination and Harassment-Free Workplace

[MCPR 3-42](#): Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace

[MCPR 3-47](#): Maintaining a Professional and Respectful Workplace

[MCPR 3-60](#): Discipline and Dismissal

- 2) Grievance and Conflict Resolution:

- a) In addition to the above policies, concerns or questions about conduct not addressed or not rising to the level of the above can be brought to OCI staff.

- b) Members can request:

- i) OCI staff reach out to and discuss with the member in question

- ii) OCI staff facilitate a conversation between affected parties

- iii) OCI brings in a third party mediator to support a conversation with the members in question

- c) CIC Members who do not adhere to the rules and procedures of the CIC and the County may be asked to resign or be subject to dismissal prior to the end of the appointed term.

### 3) Leaving the CIC:

#### a) Removal:

- i) Behavior: CIC Members who do not adhere to the rules and procedures of the CIC and the County may be asked to resign or be subject to dismissal prior to the end of the appointed term.

(1) Members will be given three warnings provided in written form before OCI staff ask the member to resign or move to dismiss the member.

- ii) Attendance: As outlined in section 1.C, "If a member incurs two consecutive unexcused absences or three consecutive excused absences, OCI staff will contact the member to discuss their CIC membership. If the member wishes to continue serving on the CIC, further absences may warrant removal."

(1) If a member has two unexcused absences and does not respond to staff attempts to contact, the member will be dismissed one month from the second missed meeting.

- iii) Other: Members may be removed without warnings in accordance with Code 3.252 (C): "A member's appointment may be rescinded before the end of the three-year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of the CIC with the ratification of that vote by the OCI Director."

#### b) Resignation: CIC members are able to resign from their position at any time.

- i) To resign before the end of a member's three-year term, the member must inform OCI staff in writing of their intent to resign.
- ii) If no notice of resignation is received the member will be considered Removed following the protocols above for removal due to non-attendance and lack of response.

#### c) Exit interview: all leaving members will be granted an exit interview. This interview can be completed with CIC staff, the OCI director, or another County staff. It may also be completed on paper or through email. The exit interview is not required.

### f) Filling Vacancies

Annually or when CIC membership falls below 9 members, the CIC will form an ad hoc Membership Subcommittee to recruit new members.

- 1) OCI and CIC members will review CIC Application Materials - the subcommittee may make changes to the application and evaluation process when needed.
- 2) OCI and CIC members will review Outreach Materials, and conduct an equity and district review of current members to inform their outreach plan.

- 3) OCI will post notice of any committee vacancies on its website, social media, and other outlets, and conduct outreach about the available opportunity.
- 4) Community members interested in joining the CIC will submit an application, made available by the OCI on its website.
  - a) Prospective members are recommended to attend at least one CIC meeting prior to their appointment.
  - b) At least two informational sessions will be offered, and information about the CIC and application process will be posted on the website.
- 5) OCI staff will conduct an initial review of applications to confirm eligibility. All applications that meet eligibility requirements will be forwarded to the Membership Subcommittee.
- 6) The Membership Subcommittee will evaluate the applicants and score them using the following criteria and process:

<b>Interest in Work of Multnomah County</b>	The applicant expresses a sincere interest in public service and community involvement.	3 pts
	The applicant demonstrates knowledge of the county's programs and services.	1 pts
	The applicant expresses experience as a client of Multnomah County's programs and services. 2 points for engagement with services - providing feedback, volunteering, and/or serving in an advisory capacity, etc.	2 pts
	The applicant demonstrates an understanding of the role and responsibilities of the CIC and an alignment with the county's values of safety, trust and belonging.	5 pts
<b>Community Involvement &amp; Engagement</b>		
<b>Community Involvement &amp; Engagement</b>	The applicant has a demonstrated history of community involvement and/or is actively involved in their community/communities.	2 pt
	The applicant has experience with community engagement and outreach.	1 pt
<b>Skills &amp; Life Experience</b>		
<b>Skills &amp; Life Experience</b>	The applicant demonstrates experience in and/or commitment to shared leadership, consensus-building, and working across differences.	2 pts
	The applicant brings knowledge, skills, and/or life experience that would inform and enrich the CIC's deliberations and would add a perspective not currently represented on the CIC.	3 pts
	The applicant has personal, professional, and/or lived experience with communities impacted by the county's policies, programs, and services and	5 pts

	typically underrepresented in decision-making (including but not limited to: immigrants & refugees, communities of color, LGBTQ, rural residents, homeless/unhoused, mental health, etc).	
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*Evaluator Note: The CIC prioritizes applicants with lived experience - applicants who provide examples of their lived experience in their application should receive the highest scores for this criteria.*

