

# Lane Council of Governments

99 East Broadway, Suite 400, Eugene, Oregon 97401-3111 (541) 682-4283 Fax: (541) 682-4099 TTY: (541) 682-4567

September 12, 2007

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 8: Amendments to Citizen Advisory Committee (CAC) Bylaws

**Action Recommended:** Recommend the draft amendments to the bylaws to the Metropolitan Policy Committee for adoption.

## Issue Summary

Often, operating under a set of bylaws will bring to light the need for changes in the bylaws that would clarify intent, address gaps, and solve problems encountered in the functioning of the group. This is the case with the Citizen Advisory Committee bylaws. The CAC approved a summary list of proposed housekeeping amendments recommended by staff at the regular meeting on August 1, 2007. Staff drafted these amendments in legislative format and mailed them to committee members on August 17, 2007, with a request to review them and provide comment by September 7, 2007. The attached bylaws with amendments shown in legislative format reflect the comments received from the two CAC officers. There were no other comments received in response to the mailing.

## Background

The CAC operates under a set of bylaws adopted by the Metropolitan Policy Committee on September 9, 2004, and amended on June 9, 2005 and November 10, 2005. The Citizen Advisory Committee bylaws require that recommendations for amendments to the bylaws shall be passed by a two-thirds vote of the membership of the committee. Other requirements for amendments are that the proposal for amendments shall appear on a published agenda and the text be sent to all committee members not less than fourteen calendar days in advance. The recommended amendments must be submitted to the Metropolitan Policy Committee and become effective upon adoption by the Metropolitan Policy Committee.