- 7) Applicants will be selected for interview based on average scores.
- 8) Applicants will be invited to interview with subcommittee members and OCI staff to respond to and ask questions. Applicants will also be invited to attend an upcoming CIC meeting.
- 9) Following the interviews, the subcommittee will evaluate the individual interviews and applications using criteria above.
- 10) Subcommittee will select candidates to recommend for vacant positions.
- 11) Subcommittee recommendations will be presented to the full CIC for their approval.
- 12) Following CIC approval, the OCI staff will forward the applications with CIC recommendations to the Board of Commissioners for appointment.

## 2) Structure

### a) Officers

The CIC will elect two Co-Chairs. CIC Co-Chairs will serve for one-year terms, and may serve up to two consecutive terms. A CIC member may be re-elected to an officer position after two consecutive terms if they have taken at least a one-year hiatus from the position.

In addition to the expectations detailed in Section B. Membership Expectations, the CIC Co-Chairs will:

- 1) Preside at CIC meetings
- 2) In consultation with the CIC and with support from OCI staff, set the agenda for CIC meetings.
- 3) Act as chief spokespersons for the CIC and represent the CIC in meetings with the Multnomah County Chair, Board of County Commissioners, County departments and staff, and community partners.

### b) Elections

Elections will be held annually to elect CIC Co-Chairs. CIC Subcommittee Chairs will be elected by their subcommittees at the second Subcommittee meeting.



- 1) One month prior to scheduled elections, CIC members may nominate candidates for Co-Chairs. Nominations and self-nominations will be sent to OCI staff, who will notify nominated candidates.
- 2) At the meeting when elections are held, all candidates who have accepted nomination for an officer position will deliver brief remarks about why they wish to serve in the position prior to voting.
- 3) Voting will be conducted by written ballot. Staff will prepare ballots (paper or Google form) in advance, listing candidates in alphabetical order by first name. Nominations can also be made on the floor of the meeting prior to voting and ballots will be updated if necessary.
- 4) CIC members must be present in person or over the phone to participate in the vote. Members participating by phone or otherwise remotely can submit their votes to OCI staff by text or email at the time of voting.
- 5) OCI staff will tally the results and staff or a current Co-Chair will review and announce the final results.
- 6) If a CIC Co-Chair is removed or resigns from their officer position, the CIC will promptly elect a member to fill the vacancy. The new Co-Chair will finish the term, and this time will not count towards the limitation of two consecutive terms

### c) Voting

Besides Elections, the CIC votes using a modified consensus model. The CIC will strive to make decisions by consensus. Consensus means that members can agree to or live with a decision or position based on proposals aimed at addressing the critical concerns expressed by the committee. Consensus simply connotes acceptability, and does not necessarily mean unanimity.

- 1) The CIC uses “Fist to five” as part of a modified consensus model: The hand signals in the “fist to five” model. 0-2 are the equivalent of a ‘no’ vote, 3-5 are equivalent to a ‘yes’ vote. These hand signals can also be expressed by written or spoken numbers.
  - a) A fist: “NO way” - “I object and will block consensus”
  - b) 1 finger: “we need to talk about this”
  - c) 2 fingers: “I have significant reservations”
  - d) 3 fingers: “I am okay with this”
  - e) 4 fingers: “Sounds good”
  - f) 5 fingers: “total agreement”

- 2) First to Five in Modified Consensus Process:
  - a) Most CIC items up for a vote will be worked on in Subcommittees first. It is expected that all members make a good faith effort to keep up to date on the work of subcommittees through attending subcommittee meetings, participating in subcommittee reports to the CIC, and reviewing subcommittee meeting documents.
  - b) A subcommittee, member, or staff brings a proposal to the CIC, explains and/or introduces the proposal, and facilitates brief conversation on it.
  - c) Facilitator or staff leads the CIC in assessing where the CIC stands on the issue using fist to 5. Only members of the CIC can vote.
  - d) All votes 3-5 indicate consensus and is a formal "approve" vote and the process ends here.
    - i) If there are all 3-5 but most or all are 3s, it is recommended but not required that the CIC discuss how to move the 3s to 4s or 5s.
  - e) If any are fist through 2, it triggers further discussion (See #4).
    - i) Further discussion: Members voting between 0-2 each share what, if anything, would have to change about the proposal to move their vote to a 3-5. The group deliberates the proposed changes and uses a majority vote to approve or deny them.
  - f) If no consensus is reached through discussion and amendment of the proposal (step #4), the proposal with any approved amendments will be voted on in a yes/no vote. Please see below 3. voting based decision making process.
- 3) In the event consensus cannot be reached, the CIC will move to voting-based decision-making:
  - a) After a motion and a second, the presiding officer will request an explanation of the agenda matter and may accept public testimony. At the conclusion of discussion, the presiding officer will call the vote.
  - b) Each member has one vote. No voting abstention, absentee or proxy voting is allowed.
  - c) A roll call vote will be conducted if requested by any member. The presiding officer will announce the results of the vote, and each vote will be recorded.
  - d) Secret ballots are not allowed.
  - e) Motions are adopted if the majority of a quorum votes 'yes'.
    - i) Motions fail if there is a tie vote.
    - ii) A minority report may be generated to document member feedback that does not align with majority opinion. This report will be shared with decision-makers to consider in the decision-making processes.
  - f) If a potential conflict of interest exists for any member relating to any matter up for vote, the member will publicly announce the nature of the potential conflict before participating in discussion on the matter. If a member has an actual conflict of interest related to any matter, the member may not participate or vote on that matter.

## d) Subcommittees

The CIC will establish subcommittees as needed to carry out its work, and appoint members for its subcommittees.

### 1) Issue Area Subcommittees

- a) The CIC will select topics related to community engagement and involvement in Multnomah County for further study at an annual retreat, and work on the topics in subcommittees.
- b) Subcommittees must report an attendance of 4 or more members to remain in good standing. This does not apply to ad hoc subcommittees.

### 2) Ad hoc Subcommittees:

- a) The CIC will establish an ad hoc Membership Subcommittee annually or when needed to evaluate applications for membership. See Policies and Procedures 1.f (Filling Vacancies) for more information.
- b) Every two years, the CIC will establish an ad hoc Governance Subcommittee to review the CIC's bylaws, if needed.
- c) Members sign up for all or part of an ad hoc subcommittee, and are expected but not required to participate in ad hoc subcommittees when available

### 3) Subcommittee Structure

- a) Subcommittees will select a Chair to facilitate subcommittee meetings, and in consultation with subcommittee members and with support from OCI staff, set meeting agendas. A member may not serve as Chair for more than one subcommittee.
- b) Subcommittees will meet monthly or as determined by the Subcommittee members.
- c) Subcommittees can determine their exact leadership structure and meeting schedule, within the bounds of the CIC Bylaws, Policies, and Code.
- d) Expectations for Subcommittee Chairs and Members are outlined above under B. Membership Expectations

## E. Stipends

Multnomah County will offer a stipend to Community Involvement Committee members to offset the costs (e.g. child care, parking, technology) of participation on the committee.

- 1) The stipend amount is \$35 per committee meeting (not per hour)- only official meetings of the CIC are eligible. Official meetings include CIC meetings, CIC Subcommittee meetings, Co-chair and chair meetings longer than 15 minutes.
- 2) All committee members are eligible for the stipend; meeting attendance is required to be eligible for a stipend payment.

- 3) Receiving a stipend is optional. Members will opt in or out of receiving stipends at the start of each CIC year.
- 4) Committee members will receive the stipend via gift card or direct deposit, and will select one method of payment for the fiscal year. Committee members shall receive no other expense reimbursement for CIC meeting attendance.
- 5) The Office of Community Involvement is responsible for tracking attendance and issuing payments. Members can confirm attendance on official minutes, and by contacting the OCI to confirm attendance and stipend amounts.
- 6) The County is required to report stipend payments exceeding \$599 dollars in a **calendar year** as income and will issue an IRS Form 1099 income statement to individual committee members. It is the member's responsibility to track total amounts received from any County program and determine how receiving a stipend will impact their tax liability and/or any Social Services benefits they may be entitled to receive.

*This document contains the Policies and Procedures for the Community Involvement Committee (CIC) that provide clarity to governance to the committee's overall actions and mission.*

*This document was last reviewed by an ad hoc subcommittee of the CIC in Fiscal Year 2024. **It was approved by a quorum of a CIC on March 19th, 2024.***